Acklam Grange School

A Specialist College of Mathematics & Computing

Job Description: Assistant Head Teacher

(Teaching and Learning)

Job Title: Assistant Head Teacher

(Teaching and Learning)

**Leadership Pay Scale: L12 – L16**

**Job Purpose:**

To lead and manage strategic aspects of Teaching and Learning as an active, well-motivated team member.

**Duties and Responsibilities:**

**MAIN ACTIVITIES**

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The Assistant Head Teacher will:

Contribute to leadership decisions on all aspects of policy, development and organisation as a pivotal member of the Teaching and Learning and Senior Leadership Team, be responsible for:

* Raising standards of achievement and attainment across the school by ensuring that all teaching is good and outstanding (in liaison with Headteacher, Deputy Headteacher and Teaching and Learning.)
* Leading, developing and improving the quality of teaching practice of others across the school through monitoring the quality of teaching and learning, developing teachers’ effective teaching strategies, and effective sharing of evaluation (including lesson observations) with teachers and support staff as appropriate
* Identifying and promoting innovative and effective teaching strategies and learning styles to meet the needs of all students and developing these amongst staff as appropriate.
* Through peer coaching and the demonstration of excellent classroom practice, working with colleagues to develop their teaching skills ensuring quality of provision throughout the whole school
* Ensuring that all staff are aware of Ofsted requirements in regards to lesson observations and requirements for learning and teaching and how to facilitate the most positive judgment of their teaching
* Making effective use of support networks to develop the quality of teaching
* Developing all staff, against relevant school and national standards
* Organising effective dissemination of good/outstanding and successful practice to ensure that such practice is embedded and reinforced
* Leading use of Student Voice in order to improve the quality of Teaching and Learning
* Leading, developing and promoting our Pride values, Student leadership, British Values and SMSC in a large, urban and multi-cultural school
* Quality assuring Teaching and Learning in liaison with the Deputy Headteacher responsible for Teaching and Learning
* Quality assuring Student Voice, Student Leadership and SMSC/British Values in liaison with the Director of Corporate Services
* Providing challenge and support to designated faculties as SLT Link
* Liaising and working with Faculties in setting targets for individual students under the line management of Headteacher
* Supporting staff in setting and achieving challenging targets for all students.

As a member of SLT:

* Attend, contribute to and where appropriate present to and lead SLT meetings and conferences
* Contribute to school self-evaluation and development planning
* Implement the whole school Quality Assurance cycle
* Support, lead and coach staff
* Lead and deliver high quality professional development through AGS Inspire
* Set high professional standards as a class teacher providing a role model for all staff in both classroom organisation and management in implementing all school policies
* Actively contribute to maintaining discipline and good order in the school
* Liaise with governors, when appropriate, to facilitate their overview of the school and attend governors’ meetings in support of the Headteacher
* Periodically, to exchange roles and responsibilities with other members of the SLT
* Assume responsibility for the management of the school in the absence of the Headteacher and 2 Deputy Headteachers
* Carry out other duties as required by the Headteacher.

Assistant Headteacher will have approximately a 0.5fte teaching commitment