

JOB Description

**Assistant Headteacher**

**Quality of Education**

Assistant Headteacher - Quality of Education (with specific responsibility for: curriculum, line management of the curriculum leaders, teaching, learning and assessment).

This job description and person specification is based on requirements set out in the School Teachers’ Pay and Conditions Document, and where relevant, the Teachers’ Standards.

Salary: L4 – L7(£53,601.00 - £57,831.00).

Contract type: Full-time, permanent position

Reporting to: The Headteacher

Responsible for: Quality of Education

**Statement of purpose**

Curriculum Design: To lead the development and implementation of a robust curriculum that meets the diverse needs of all students, ensuring it is engaging, inclusive, and aligned with educational standards.

Teaching and Learning Model: To promote and support innovative teaching and learning practices that foster student engagement, critical thinking, and academic excellence.

Quality Assurance: To establish and maintain rigorous quality assurance processes that monitor and evaluate the effectiveness of educational provision, driving continuous improvement.

Line Management: To provide effective line management to faculty leaders, offering guidance, support, and challenge to ensure the consistent and effective implementation of the school's educational framework.

**Main Duties and Responsibilities**

1. Curriculum Design
	1. Lead the development and implementation of a comprehensive curriculum.
	2. Ensure the curriculum is inclusive, engaging, and aligned with educational standards.
	3. Regularly review and update the curriculum to meet the diverse needs of all students.
2. Teaching and Learning Model
	1. Promote innovative teaching and learning practices.
	2. Support faculty in fostering student engagement, critical thinking, and academic excellence.
	3. Implement strategies to enhance the quality of teaching and learning.
3. Quality Assurance
	1. Establish and maintain rigorous quality assurance processes.
	2. Monitor and evaluate the effectiveness of educational provision.
	3. Drive continuous improvement through regular assessments and feedback.
4. Line Management
	1. Provide effective line management to faculty leaders.
	2. Offer guidance, support, and challenge to ensure consistent implementation of the school's educational framework.
	3. Conduct regular performance reviews and professional development sessions for faculty leaders.
5. Assessment
	1. Develop and implement effective assessment strategies.
	2. Ensure assessments are fair, consistent, and aligned with curriculum objectives.
	3. Use assessment data to inform teaching practices and improve student outcomes.
	4. Train faculty on best practices for assessment and data analysis.
6. Student Support
	1. Oversee the development and implementation of student support programs.
	2. Ensure that all students have access to necessary resources and support.
	3. Address any issues or concerns related to student welfare and development.
7. Stakeholder Engagement
	1. Foster strong relationships with parents, guardians, and the wider community.
	2. Communicate effectively with all stakeholders regarding school initiatives and student progress.
	3. Collaborate with external organizations to enhance educational opportunities for students.
8. Administrative Duties
	1. Assist in the development and management of school policies and procedures.
	2. Support the Headteacher in administrative tasks and decision-making processes.

**Membership of the Leadership Team**

All members of the Leadership Team are required to meet the following responsibilities.

1. Set Clear, Achievable Goals
	* Define the vision and strategic priorities for educational quality.
	* Establish SMART goals (Specific, Measurable, Achievable, Relevant, Time-bound) to guide school improvement efforts
2. Promote Ongoing Professional Development
	* Facilitate continuous professional development opportunities for staff.
	* Encourage faculty to engage in training and workshops to enhance their teaching practices
3. Cultivate a Positive School Culture
	* Foster an inclusive and supportive school environment.
	* Promote values such as respect, collaboration, and academic excellence among students and staff
4. Utilise Data-Driven Decision Making
	* Implement systems to collect and analyse educational data.
	* Use data insights to inform teaching strategies and improve student outcomes
5. Engage with the Wider Community
	* Build strong relationships with parents, guardians, and community stakeholders.
	* Collaborate with external organizations to provide additional educational resources and opportunities
6. Monitor and Evaluate Educational Provision
	* Conduct regular assessments to evaluate the effectiveness of teaching and learning practices.
	* Implement quality assurance processes to ensure continuous improvement
7. Support Faculty Leaders
	* Provide guidance and support to faculty leaders in implementing the school's educational framework.
	* Conduct performance reviews and offer professional development sessions to enhance leadership skills

The postholder is also expected to undertake any other duty as specified by School Teachers Pay & Conditions Document not mentioned above. You will be expected to meet the professional standards of a teacher, as defined in the STPCD.

The postholder is also expected to carry out any reasonable request made by the Headteacher or line manager. No Job Description can be fully comprehensive and this is, therefore, subject to review and modification, as necessary.

**Person Specification**

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| **Qualifications and Experience** | Essential:* Qualified Teacher Status (QTS).
* A degree in education or a related field.
* Significant teaching experience, preferably across multiple key stages.
* Proven experience in a leadership or management role within a school setting.

Desirable:* Postgraduate qualification in education or leadership.
* Experience in curriculum development and quality assurance.
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| **Knowledge and Skills** | Essential:* In-depth knowledge of the national curriculum and educational standards.
* Strong understanding of effective teaching and learning practices.
* Ability to analyse data to inform decision-making and improve student outcomes.
* Excellent communication and interpersonal skills.
* Strong organizational and time-management skills.

Desirable:* Knowledge of current educational research and best practices.
* Familiarity with school improvement planning and implementation.
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| Leadership and Management | Essential:* Ability to lead and inspire staff, students, and the wider school community.
* Experience in managing and developing faculty
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| **Behavioural Attributes** | Inspirational Leader* Ability to inspire both adults and young people.
* Lead by example with a love of and infectious enthusiasm for learning.

Excellent Communicator* Outstanding interpersonal skills and the ability to relate well to a wide range of people.
* Confident user of ICT and leading others.

Highly Organised* Strong organizational skills with perseverance and resilience.

Supportive and Challenging* Ability to support and challenge others effectively.
* Demonstrates emotional resilience in working with challenging behaviours.

Optimistic and Determined* Optimism and a determination for self and others to be the best version of themselves every day.
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**GENERAL**

* Safeguarding and promoting the welfare of children is everyone’s responsibility. Staff are required to follow the statutory guidance from the Department for Education. Staff are required to read:
* Part 1 and Annexe A of Keeping children safe in education
* School safeguarding policies
* The code of conduct

Staff must know the identity and understand the role of the designated safeguarding leads. In addition, in order for staff to understand and discharge their role and responsibilities as set out in ‘Part one’ of the guidance, staff are required to identify any additional training needs and read safeguarding bulletins they receive through the year.

• Be aware of and comply with policies and procedures relating to safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

• Be aware of and adhere to all Trust and Academy level policies and procedures and comply with their contents; raising any concerns in a timely manner.

• Be aware of, support and ensure equal opportunities for all.

• Contribute to the overall ethos/work/aims of the Trust.

• Appreciate and support the role of other professionals.

• Attend and participate in relevant meetings as required.

• Participate in training, other learning activities and performance development as required.

• Engage actively in the performance review process