

St Aidan's Church of England High School
Assistant Headteacher (Teaching & Learning)
Job Description

The Assistant Headteacher, along with all other members of the School's Leadership Team, will support the Headteacher in the leadership and management of the School. They will carry out their professional responsibilities in accordance with, and subject to, the provision of the School's Teachers' Pay and Conditions Document and within the range of duties set out in that document, the Memorandum and Articles of Association, the policies and requirements of the Governing Body and the current Education Company, Charity and Employment legislation.

The Assistant Headteacher will be accountable to the Headteacher and the Governing Body for the standards achieved and the conduct, leadership, management and administration within the School and with regard to their areas of responsibility. The job description is subject to an annual review and may be renegotiated and modified in respect to the changing needs of the School.

Generic Assistant Headteacher responsibilities:

- To work with the Headteacher, School Leadership Team and Governing Body to ensure that the School's vision and ethos are clearly articulated, shared, understood and acted up effectively.
- To work with the School to translate the vision into strategic objectives that ensures School improvement and achieves the highest quality of educational provision.
- To lead by example and demonstrate the School's values and ethos in everyday work and practice with all stakeholders as required.
- To motivate and work with others in creating a caring, stimulating and challenging learning environment.
- To constantly review the work and organisation of the School within the School's Leadership Team.
- To be prepared to perform other duties as may be reasonably required by the Governing Body.
- To play a full, active and prominent role on the School Leadership Team.
- To be in total sympathy with the Christian ethos/foundation of the School.

Teaching & Learning responsibilities:

- To lead on the Quality Assurance of teaching and learning within the school, ensuring that policy and practice is up to date, and evidence of outstanding classroom practice is clear and well communicated.
- To lead on the provision of training days, ensuring that research-led teaching and learning is promoted and staff are fully up to date.
- To compile and address the continuing professional development needs for staff and ensure that they meet the individual needs of staff as well as the needs of the school.
- To ensure that all teaching and learning aspects of the school's self-review framework are evaluated regularly and are successful in ensuring the highest of standards.
- To lead on the development of new teachers, including provision of initial teacher training and the induction and provision for early career teachers.
- To ensure that all aspects of relevant cross-curricular provision, including literacy, are up to date, effective in supporting whole-school outcomes and embedded fully.
- To lead in sharing best practice across all departments, working with all middle-leaders to ensure a highly developed understanding and impact of current educational provision.
- To lead on the design of the curriculum, ensuring that the quality of education is outstanding and all aspects of the curriculum (breadth of qualification and extra-curricular) are accounted for and highly effective.