# The Leathersellers’ Federation of Schools: Prendergast School

**Assistant Headteacher – Teaching and Learning**

**Salary/Grade**

Leadership Group Spine

Post held

Assistant Headteacher – Teaching & Learning

Responsible for

The strategic leadership of the implementation of our curriculum and the staff development and performance management programmes for the school.

Assisting the Headteacher and Senior Leadership Team with the overall management and development of the school.

Responsible to

The Headteacher

Purpose of the job

To assist the Headteacher and Governors in ensuring the achievement of the highest possible educational standards and attainment, by creating an atmosphere and structures in which pupils feel valued, staff have high expectations of them.

To lead and manage the staff development and performance management programmes and policies and monitor their operation.

Liaising with

Leadership Team, Faculty/Subject Leaders, Pastoral Managers, Progress Leaders, Pupil Support Services, the Governing Body, external agencies including LA representatives and parents.

Duties

The Teachers’ Pay and Conditions Document specifies the general professional duties of staff on the Leadership Spine including Deputy Headteacher. In addition, certain particular duties are reasonably required to be exercised and completed in a satisfactory manner.

Key functions

* To deputise for the Headteacher and take responsibility for the day-to-day running of the school in his/her absence if required.
* To manage the operation of the performance management policy
* To manage the quality assurance of Teaching and Learning across the school, including leading the Teaching and Learning Reviews process.
* To lead on AfLfeedback and marking
* To develop and produce an efficient and effective staff development and training structure within school that ensures highly qualified, professional staff at every level in the organisation.
* To publish the annual CPD programme for all staff that includes the arrangements for in service training days, including provision for all staff in the school
* To lead the school career professional development and training processes, including Initial Teacher Training acting as the Professional Tutor
* To lead theguidance, mentoring and training for trainee, newly qualified and licensed teachers.
* To be responsible for managing the graduate teacher programmes
* To manage all relationships with training providers including School Direct, Teach First and other training initiatives
* To manage the staff induction including that of supply teachers and office staff

Specific responsibilities

The main responsibilities of the post are to:

* lead and manage the operation of the performance management system focusing on strategies for self-evaluation which ensure that excellent teaching takes place across the curriculum
* devise a policy in conjunction with staff for professional development within the school
* initiate, monitor and evaluate the effect of professional development input in the School Improvement Plan
* lead and manage the Heads of Faculty with responsibility for the induction programme for new staff
* ensure that the professional development needs of all staff are met as far as possible within available resources
* co-ordinate arrangements relating to courses and other professional development in liaison with Head of Faculty
* publicise professional development opportunities for staff as appropriate
* organise professional development days in liaison with the Headteacher
* ensure that there are systematic and effective methods of evaluating courses, visits and other opportunities undertaken by staff
* complete all necessary LEA and DFE returns relating to staff development
* lead and manage the staff induction programme and acting as mentor for ECTs
* lead and manage the monitoring and review of teaching and learning projects across the school
* Lead and manage the school’s programme of Initial Teacher Training
* establish, develop and support further links with teacher training institutions
* lead and manage the policy for monitoring teaching and learning to ensure that excellent teaching takes place in all classes across the curriculum
* lead and manage the learning and teaching projects within the school
* Support the Heads of Faculty, Tutors and members of the SLT in the maintenance of good behaviour and discipline.
* manage and support the work of specified Heads of Faculty to ensure that the relevant curricular teams are well managed and effectively led and that lessons are challenging and exciting
* be a key member of the Leadership Team
* To line manage faculty teams

Conditions of employment

The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the Contract of Employment).

The postholder is required to support and encourage the school’s ethos and its objectives, policies and procedures as agreed by the governing body.

S/he shall be subject to all relevant statutory requirements as detailed in the most recent School Teachers Pay and Conditions Document.

The postholder may be required to perform any other reasonable tasks after consultation.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification at any time after consultation with the postholder.

All staff participate in the school’s performance management scheme.