

## **JOB DESCRIPTION**

### **ASSISTANT HEAD TEACHING & LEARNING**

#### **REPORTS TO: HEAD**

#### **MAIN PURPOSE:**

The Assistant Head is responsible for the oversight of teaching and learning across the school, focusing on pedagogy, the curriculum, planning and educational initiatives.

#### **RESPONSIBILITIES:**

##### **ADMINISTRATION:**

1. Review curriculum administration and documentation - departmental policies, development plans and handbooks. Establishing and sharing best practice and setting a required standard.
2. Organisation of year group transfer meetings for Y2 to Y5, ensuring that appropriate documentation is prepared and shared with parents and the evenings go smoothly.
3. Creating and sharing a curriculum overview handbook detailing the curriculum content from Rec/Y1 - Y6 and relevant academic policies - marking, prep etc (map the curriculum - what is taught in each year group).
4. Driving the pupil achievement towards excellent outcomes as detailed in the ISI Grade Descriptors. Monitoring and tracking progress, advising staff, keeping records and evidencing to all interested parties.
5. Overseeing curriculum development across the school, closely monitoring schemes of work for appropriate progression and relevance.

##### **TEACHING & LEARNING:**

1. Providing guidance & training on modern teaching developments and initiatives, keeping abreast of such developments and sharing them widely across the school.
2. Coordinating the monitoring of teaching and learning across the school.
3. Identifying and sharing best practice in teaching and learning across the school.
4. Driving educational innovation and strategies to improve pupil learning and outcomes.

5. Celebrating excellence in teaching & learning and promoting such achievements and highlights.
6. Providing clear direction to staff and parents on the teaching and learning philosophy of the school.
7. Ensuring that appropriate provision is in place for academic scholarship preparation and entry to more academic schools (Common Entrance, 11+, selection reviews).
8. Monitoring the setting of homework - purposefulness and challenge.
9. Ensuring the work of the Director of Digital Learning and Director of Co-Curricular is embedded and feeds in to the school's educational philosophy.
10. Ensuring that the curriculum meets the need of all children of all abilities - CHEX, Liaison with Learning Support Dept., EAL oversight.
11. Oversee the introduction and updating of personalised learning plans for all pupils.
12. Collate inspection relevant evidence on teaching and learning and support staff in their inspection preparation.
13. Work closely with the Deputy Head in co-ordinating staff training and Inset based on colleagues' needs and contemporary educational developments.
14. To participate in regular Learning Walks and contribute to the development of teaching and learning across the school.
15. To contribute to the school's appraisal programme.
16. To oversee and update academic policies and monitor their implementation.
17. Update staff on ISI requirements and inspection readiness, disseminating information from ISI updates and your own inspection experience. (Being ISI trained would be a distinct advantage here, as would a willingness to train to become an inspector).
18. Monitor weekly planning and schemes of work, checking progress and appropriateness of curriculum content and ensuring that planning includes AfL.
19. To work closely with the SENDCo and support them with the allocation of Teaching Assistants so that children are supported as best as they can be.
20. To promote contemporary teaching and learning ideas, initiatives and best practice to staff from courses attended, lesson observations and inspections of other schools.
21. To oversee and coordinate Heads of Department and Departmental meetings with a clear focus on the achievement of the school development plan, strategic objectives and improving teaching and learning.