



Aylesford School

JOB DESCRIPTION

Assistant Headteacher- Teaching and Learning

Reports to:	Headteacher/Deputy Headteacher
Salary/Grade:	Leadership Pay Scale
Job Purpose:	To collaborate with the Assistant Headteacher for teaching and learning to develop and improve all aspects of teaching and learning across the school. The Assistant Headteacher will drive improvements in classroom practice, curriculum delivery, and student outcomes, ensuring high standards of teaching that support the school's vision for academic excellence and holistic development.

KEY ACCOUNTABILITIES AND RESPONSIBILITIES:

Leadership and Strategy

- Assist leading on the development, implementation, and evaluation of the school's Teaching and Learning strategy.
- Work closely with senior and middle leaders to embed high-quality teaching across all subject areas.
- Promote a culture of high expectations and continuous improvement.
- Analyse performance data to inform teaching strategies and support staff development.

Teaching and Learning Development

- Assist in monitoring and evaluating teaching standards through lesson observations, learning walks, book scrutiny, and student voice.
- Support in developing and delivering CPD programmes to improve teaching pedagogy and subject knowledge.
- Support in developing teachers to become outstanding practitioners and utilising outstanding practitioners in supporting other teachings on their journey to outstanding practice.
- Support teachers in using assessment data effectively to inform planning and improve pupil progress.
- Lead on initiatives to improve independent learning across the curriculum.
- Lead on initiatives to improve pupil groups learning across the curriculum.

Curriculum and Assessment

- Contribute to the development of an engaging and inclusive curriculum that meets the needs of all learners.
- Ensure that curriculum planning supports progression and continuity across key stages.
- Support the implementation of assessment systems that are robust, purposeful, and support student learning.
- Oversee homework, marking, and feedback policies to ensure consistency and impact.

Staff Development and Performance

- Line manage designated curriculum leaders.
- Contribute to the school's performance management process, supporting staff to set and achieve ambitious targets.

School Improvement

- Contribute to the School Improvement Plan and self-evaluation processes.
- Support the implementation of whole-school policies and drive initiatives related to school priorities.
- Work with external partners, including Ofsted, the local authority, and multi-academy trust, to support school improvement.

Safeguarding and Pastoral

- Promote the safeguarding and welfare of all students.
- Model and uphold the school's behaviour policy and ethos.
- Support staff and students to maintain high standards of behaviour, attendance, and engagement.

Person Specification

An Assistant Headteacher for Teaching and Learning is a leadership role focused on improving the quality of education within a school. This role requires strong leadership skills, a deep understanding of effective teaching practices, and the ability to drive school improvement initiatives. The person specification for this role typically outlines the required qualifications, experience, skills, and personal qualities necessary for success.

Key Areas of Focus

- **Vision and Leadership:**

The ability to articulate and implement a vision for teaching and learning, inspiring staff to embrace change and strive for excellence.

- **Curriculum Development:**

Experience in curriculum design, implementation, and evaluation, with a focus on student progress and engagement.

- **Teaching and Learning Expertise:**

A strong understanding of effective teaching strategies, assessment methods, and the use of data to inform practice.

- **Staff Development:**

The ability to design and deliver professional development programs, coach and mentor teachers, and foster a culture of continuous improvement.

- **Communication and Interpersonal Skills:**

Excellent communication skills to effectively interact with students, staff, parents, and other stakeholders.

- **Management and Organization:**

Strong organizational and time management skills to manage workload, prioritize tasks, and meet deadlines.

- **Data Analysis:**

The ability to analyse student data to identify trends, inform interventions, and track progress.

- **Commitment to Inclusion:**

Understanding of equality and inclusion issues and the ability to create a learning environment that supports all students.

- **Positive Attitude and Resilience:**

A positive and enthusiastic approach, with the ability to remain calm and focused under pressure.

Specific Examples of Requirements:

- **Qualifications:**

Qualified Teacher Status, relevant postgraduate qualifications (e.g., MA in Education, NPQSL), and evidence of continuing professional development.

- **Experience:**

Significant experience in teaching and leading teams, with a proven track record of raising attainment and improving teaching and learning.

- **Skills:**

Excellent communication skills (written and verbal), strong leadership and management skills, ability to analyze data, and proficiency in using technology to enhance learning.

- **Personal Qualities:**

Enthusiasm, flexibility, resilience, strong interpersonal skills, and a commitment to promoting positive relationships and a culture of high expectations.

Signed Employee: _____

Date: _____

Print Name: _____

Signed Employer:_____

Date:

Print Name:_____