



### Job Description

<b>JOB TITLE:</b>	<b>Assistant Headteacher – Thinking, Teaching and Learning</b>
<b>JOB FAMILY:</b>	SLT
<b>PHASE:</b>	Secondary
<b>SALARY GRADE:</b>	L9 – L12
<b>HOURS:</b>	Full Time
<b>REPORTING TO:</b>	Headteacher

### Job Purpose

The Assistant Headteacher (TTL) is the lead professional for the quality of provision in Thinking, Teaching and Learning and CPD across the school. They will lead on Thinking Schools and ensure that every child is taught by a good teacher. They will also ensure new teachers and ECT (including Schools Direct/Teach First/PGCE/non-QTS) are successful. The Assistant Headteacher will share responsibility for senior leadership and management for the school ensuring continual improvement and high quality, engaging and fulfilling cognitive education for all students.

The Assistant Headteacher will help develop an ethos of high expectations for staff and students and lead on Teaching, Learning and Thinking Schools to further improve student outcomes.

The Assistant Headteacher will ensure that the school achieves Thinking School accreditation by 2024.

### Skills, Duties and Responsibilities

The Assistant Headteacher (TTL) will:

- Establish with the Headteacher and Deputy Headteacher a culture that promotes excellence, quality and high expectations of all students and staff
- Lead on whole school development of the Thinking Schools approach and lead the Thinking drive team
- Ensure thinking is visible across the school
- Ensure all teachers have expert knowledge on the subjects they teach and that HOD are equipped to deliver specialist training to their teams using thinking strategies
- Ensure the school achieves Thinking Accreditation
- Create a learning culture within the school and actively promote and deliver significant development opportunities for teachers including; NPQs, SWIFT collaboration, Trust working groups and the coaching programme



- Induct all new teaching staff and ensure that ECT colleagues engage successfully with the ECT framework
- To be the senior professional tutor for ITT
- Ensure all staff successfully engage with Professional Growth and provide training on how colleagues set objectives and reflect on their progress
- Review and develop the student reflective journal and ensure that the cultural passport is updated as per the Trust model
- Actively encourage teachers to engage with SWAT and local and national student competitions
- To create, lead and maintain a group of student Thinking Ambassadors
- To manage and promote all Trust development days and Trust wide CPD including Hub involvement and PHSG CPD days
- Develop and maintain an ambitious and impactful digital strategy for the school and lead the DLA
- Oversee CEW and ensure that all trips are appropriate, well-funded and there are a variety of Zero to low cost opportunities.

**Key Skills and responsibility:**

**1. Skills/experience required**

- Have experience of working with senior teams to create a productive learning environment which is engaging and fulfilling for all students and staff reflecting the identity of the school
- Have strong leadership skills, demonstrated through the development of high performing teams
- Establish with the Headteacher a culture that promotes excellence, quality and high expectations of all students and staff whilst actively addressing under performance
- Have a sound knowledge and understanding of both cognitive theory as well as practical strategies to develop and sustain thinking skills and tools
- Provide professional leadership and management of Teaching and Learning and professional development policies and practices across the school
- Work with others and be responsible to the Headteacher for evaluating the school's performance including identifying the priorities for continuous improvement and the raising of standards; ensuring equality of opportunity for all
- Report to the Headteacher to demonstrate that Teaching and Learning performance are impacting on whole school improvement
- Demonstrate the school's vision and values in everyday work and practice
- The ability to acknowledge knowledge gaps and arrange professional/personal development training accordingly

**2. Teaching and Learning**

- Provide leadership and management for the quality of teaching and learning at the school (teaching and marking/feedback) and ensure the PHSG (RESPECT) agenda is



embedded

- Lead on whole school development of a 'Thinking School' approach to thinking, teaching and learning and CPD across the teaching staff
- Lead on schema development and the knowledge, literacy and long term memory agenda part of the Ofsted 'Quality of Education' judgement
- Monitor the standards of teaching and marking/feedback and use this data to inform both school level training needs and individual professional development needs
- Lead and establish in discussion with senior leaders teaching improvement programmes
- Ensure all subject leaders are given access to appropriate leadership programmes
- Ensure every student is nurtured to become effective, enthusiastic, independent learners, committed to life-long learning
- Support a culture and ethos of challenge and support where all students can achieve success and become engaged in their learning and have a voice within the school community
- In conjunction with the Deputy Headteacher challenge underperformance at all levels and ensure effective corrective action and follow up
- Keep abreast of all latest national initiatives/agendas around Teaching, Learning and Assessment

### **3. Securing Accountability**

- Ensure that the school is constantly "Ofsted ready" in terms of the provision of teaching and learning that would ensure positive inspection outcomes
- Ensure subject leaders' accountabilities are clearly defined, understood and agreed and in terms of leading learning in their curriculum area/s are subject to rigorous review and evaluation
- Ensure the school's training programme for teachers (including ECT/Schools Direct/Teach First/PGCE training programme) is fit for purpose (monitored, reviewed and evaluated). It is implemented effectively and supports improvement in teaching and learning

### **4. Managing the day to day Organisation**

- In conjunction with the Headteacher and Deputy Headteacher seek to build a successful school through effective collaborations
- Provide effective organisation and management of teaching and learning and seek ways of improving organisational structures and functions in line with legal requirements based on rigorous self-evaluation
- Lead on teaching and Learning through effectively working with senior and subject leaders

### **5. Working with Others and Self Development**

- Treat people fairly, equitably and with dignity and respect to create and maintain a positive culture



- Build a professional and collaborative learning culture within the school and actively engage with others to build effective learning communities
- Ensure the school's teaching and learning policies and practices are implemented effectively
- Acknowledge the responsibilities and celebrate the achievements of individuals and teams
- Develop and maintain a culture of high expectations for self and for others and taking appropriate action when performance is unsatisfactory
- Regularly reviewing own practice, set personal targets with the Headteacher, and take responsibility for own personal development by participating positively in arrangements made for performance management
- Manage own workload and support others to manage an appropriate work life balance

#### **6. Strengthening Community**

- Engage with the Thinking Schools School Trust community to secure quality and entitlement of provision for all students
- Promote the internal and external high expectations, perceptions and standards of the school to the wider community
- Work collaboratively at both strategic and operational levels

#### **7. Conditions**

- The Assistant Headteacher will undertake any other duties which from time to time may be required and be relevant and commensurate with the post, as deemed necessary by the Headteacher and Governors/Trustees

### Generic Duties relevant to all members of Staff

#### **The Trust**

- The ethos of our Trust is "Transforming Life Chances". All staff are expected to be committed to this aim in everything they do
- It is expected that all staff work collaboratively as members of the Trust to share good practice, resources and ideas and realise the Trust's visions and aims. All staff should act with professional integrity at all times, following the "Code of Conduct"
- You will be based at Plymouth High School For Girls . However, you may be asked to work at any of the other academies within the Trust or partner schools and you should expect to travel between sites as required

#### **Teaching and Learning**

- This is our core business and therefore it is an absolute priority. You are expected to support all teaching staff, irrespective of seniority, to ensure they concentrate on the core business. This may mean undertaking tasks outside of your area of responsibility where required.

#### **ICT**

- It is expected that all teaching and support staff follow the ICT Vision of the Trust.



- All staff will be expected to utilise ICT and to improve communication and reduce paper use. Security procedures must be followed when using ICT systems.
- All staff are expected to follow (and ensure students follow) the procedures as laid out in the Trust's Acceptable Use Policy. Staff are also expected to ensure that they follow Trust policies with regard to professional conduct when using ICT systems or Trust ICT equipment.

#### **Health and Safety**

- Employees are required to work in compliance with the Academy's Health & Safety Policies and under the Health and Safety At Work Act 1974 (as amended), ensuring the safety of all parties they come into contact with, such as members of the public, in premises or sites controlled by the Trust.
- In order to ensure compliance, procedures should be observed at all times under the provision of safe systems of work through safe and health environments, including information, training and supervision necessary to accomplish those goals.

#### **Safeguarding**

- The Thinking Schools Academy Trust is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. All staff are to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Thinking Schools Academy Trust. Any safeguarding or child protection issues **must** be acted upon immediately by informing the Designated Safeguarding Lead.

#### **Equal Opportunities**

- To actively promote the Trust's Equal Opportunities Policy and observe the standard of conduct which prevents discrimination taking place, maintaining awareness of and commitment to Equal Opportunity Policies in relation to both employment and professional relationships

#### **Data Protection**

- The Thinking Schools Academy Trust takes the responsibility of protecting and securing the data of Pupils, Staff, Parents and all associated individuals very seriously. The Trust requires all staff to complete data protection training and to adhere to its Data protection policies and procedures. All staff must ensure that if they suspect a data breach they must inform the Trust Data Protection officer immediately.

This job description forms part of the contract of employment of the person appointed to the post. The duties, responsibilities and accountabilities highlighted in this job description are indicative and may vary over time at the discretion of the Trust. This job description will be reviewed annually and is an integral part of the Appraisal and line management process.



The duties and responsibilities in this job description are not restrictive and the post-holder may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the post.

I understand and agree to the job description of an Assistant Headteacher – TTL.

Name:

Signed:

Date: