# Shirley Warren Primary and Nursery School

**Assistant Head:** Leader of Learning & Teaching/Professional Coach

**Post:** Assistant Headteacher

**Grade:** Leadership Scale

**Responsible to:** Headteacher

**Purpose of Post:**

To support the Headteacher's overall leadership, development and management of the teaching and learning of all pupils; to be able to teach in all key stages, to take a leading role in the monitoring and evaluation of standards across the whole school.

This is a senior post within the school's staffing structure, which carries with it membership of the Leadership Team. To carry out the duties of this post in line with the remit outlined in the current School Teachers' Pay and Conditions Documents including the conditions of employment for Assistant Headteachers.

In addition, to assist the Headteacher in organising and managing the school with the aim of taking teaching from 'good' to 'outstanding' and raising attainment of all pupils. To undertake any professional duty delegated by the Headteacher. The Assistant Headteacher will be expected to work independently as well as in close partnership with the Headteacher, Deputy Headteacher and Governors.

**Key Responsibilities**

1 Learning and Teaching

- To advise and contribute to the professional development of staff, including whole schools INSET provision
- To play a significant role in the school improvement planning process, taking account of the agreed priorities of the school and reflecting specifically on personal areas of responsibility
- To lead a phase team

- To set high professional development standards as a teacher providing a role model for all staff in both teaching, classroom organization, management and in implementing all school policies

- To support the Headteacher with monitoring and evaluating the quality of teaching and pupil achievement, ensuring high standards are attained by staff and that all children fulfill their potential.

- To jointly lead the whole staff team in developing further a strong learning culture that has high expectations of work and outstanding behaviour for learning at its centre

- Along with the Headteacher, to lead the schools continuing journey developing a creative curriculum which has a strong focus on contextual learning whilst mastering key skills

- To support the leadership team to ensure the implementation and ongoing evaluation of highly effective assessment, feedback and target setting procedures

2 Professional Coaching

- To lead, develop and coach teachers, including trainees, giving practical advice and guidance on all aspects to develop and embed good and outstanding practice in learning and teaching leading to improved pupil outcomes

- To monitor teaching and learning, encourage reflective dialogue, set targets and give advice for development

- To be aware of latest research and new initiatives related to effective teaching and drive innovation

- To disseminate materials relating to best practice and current educational research in teaching and learning

- To develop materials for the monitoring and support of teachers, including video recordings and evidence collections of best practice

- To support teachers to accurately assess, gather evidence, moderate and plan effectively for the children in their class

- To implement and advise staff on strategies to promote high standards of behaviour

- To engage with appropriate training and development opportunities to support school improvements and to promote professional effectiveness in this role

- To support the headteacher and deputy with the induction and mentoring of all new staff

## 3 Leadership and Management

- To deputise for the Headteacher, or Deputy Headteacher in their absence
- To work effectively in the Senior Leadership Team making a major contribution to the continuing development of Shirley Warren Primary and Nursery School
- To make a significant contribution to school self-evaluation and provide information, objective advice and support to the Governing Body to enable it to meet its responsibilities by producing reports to Governors
- To lead groups of staff in professional development activities and evaluate outcomes
- To feedback successes/areas of concern to the Leadership Team when required
- To set targets for continuous improvement and provide support eg through Teacher Appraisal
- Through liaison and guidance, work closely with curriculum leaders to ensure the best learning opportunities for children
- To lead the development of a curriculum subject or area throughout the school as required by the needs of the school
- To be flexible and adaptable, willing to train and prepared to lead a diverse range of responsibilities as the needs of the school evolve and change
- To set high expectations for your own performance and that of others
- To commit to the protection and safeguarding of children and young people, and value and respect their views and needs

## 4 The School as a Community

- To successfully contribute to the development of the school as a real community that serves the needs of pupils, parents, staff, governors and the wider public
- To ensure that parents are well informed about the curriculum, targets, children's progress and attainment
- To support and develop equal opportunities for all members of the school community

- To actively contribute to establishing a climate of co-operative and collegial leadership in the school

- To support collaboration with other schools in the Redbridge and Lordshill Primary Federation