



CHATHAM & CLARENDON GRAMMAR SCHOOL

Job Description

Job Title:	Assistant Headteacher Teaching & Learning/CPD
Department:	SLT
Based:	Across all sites as necessary
Hours of Work	
Grade:	Leadership Scale 13 -17
Responsible to:	Headteacher
Responsible for:	Line Management of Heads of Department

Overview of Job:

- To monitor and evaluate the quality of Teaching and Learning across the school in order to raise standards.
- To respond to identified training needs of individual staff and resource suitable training courses.
- To have responsibility for delivering high quality CPD to staff.
- To have responsibility for PGCE's and ECT in the school.
- To Line manage designated departments.

The main responsibilities and tasks:

- To plan and deliver wholeschool CPD to staff.
- Implement and model strategies that secure high standards of teaching, learning and progress.
- To work with the Deputy Head (Lower School) who also has responsibility for Teaching & Learning, to monitor standards of teaching and learning and to offer intervention strategies where necessary.
- Participate in, and lead coaching of staff identified as needing support.
- To share the most relevant and pertinent educational research with staff, and where subject specific, signpost the information to the relevant HOD
- To model good practice, monitor and evaluate the impact of training.
- Use termly/annual student data to monitor the impact of teaching and learning strategies.
- To coordinate the school METAL process and participate in the feedback to departments.

- Line manage designated departments, complete the performance management and appraisal of the Head of Department and hold them to account via the SEF process for progress within the department.
- To be actively involved in planning, writing and reviewing policies and practices designed to raise achievement, together with effective monitoring of the impact of such policies.

Other Duties:

- To be a visible presence around the school
- To maintain a teaching commitment
- To work with the Headteacher to plan and co-ordinate activities for KS3 Activities Week
- To support and contribute to school wide improvement strategies and initiatives within the whole school development plan
- To fully support whole school aims and objectives and policy decisions, contribute to their establishment and initiation and sustain their implementation and review
- Act as a positive role model to staff and students.
- Be available to assist after GCSE results day to discuss an appropriate pathway with students who have not met the requirements for entry to 6th Form in their chosen subjects.

The job description is not necessarily a comprehensive definition of the post. It will be reviewed in relation to the needs of the school on an annual basis.

To perform such duties as the Headteacher may reasonably require or that professionalism dictates.