

# Assistant Headteacher - Curriculum, Teaching & Learning and Staff Development

Salary / grade range	L14-L18
Location	Co-op Academy Stoke on Trent
Reports to	Deputy Headteacher: Academy Improvement

## Purpose of role:

You will be the Academy's key strategic lead for the quality of curriculum, teaching and learning. Reporting to the Deputy Headteacher: Academy Improvement, you will ensure that the classroom experience of students is exceptional. You will do this by ensuring that our approach to teaching is consistently excellent, informed by the best evidence of what works, and underpinned by a healthy approach to innovation. You will lead our team of Lead Practitioners and Heads of Subject ensuring that in every subject teaching is of the highest quality and students make excellent progress. In order to deliver this, you will oversee a high quality programme of CPD that makes the very best use of the Academy's resources leading to excellent outcomes for students.

## Strategic

- Support the Headteacher to deliver the Academy's vision.
- Support the Headteacher in developing a clear strategic vision of how to deliver an outstanding quality of education.
- Have a forensic understanding of current educational thinking and approaches.
- Understand how to get things done, ensuring that strategies are effectively implemented and deliver the impact they were intended to achieve.
- Have a detailed working knowledge of Ofsted requirements and be alert to changes and developments in the regulatory framework.
- Devise, maintain, and implement clear improvement plans in relation to all areas of Quality of Education.
- Develop high performance teams, specifically Heads of Subject and the Lead Practitioner network, through the delivery of high quality training, coaching and mentoring.
- Support the Headteacher in managing the academy effectively.
- Work closely with other stakeholders including Trust, Governors and other partners to deliver strategic aims.

## Quality of Education

- Have strategic responsibility for the design, quality, and implementation of the Academy's curriculum.
- Be the lead on the Academy's pedagogical approaches, captured in the Learning Framework, ensuring that teaching is evidence based, research informed, and of the highest quality for all students.
- Ensure that the Academy's assessment strategy is fit for purpose and is designed to ensure that students know and remember more, providing real-time information to teachers, ensuring that teaching is always adaptive and responsive to students.
- Lead the Academy's Subject Review process overseeing regular reviews of standards within, and across, subject areas.
- Ensure that there is a constant cycle of review, improvement and evaluation in all subject areas and for individual teachers.
- Be the lead for staff development both teaching and non-teaching ensuring that all members of

the Academy receive timely and ongoing personal development, including, for example, via the NPOs or Apprenticeships.

- Own, formulate, and evaluate all policies linked to quality of education.
- Have due regard for staff workload by ensuring that all initiatives and changes are stress-tested for their impact.
- Be the Academy's representative on any relevant external bodies as well as attending the Trust Teaching and Learning Network.

#### Leading and Managing Staff

- Be a vocal proponent of the Academy's vision, values and ethos.
- Provide high visibility leadership and be a leading voice in all areas of the Academy's leadership, direction and operations.
- Lead, motivate and challenge all members of the Academy community.
- Sustain their own motivation and that of staff for whom they are accountable.
- Contribute to an effective and rigorous PPDR process.

#### Efficient and effective use of staff and resources

- Work with the Headteacher to recruit, develop and retain high quality staff.
- Support the Headteacher by contributing to the staffing structure each year to ensure that resources are effectively deployed to deliver the highest quality of education.
- Manage delegated budgets with diligence ensuring value for money.

#### Line Management Responsibility

- Lead Practitioner Network
- Heads of Subject

#### Teaching and Assessment

- Undertake an appropriate allocation of teaching.
- Effectively plan, mark and assess learning providing feedback that ensures children make excellent progress.
- Provide written and verbal updates on students' progress - both individually and collectively - to leaders, parents and carers.

#### Safeguarding

- As a senior leader, be an example of excellence in safeguarding practice.
- Ensure that all safeguarding policies are adhered to and implemented effectively.
- Actively promote at all times the importance of keeping young people safe and be an advocate for their welfare and wellbeing.

#### Wider management of the Academy

- Attend and support all Academy events.
- Play a full part in the effective implementation of the PPDR process.
- As a senior leader, take collective responsibility for the effective implementation of all policies and procedures.

#### Additional Responsibilities

- Undertake all other responsibilities and tasks as directed by the headteacher.

Personal attributes required (based on job description):		
Attributes	All attributes are essential, unless indicated below as 'desirable'	How measured, e.g. application form (A), interview (I)
<b>Qualifications</b> <ul style="list-style-type: none"> <li>• Degree and teaching qualification.</li> <li>• NPQSL (or equivalent).</li> <li>• Strong track record of further professional study in the last two years &amp; evidence of impact.</li> </ul>		A,I
<b>Experience</b> <ul style="list-style-type: none"> <li>• A rising three year trend of improvement in student outcomes as a subject leader..</li> <li>• Effective implementation of strategies and initiatives that have had a direct impact on improving the quality of teaching and learning.</li> <li>• Recent evidence of whole-school impact.</li> <li>• Evidence of ability to manage change effectively.</li> <li>• Evidence of being able to lead, motivate and challenge to deliver improvement.</li> </ul>		A,I A,I
<b>Skills, Ability, Knowledge</b> <ul style="list-style-type: none"> <li>• Forensic knowledge and understanding of educational thinking.</li> <li>• Knowledge of the most effective approaches to curriculum, assessment and pedagogy.</li> <li>• Understanding of optimal models of staff development.</li> <li>• A comprehensive and forensic knowledge and understanding of the Ofsted framework and experience of using these to drive improvement.</li> <li>• Experience of aspects of school operations and processes beyond current role.</li> <li>• Knowledge of how to argue, persuade and convince people of the need for change.</li> </ul>		A,I A I A,I A,I A,I
<b>Personal Qualities</b> <ul style="list-style-type: none"> <li>• An ability to deliver on strategic goals.</li> <li>• Relentless work ethic and resilience.</li> <li>• A highly analytical eye for detail.</li> <li>• A willingness to make decisions.</li> <li>• Ambition to be a Headteacher within 5 years.</li> <li>• A commitment to safeguarding young people.</li> </ul>		A,I

The job description best characterises the role at the time of its formulation. It is subject to review to align with the needs and requirements of the Academy, in agreement with the post-holder, and by final agreement with the Headteacher.

Co-op Academies Trust as an aware employer is committed to safeguarding and protecting the welfare of children and vulnerable adults as its number one priority. This commitment to robust recruitment, selection and induction procedures extends to organisations and services linked to the Trust on its behalf. This post is subject to an enhanced DBS check.

All our colleagues are expected to demonstrate a commitment to co-operative values and principles, and the Ways of Being Co-op.

Co-op Academies Trust is committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage or civil partnerships.