

Role Profile			
Role	Assistant Head – Teaching & Learning	School	United School International
Direct Reports	Primary	Reporting To	Head of Primary
Role Purpose			
<p>Working collaboratively with the Executive Principle to decide on school-wide high quality pedagogy and teaching and learning goals for improved student achievement. Experienced and dedicated leader to continue to develop the practice of Teaching and Learning at our school. Able to support and develop teachers of varying experiences and encourage others to be part of the development process.</p> <p>This Role Profile sets out the core priorities and scope of the role, although is not intended to detail all specific duties. The school is committed to safeguarding and promoting the welfare and safety of children and young people and expects all staff to share this commitment.</p>			
Key Accountabilities			
<ul style="list-style-type: none"> ● Knowledge and Understanding ● To Support and advise the Head in the overall leadership of the School ● Act under the direction and guidance of the Head and in accordance with the School's agreed priorities ● Develop and demonstrate the highest possible standards of communication and sharing of information ● Contribute to and support the School's vision, values and high aspirations, with a relentless focus on pupils' achievement and personal development ● Deputize for the Head as required and undertake responsibility for running the school in the absence of the Deputy Head ● Role Specific Responsibilities ● Be a member of and contribute to the effectiveness of the School's Senior Leadership Team (SLT) ● Inspire and motivate pupils to achieve their full potential. ● Support the running of an equitable and inclusive School in which each individual matters and all pupils are safe ● Value and maintain excellent relationships with pupils' parents, guardians and carers, being available to and engage with them readily. ● Attend and contribute to all SLT meetings. ● Promote and attend functions and events as a member of the Senior Leadership Team as required. ● Attend meetings such as: Board Reports, Parents Events, Deputy, as determined in consultation with the Head. ● Provide reports to the Board and Governors as required by the Head. ● Demonstrate a commitment to and engage in personal continuing professional development under the guidance of the Head. ● Assist in preparing the whole School Development Plan, with particular emphasis on matters concerning teaching, learning and continuous quality improvement. ● Give senior leadership, support and guidance on all issues concerning teaching, learning and pedagogy across the school. ● Ensure that all staff engage in self-critical evaluations of their teaching and the learning. ● Lead all staff in, and contribute to, the monitoring cycle, including conducting work scrutiny, learning and learning walks and lesson observation. ● Promote peer mutual review of pedagogy and classroom practice. ● Motivate and influence staff to ensure improved teaching and learning practice is embedded in the work of the School. ● Stimulate and support the effective development of teaching teams and positive team working in the school. ● Promote engagement with parents, guardians and carers to improve pupil learning outcomes and to provide understanding of the school's teaching and learning policies and practices. ● Support staff in the delivery of effective teaching and learning, both informally and at curriculum meetings ● Develop, utilize and share performance data to support and inform developments in teaching and learning practice leading to improved pupil achievement. ● Rigorously evaluate the quality of teaching and learning and use the findings to improve School practice by working with all staff concerned. 			

- Maintain and embed a system of formal assessment throughout the school in conjunction with HoD's, and advise the SLT accordingly
- Support and contribute to the effective professional development of staff including induction in relation to teaching and learning and, where required, the School's contribution to training beyond school
- Provide senior leadership in relation to School self-assessment and Inspection
- Keep abreast of requirements for Inspection, including especially in relation to Teaching and Learning, ensuring that all relevant policies are compliant, and regularly updated
- Generate, review, record and deploy all relevant data for self-assessment and Inspection

• Professional Effectiveness and Development

- Work effectively as a member of the school team, establishing and maintaining good relationships with colleagues, parents and students;
- Excellent Leadership, organisational, communication and ICT skills
- Excellent up to date knowledge of UK curriculum and the latest techniques in developing outstanding teaching and learning
- High level of personal integrity and confidentiality.
- Able to think strategically, analytically and creatively.
- Outstanding interpersonal skills with the ability to work collaboratively, coach, mentor and maintain respectful and trusting relationships.
- Able to work independently, multi-task, manage multiple priorities and meet deadlines.
- Actively contribute towards the school and involve themselves in the overall life of the school and the school's continuing improvement.
- Take responsibility for own professional development, engaging in relevant self-led learning to improve knowledge and practice, attending training in and out of school as provided.

The post holder is also expected to carry out any other duties as reasonably requested or required by the Principal to ensure the effective running of the school.

Specific Accountabilities / Specialisms & Specific Local Duties

- Have detailed knowledge and understanding of the relevant programs of study.
- In depth and up to date knowledge and understanding of the UK national curriculum
- A clear understanding and experience of Child Protection and safeguarding policy and procedures.

Person Specification

Skills, Knowledge, and Experience

- Bachelor's degree, in Education, School Management or a related field
- Qualifies Teacher Status
- Experience of teaching an international student body is desirable
- Successful experience in school, educational and/or curriculum leadership and development.
- Confident and competent ICT user
- Ability to work as part of a team and on own initiative with high levels of resilience and flexibility

Competencies

- **Results Orientated:** Ensures that lessons have objective & demonstrable learning outcomes which are achieved
- **Ability to Plan:** Long, medium and short term to assess results and ensure good progress
- **Strong Communicator and tutor:** Excellent communication and interpersonal skills, both verbal and written, which aid promote engagement and actively promote the school
- **Analytical, creative and flexible:** A problem solver with strong decision-making skills and critical thinking, but with the ability to adapt and change where required
- **Accountable:** Takes ownership and responsibility for decisions and sets standards to act as a role model
- **Team Worker:** Ability to work as a strong team leader and team member as required
- **Resilient:** Demonstrates resilience to respond to challenge