

CROMPTON HOUSE CHURCH OF ENGLAND SCHOOL

Post Title:	Assistant Headteacher – Teaching & Learning
Who we are looking for:	<ul style="list-style-type: none">• A positive, encouraging professional with experience in reviewing performance data, driving improvements and supporting colleagues to analyse and develop their practice in all aspects of Teaching and Learning.• A professional with a firm understanding of what excellent looks like, along with the passion and commitment to bringing others along on the journey to excellence.• A proven leader with experience of working with key stakeholders at all levels and the ability to coach and mentor others to support them throughout their teaching career• A talented and dynamic professional who will take on a key senior leadership role within our thriving school and who will be able to get the best out of those they work with, for and alongside.• An outstanding teacher with a passion for learning who shares our dedicated to education and removing barriers for our students.• A determined and resilient team player whose vision and principles fully align with our school's ethos.
Purpose:	<ul style="list-style-type: none">• Assist in the creation and implementation of a strategic plan which identifies priorities and targets for ensuring that students achieve high standards and make progress, increasing teachers' effectiveness and securing school improvement.• Create a culture of engagement and understanding across the school with regards to teaching and learning; finding new ways to support colleagues' CPD through the development and delivery of training. Ensuring common understanding in relation to short, medium and long-term objectives and targets through regular communication across the whole school team.• Assist with the implementation of all policies and procedures relating to safeguarding.• Make decisions and recommendations for improvements based upon analysis, interpretation and understanding of relevant data and information.• Contribute to the evolution of the school as a committed member of the Senior Leadership team

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	<ul style="list-style-type: none"> Perform other duties determined in discussion with the Head of School.
Reporting to:	Head of School
Liaising with:	Teaching colleagues and support staff, members of SLT, LA representatives, external agents and parents.
Working Time:	195 days per year. Full time.
Salary/Grade:	Leadership Scale L11-L18
MAIN (CORE) DUTIES - Key Responsibilities	
Overall Strategic Responsibilities	<ul style="list-style-type: none"> Work in partnership with the Head of School, Senior Leadership Team, Lead Practitioner Team, Governing Body, staff, students, parents and the Local Authority in generating the ethos and values which underpin the school enriched by mutual care and respect extending into the local community. Support the maintenance and enhancement of the school's ethos and vision through own outstanding professional conduct and high expectations of others. Provide outstanding strategic and operational leadership of all areas of responsibility. To assist the Head of School to carry out the school's self-evaluation; thoroughly, clearly and objectively for key areas of responsibility. Develop and implement an effective strategy for all areas of responsibility in collaboration with other members of the Senior Leadership Team. Devise and implement a development plan for all areas of responsibility with clear annual indicators agreed with all members of the Senior Leadership Team. Develop systems and structures for the effective management and administration of all areas of responsibility.
Quality of Teaching and Learning, Monitoring and Assessment	<ul style="list-style-type: none"> Lead the development and consistent implementation of QA systems in line with agreed school procedures to ensure effective monitoring and recording of teaching and learning in all curriculum areas. Develop and implement strategies for enhancing teaching and learning to ensure all lessons allow students to make at least expected progress. Reinforce and monitor the adherence of all staff towards school

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	<p>initiatives around learning and teaching and classroom management.</p> <ul style="list-style-type: none">• Provide leadership of the development and regular meetings of Lead Practitioners and teaching and learning champions to develop and disseminate good practice across school.• Provide line management to the Heads of Subject of curriculum teams in school; supporting their development and identifying where performance can be enhanced.• Lead on the evaluation of the implementation of the Quality of Education across curriculum teams.• Lead the introduction and implementation of innovative technologies to enhance learning and teaching.
Professional Development	<ul style="list-style-type: none">• Lead the organisation and delivery of the CPD calendar and other internal and external professional development to enhance learning and teaching practice.• Provide strategic leadership and management of the professional development of staff.• Lead the development and implementation of coaching plans to ensure all staff deliver excellent lessons.• Identify particular development needs in individual staff and provide coaching to address these.• Lead on and support the induction of new staff to ensure that there is consistency in the delivery of learning and teaching and classroom management strategies.• Lead on the borough-wide Peer Review process for the school.• Support the wider strategic leadership of statutory performance management target-setting and review across teaching staff.• Manage the statutory induction of newly qualified staff and mentoring of trainee teaching.
Communications	<ul style="list-style-type: none">• Communicate effectively with the parents of students as appropriate.• Maintain good working relationships with colleagues, students, parents/carers, governors and persons or bodies outside the school.• Follow agreed policies for communications in the school and ensure all communication is consistent with the school's ethos.

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Marketing and Liaison	<ul style="list-style-type: none"> • Take part in marketing and liaison activities such as Open Evenings, Parents' Evenings, Parent Information Evenings. • Contribute to the development of effective subject links across the borough.
Efficient and Effective Deployment of Staff and Resources	<ul style="list-style-type: none"> • Support the Head of school in the appointment, deployment and development of staff to make the most effective use of their skills, expertise and experience and to ensure that all staff have a clear understanding of their roles and responsibilities. • Support the management and organisation of students to ensure effective teaching and learning takes place and that each student's personal development needs are met.
Accountability	<ul style="list-style-type: none"> • Make best use of all resources to support the attainment of students. • Along with the Head of School and Senior Leadership Team to be accountable for the efficiency and effectiveness of the school to the governors and others, including pupils; parents; staff; the Trust Board, Local Education Authority; local employers and the community. • To be an active member of the Senior Leadership Team by undertaking duties and attending school events
Records Management	<ul style="list-style-type: none"> • All staff who create, receive, and use records in the course of their job are responsible for ensuring that records are managed appropriately. It is therefore likely that this post-holder will have responsibility for record-keeping as part of the role. Employees are required to be conversant with the Trust's policies and procedures on records management.
Safeguarding	<ul style="list-style-type: none"> • To ensure the school is committed to safeguarding and actively promoting the health of all students and to expect all staff and volunteers to share this commitment. • To actively promote the safeguarding and well-being of pupils and staff whilst on the school site and when involved in school activities.
Other Specific Duties	<ul style="list-style-type: none"> • To play a full part in the life of the school community, to support its distinctive mission and ethos to encourage staff and students to follow this example. • To support the religious ethos of school and take part in prayers at the end of the school day. • To attend school/year/form assemblies and school communions. • To promote actively the school's corporate policies. • To continue personal development as agreed.

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	<ul style="list-style-type: none">• To comply with the school's Health and Safety Policy and undertake risk assessments as appropriate.• To undertake any other duty as specified by STPCD not mentioned in the above.• To carry out a share of supervisory duties in accordance with published rotas.• To work occasionally out of hours to support school-wide events.• To take part in the school's staff development programme by participating in arrangements for further training and professional development.• To continue personal development in the relevant areas including subject knowledge and teaching methods.• To engage actively in the Performance Management Review process.• To ensure the effective/efficient deployment of classroom support.• To work as a member of a designated team and to contribute positively to effective working relations within the schools. <p>Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.</p> <p>Colleagues will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.</p> <p>Colleagues are expected to be courteous to other colleagues and provide a welcoming environment to visitors and telephone callers.</p> <p>The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.</p>
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Date: March 2025

Crompton House School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS check is required for all successful applicants.

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Person Specification

Post: Assistant Headteacher – Teaching & Learning

In your application, please demonstrate how you meet these criteria.

Attribute	Essential/Desirable		Application Form	Letter	Reference	Task(s)	Interview
	Essential	Desirable					
A1 Qualified Teacher Status	✓		✓				
A2 Degree	✓		✓				
A3 Higher Degree		✓	✓				
A4 Recent participation in a range of relevant INSET	✓		✓				
B1 To be fully supportive of the school's Church of England foundation and fully understand how the school's Christian vision can shape the learning experience for pupils.	✓			✓			✓
C1 Experience of leadership (middle or senior) in a secondary school	✓		✓				✓
C2 Experience of curriculum development		✓					
C3 A range of relevant experiences across more than one school or within one school over at least five years		✓	✓	✓			
C4 Evidence of high-quality classroom practice	✓						✓
D1 Commitment to support and develop the vision and values of the school, its pupils and staff	✓			✓			✓
D2 Commitment to working with the family of the local	✓						✓

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	schools and community						
D3	Commitment to promoting the equality and diversity agenda within an inclusive school context	✓			✓		✓
D4	Commitment to ensuring the highest standards of safeguarding are implemented within the school	✓			✓		✓
E1	A good knowledge and understanding of the leadership and management of pupils in an inclusive school context	✓			✓		✓

Attributes	Essential/Desirable		Application Form	Letter	Reference	Task(s)	Interview
	Essential	Desirable					
E2	A good knowledge and understanding of the principles of effective teaching and assessment	✓					✓
E3	A good knowledge and understanding of the leadership and management of staff.	✓		✓		✓	✓
E4	A good knowledge and understanding of strategies to promote and sustain individual and team development	✓		✓	✓	✓	✓
E5	A good knowledge and understanding of current educational issues, and national policies and priorities	✓		✓	✓	✓	✓
E6	A good knowledge and understanding of self-evaluation	✓		✓	✓		✓
E7	Experience of leading a school improvement or significant departmental improvement strategy.	✓					
E8	A good knowledge and understanding of		✓				✓

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	strategies for strengthening the school's links with the community						
F1	The ability to inspire, challenge and motivate staff and learners towards a shared vision	✓				✓	
F2	The ability to build and maintain effective relationships	✓					✓
F3	The ability to develop effective teamwork	✓				✓	✓
F4	The ability to anticipate and solve problems creatively	✓			✓		✓
F5	The ability to demonstrate loyalty and confidentiality	✓				✓	
F6	The ability to prioritise and manage time effectively	✓			✓	✓	
F7	Excellent communication skills both verbal and written	✓		✓		✓	
G1	Letter/application form are fully completed and error-free	✓		✓	✓		
G2	Strong support/positive recommendation from referees	✓				✓	