

PANGBOURNE

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ASSISTANT HEAD TEACHER - TEACHER EXPERTISE & DEVELOPMENT - JOB DESCRIPTION

Pangbourne College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Job Title:	Assistant Head Teacher - Teacher Expertise & Development
Reports to:	Deputy Head Academic
Department:	Senior Leadership Team
Hours per week:	Full time as required to fulfil the duties of the role which will include some evening and weekend working. Core Hours: 08.15 – 17.45 Monday to Friday. Saturday: There are no academic lessons on a Saturday but a full sporting and boarding programme runs. Involvement in this programme will be reflected in reduced expectations Monday-Friday.
Duration of Contract:	The term of appointment is permanent, subject to regular appraisal of performance.

Key working relationships:

- Head
- Senior Leadership Team
- External agencies and companies e.g. ISTIP, Steplab
- Academic Staff
- Pupils and Parents

Job Summary

The **Assistant Head Teacher - Teacher Expertise & Development** is a senior manager and a member of the Senior Leadership Team (SLT), and therefore plays a core role in the strategic and operational

leadership of the College.

The primary function of the role is to ensure the College offers the very highest standards of academic teaching to students in all year groups and to ensure that the quality of the Pangbourne Experience continues to improve.

This role therefore requires a high level of expert knowledge around teacher development and the science of learning alongside strong organisation and time management in order that every student achieves above their expectations.

Duties and Responsibilities

The **Assistant Head Teacher Expertise & Development** specific functions are:

Strategic

- To advise the Head and other senior staff on the best bets we can make to ensure all classrooms are powerhouses of learning.
- To oversee and develop the Pangbourne Teacher Habits to ensure all teaching staff adopt the pedagogical models necessary for student success.
- To lead on the teacher coaching programmes and Steplab.
- To lead on the assessment and feedback models to ensure all teachers make evidence-led decisions around their instruction.
- To lead on Prep and ensuring all students develop strong study habits.
- To be a point of contact for any individuals or bodies outside the College who may need to communicate specifically in relation to teacher development.
- Implementing the Academic components of the College Development Plan in respect of teacher development and termly review cycles.
- Contribute to the development of the Academic strategy for the College.
- Appraising academic staff and departments
- Writing or amending relevant policies

The Pangbourne Teacher Habits

- To seek to build cohesion within the academic staff and alignment around the Pangbourne Teacher Habits.
- To design and implement the annual training programme to enable all teaching staff to effectively implement the Pangbourne Teacher Habits.
- To review and refine the Pangbourne Teacher Habits to ensure they stay abreast of the latest findings and insights from cognitive science.
- To ensure all members of the Senior Team understand and can explain the Pangbourne Teacher Habits to internal and external audiences.
- To maintain their own classroom as a model and to design and develop a system for peer observation and team-teaching.

Coaching

- To coordinate the use of Steplab to ensure every teacher receives bespoke feedback against the Pangbourne Teacher Habits.
- To create and nurture a collegiate approach to development so all teaching staff see development as a core part of their role.
- To design a systematic model of coaching, peer review and action steps to ensure the Pangbourne Teacher Habits are fully implemented across every classroom.
- To stay abreast of the latest developments around coaching and to ensure Pangbourne develops a national reputation for coaching.
- To oversee the induction and training for new teaching staff, including ECT pathways, alongside the Head of Induction.

Curriculum & Assessment

- To oversee the training of all staff on what a disciplinary curriculum is and to ensure all teachers have the subject and professional knowledge necessary to implement the model.
- To oversee the development and implementation of formative assessment cycles and different modes of assessment, using the Pangbourne 7 stages of assessment.
- To stay abreast of current developments in cognitive science and ensure that our curriculum model is future proof.

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- To oversee the Key Stage 3 mastery quizzing model.
- To oversee the deployment of Prep and that it follows the Pangbourne guidelines.

General Teaching

Duties and responsibilities of all teachers:

- Ensuring a high quality of teaching and learning in their classes.
- Following the appropriate schemes of work.
- Maintaining discipline within their classroom and the department.
- Regular setting of class work and preps.
- Regular marking and assessment of students' work
- Maintaining records of lessons taught and students' marks.
- Meeting assessment and reporting deadlines.
- Attending parents' meetings.
- Running academic support clinics.
- Setting appropriate work in the case of absence.
- Maintaining classroom equipment.
- Maintaining good quality classroom displays and contributing to departmental display areas.
- Supporting and helping other members of the department.
- Attending INSET or courses for professional development and generally keeping up to date with the subject and current developments/teaching techniques, feeding back to the department where relevant.
- Setting and marking internal examinations as agreed.
- Involvement in department tours and trips.
- Act as a Tutor to a small group (about 10) of pupils.
- Willingness to engage in the broader life of the College.
- Complying with health and safety issues, reporting any faults immediately.

Other

The above is only an outline of the tasks and responsibilities of the role. The post holder will carry out any other duties as may be reasonably required by his/her line manager

The job description and person specification may be reviewed on an on-going basis in accordance with the changing needs of the department and College.

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This job description and accompanying documentation do not form part of the employment contract.

Child Protection and Safeguarding Policy

It is the post holder's responsibility for promoting and safeguarding the welfare of children. You will comply with the Pangbourne College Child Protection and Safeguarding Policy, and the requirement to report to the Designated Safeguarding Lead any concerns relating to the safety or welfare of children.

Terms and Conditions of Service

The post holder will be required to comply with all policies and procedures issued by and on behalf of the College.

The post holder will be subject to an Enhanced Disclosure and Barring Service Certificate.

The post holder will be required to participate in the College's appraisal procedures as an appraisee and if applicable, as an appraiser.

The post holder will be required to attend statutory and mandatory training.

Information Security, Confidentiality and Data Protection

During the course of employment the post holder may have access to, see or hear information of a confidential nature and he/she will be required not to disclose such information. All personal identification information must be held in the strictest confidence and should be disclosed only to authorised people in accordance with the General Data Protection Regulation and the College's Privacy Notice, unless explicit written consent has been given by the person identified.

Equal Opportunities

The post holder must comply with and promote Equal Opportunities and avoid any behaviour which discriminates against others on the grounds of sex, disability, marital status, sexual orientation, age, race,

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colour, nationality, ethnic or national origin, religion, political opinion, trade union membership.

Health and Safety

Under the Health & Safety at Work etc Act 1974, it is the responsibility of individual employees at every level to take care of their own health and safety and that of others who may be affected by their own acts at work. This includes co-operating with the College and colleagues in complying with Health and Safety obligations to maintain a safe environment.