

PANGBOURNE

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ASSISTANT HEAD TEACHER - TEACHING & LEARNING - 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.

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| Job Title: | Assistant Head Teacher - Teaching & Learning |
| Reports to: | Deputy Head Academic |
| Department: | Academic |
| Hours per week: | Full time as required to fulfill 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, ISI
- Academic Staff
- Pupils and Parents

Summary

Pangbourne College is seeking to appoint a dynamic and visionary **Assistant Head Teacher – Teaching & Learning** to lead and drive forward the College's academic standards, pedagogy, and learning culture. This is a pivotal role within the senior leadership team, with responsibility for ensuring the highest

quality of teaching and the development of a stimulating, inclusive, and innovative learning environment.

The successful candidate will champion excellence in the classroom, support professional development for teaching staff, and play a key role in shaping academic strategy and outcomes. With a deep understanding of how young people learn, they will help cultivate a culture of curiosity, aspiration, and intellectual rigour in keeping with Pangbourne's distinctive ethos of character education and holistic development.

Duties and Responsibilities

Teaching and Learning

- Lead and develop the College's teaching and learning strategy, aligned with the school's vision and values
- Monitor, evaluate, and improve the quality of teaching across departments, using evidence-informed approaches.
- Drive innovation in pedagogy, including the effective use of AI, technology and adaptive teaching practices to reduce bureaucracy and enhance effectiveness.

Staff Development and Coaching

- Oversee staff professional development related to teaching and learning, including CPD programmes, INSET days, and oversight & mentoring of early career teachers (ECTs).
- Establish a coaching culture across the teaching body to encourage reflective practice and continuous improvement.

Curriculum and Assessment

- Work with the Heads of Department to develop a curriculum that is ambitious, coherent, and engaging for all learners.
- Support the development and implementation of effective assessment and feedback practices using the Pangbourne 7 stages of Assessment.
- Oversee and interrogate the Mastery Quizzing.
- Analyse pupil data and use it to inform interventions and improvements in teaching strategy and eradicate variation between classrooms. Oversee the use of Pupil Progress as a tool to identify trends and actions and work with Heads of Section to design and deploy interventions.
- Oversee the academic scholarship programme.

Quality Assurance and Compliance

- Contribute to internal academic reviews, lesson observations, and departmental audits.

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- Ensure compliance with relevant inspection frameworks (ISI/HMC) and best practices in academic delivery.
- Develop and manage academic policies and procedures including teaching standards, marking, reporting and prep.

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 the 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 and develop extra-curricular activities
- Complying with health and safety issues within the Department, 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.

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

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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, 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.