



St Joseph's Institution International School

JOB DESCRIPTION

Job Title:	Head of Teaching & Learning		
Reporting To:	Deputy Principal / Head of High School		
Effective starting from:	August 2026	To:	July 2028

Role Purpose

As a member of the extended Senior Leadership Team, the Head of Teaching & Learning provides strategic and operational leadership for high-quality teaching and learning across Years 7–13. The role ensures that evidence-informed pedagogy, curriculum-aligned innovation, and the ethical, purposeful use of educational technology and AI consistently enhance student learning, assessment and teacher effectiveness.

The post holder champions excellent classroom practice, builds staff capability, and leads responsible innovation that aligns with school values, cognitive science, safeguarding guidance and workload-conscious professional practice.

Position in Context

The Head of Teaching & Learning works closely with the Head of High School, Assistant Principals (Academics and Pastoral), Head of Sixth Form, SENCO and Heads of Department. The role contributes to whole-school improvement by strengthening pedagogical consistency, supporting curriculum and assessment coherence, and embedding a shared, principled approach to digital learning and AI literacy across the High School.

Personal Specification

The successful candidate will demonstrate:

- Leadership skills aligned with the High School culture and values
- High levels of emotional and social intelligence
- The ability to engage, motivate and influence staff
- Secure knowledge of evidence-informed teaching and learning practices
- An active interest in educational research and its practical application
- Understanding of student progress tracking and its pedagogical purpose
- Up-to-date knowledge of the UK National Curriculum, IGCSE and A Level
- Experience of policy development and implementation
- Strong collaborative skills and the ability to build effective professional relationships
- Excellent organisational and time-management skills
- A clear understanding of how technology can enhance – not replace – great teaching
- Awareness of current developments in educational technology, AI and digital learning research
- The ability to lead innovation responsibly, ensuring alignment with curriculum, cognition, safeguarding and school values
- Confidence in supporting staff to integrate new approaches in ways that reduce workload and improve learning outcomes



St Joseph's Institution International School

JOB DESCRIPTION

Major Areas of Responsibility

1. Teaching & Learning Leadership
2. Strategic Innovation, Educational Technology & AI
3. Professional Learning & Staff Development
4. Performance Development & Coaching
5. Policy, Quality Assurance & Compliance
6. Teaching & Wider School Contribution

Specific Duties and Responsibilities

1. Teaching & Learning Leadership

- Lead and promote consistently high-quality, evidence-informed classroom practice, including effective explanation, modelling, assessment for learning, adaptive teaching and feedback
- Strengthen classroom culture through clear routines, learning environments, behaviour norms and the purposeful use of digital tools
- Ensure alignment between pedagogy, curriculum, assessment, reporting and digital practice in collaboration with senior and middle leaders
- Support departments in designing learning that enhances understanding, retention and independence through well-chosen instructional and technological strategies
- Monitor teaching and learning practices to ensure inclusion, high expectations and positive student experience across Years 7–13

2. Strategic Innovation, Educational Technology & AI

- Set and communicate a clear vision for educational technology and AI that supports learning, assessment and teacher effectiveness
- Lead the school's approach to ethical, evidence-informed use of technology and AI, ensuring consistency with cognitive science, safeguarding guidance and school policy
- Oversee the strategic planning, piloting and evaluation of educational technology initiatives, from initial exploration to sustainable implementation
- Work with departments to identify subject-appropriate digital tools that meaningfully enhance pedagogy rather than replicate existing practice
- Develop and maintain High School policies and guidance relating to educational technology, AI and digital learning
- Monitor the impact of technology on learning, inclusion and workload, adjusting practice where necessary
- Promote staff and student digital literacy, including appropriate AI fluency, to support confident, responsible engagement with emerging tools

3. Professional Learning & Staff Development

- Design and lead a coherent CPD programme that develops strong pedagogical practice and purposeful innovation, aligned with the School Development Plan
- Ensure professional learning builds staff confidence, fluency and discernment in both teaching and the use of digital tools



St Joseph's Institution International School

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- Integrate training on educational technology and AI that:
 - improves teaching efficiency
 - enhances assessment and feedback
 - supports inclusive and adaptive teaching
 - promotes principled digital citizenship
- Develop and share frameworks, exemplars and guidance for effective teaching and digital practice
- Oversee the planning, quality assurance, resourcing and evaluation of CPD, including records, accreditation and impact
- Provide targeted 1:1 support for trainee teachers, ECTs and colleagues requiring additional guidance

4. Performance Development & Coaching

- Ensure performance development processes support growth in pedagogy and responsible innovation
- Provide coaching and professional dialogue that supports staff in refining practice, embedding new approaches and sustaining improvement
- Contribute to a culture of trust, reflection and continuous improvement

5. Policy, Quality Assurance & Compliance

- Lead the review, development and implementation of Teaching & Learning-related policies
- Ensure curriculum documentation, schemes of work and course outlines reflect current pedagogical and digital practice
- Support clear communication with parents and the wider community regarding the school's approach to teaching, learning, assessment and digital use
- Contribute to quality assurance processes that focus on impact, consistency and professional growth

6. Teaching & Wider School Contribution

- Teach allocated classes in line with timetable requirements
- Participate in the CCA programme and wider life of the school
- Contribute to marketing and community engagement events as required
- Promote the standing and reputation of SJIIS within the local and wider community
- Act in the best interests of students at all times
- Uphold school policies, safeguarding requirements and the Professional Charter
- Undertake other duties as directed by the Head of High School

Impact of the Role

By the end of the appointment, teaching across the High School demonstrates consistent evidence-informed practice; staff show increased confidence and discernment in the use of educational technology and AI; and students experience high-quality learning environments where digital tools meaningfully enhance understanding, feedback and independence.