



Redruth School

Job Description

(as associated with the role and in addition to general Teacher's Job Description)

Post Title: Assistant Headteacher (Assessment and Reporting)

JOB PURPOSE:

- To lead on Assessment and Reporting, and instil a culture of high expectations, so all students benefit from first-class provision, both in school and remotely, and the school's curriculum intent is implemented to an outstanding standard.
- To undertake the management of assessment at all levels, reporting and analysis of assessment data, and help with the oversight of interventions that ensure that all students meet or exceed targets.
- To implement, alongside other senior leaders, the use of accurate assessment data throughout the school to inform teaching, learning and preparation for exams.
- To be a model of excellent practice, maintaining a clear focus on outstanding delivery to ensuring a centre of best practice and excellence.
- To work with the Headteacher and Senior Leadership Team to develop a strong and consistent system of assessment through the school.
- To take a lead role, as a member of the Senior Leadership Team, in developing, implementing and evaluating policies and practice that lead to school improvement.
- To ensure the beneficial use of progress data by staff, students and parents.
- To undertake research into best practice in other schools.
- To research and evaluate innovative curricular practices and draw on research outcomes and other sources of external evidence.

SPECIFIC DUTIES/RESPONSIBILITIES:

Strategic Direction and Development

- Take a lead role in determining and developing policies, procedures and practice, and promoting collective responsibility for their implementation to ensure high achievement through effective assessment and reporting and whole school improvement.
- Actively maintain an awareness of best practice and research and to report regularly to the Headteacher and Senior Leadership Team on progress and plans.
- Analyse and use local and national data and other information in order to provide a comparative baseline for evaluating assessment and reporting.
- Lead on improving the effectiveness of assessment and reporting practice within the school.
- Research and evaluate innovative curricular practices and draw on research outcomes and other sources of external evidence to inform own practice and that of colleagues.

Leading and Developing

- Lead and manage whole school assessment of learning processes so that they are effective and workload efficient.
- Lead and advise other leaders in the school, holding self and others to account.