



Job Title: Assistant Headteacher – Assessment and Standards
Grade: L7 – L10 (Depending on experience)

The success of the Bridgwater and Taunton College Trust will be underpinned by two fundamental beliefs:

Students come first: First and foremost, the purpose of the Trust is to enable students to achieve their potential, and it is this principle that drives how we make decisions and how we act. It is expected that anyone who joins or forms part of the Trust shares this philosophy.

We are team players: Whilst every colleague has a specific role to fulfil, we expect all staff to communicate with compassion, treat others with positive regard, collaborate and behave with professionalism. In our colleagues we seek energy, passion, initiative and cooperation, as well as acting in a way that promotes a positive image of the Trust in the wider community.

Our values

We are ambitious, collaborative and inclusive.

We believe that every role contributes to our students achieving. We are a values driven organisation and strongly feel a shared sense of purpose. We behave in a way that puts our students at the forefront of our actions and decisions making, we champion equality of opportunity and respect our colleagues, our students and our community. We believe passionately that all individuals are entitled to learn and should be encouraged to do so.

Core Purpose

The Assistant Headteacher (Primary Phase – Assessment and Standards) is responsible for leading assessment, and standards across the primary phase, ensuring a high-quality education that maximises pupil progress and attainment. The role involves strategic and operational leadership, working collaboratively with the Academy Leadership Team to shape the Academy's vision and meet its strategic objectives.

Main Responsibilities

The responsibilities of this role could vary as a result of new legislation, changes in technology or policy changes. This job description is not an exhaustive list of tasks of the role.

Leadership and Strategic Development:

- Support the Academy Leadership Team in shaping and implementing the Academy's vision and objectives effectively.
- Contribute to the strategic development of the Academy, setting high standards and leading improvement initiatives.
- Lead on the creation and management of plans to ensure pupils achieve high standards and make good progress.

Achievement and Assessment Leadership:

- Write and implement the primary assessment strategy and calendar.
- Monitor pupil achievement from EYFS to Year 6, implementing strategies to maximise outcomes.
- Develop and oversee strategies to narrow the gap between Pupil Premium and Non-Pupil Premium students, including writing the Pupil Premium report in collaboration with secondary colleagues.
- Lead on all statutory assessment and external exam strategies, including managing the Primary Assessment Gateway and DfE data processes.
- Ensure compliance with moderation and quality checks conducted by the local authority.
- Support the UKS2 Phase Lead to collate and manage SEND-related data to apply for and implement access arrangements for statutory assessments.
- Oversee the effective use of data systems, including Insight, Arbor, Language Screener, NELI, and Reception Baseline Portal.
- Prepare and present school data for Trust Board data capture.
- Evaluate pupil progress and achievement in collaboration with Phase Leaders, coordinating interventions where necessary.
- Lead on timetabling structures

Staff Leadership and Development:

- Provide leadership and motivation to staff, ensuring alignment with Academy policies and objectives.
- Work alongside Headteacher of Primary and Senior Deputy Headteacher to ensure effective staffing, recruitment processes, and adherence to safeguarding requirements.

**Operational and Parental Engagement:**

- Respond to parental enquiries and complaints, fostering strong working relationships with parents.
- Support smooth transitions between key stages in collaboration with colleagues.

Other Responsibilities:

- Lead and monitor pupil progress meetings as required.
- Foster effective partnerships with parents to support and enhance pupil achievement and development.
- Undertake additional responsibilities as deemed reasonable by the Executive Headteacher and Headteacher of Primary.

Other Duties

- Attend mandatory training courses, e.g., Child Protection, Equal Opportunities and Health and Safety related courses
- Promote and celebrate an approach of equality, diversity and inclusion for all colleagues, students and external stakeholders.
- Responsible for the health and safety of themselves and others
- Responsible for the safeguarding of and promotion of wellbeing for both children and colleagues
- Be a team player and contribute towards the vision, culture and ethos of the Trust
- From time to time, you may be required to carry out other duties commensurate with the role.



Person Specification

| Area to be assessed | Essential criteria | Desirable criteria |
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| Safeguarding | Must be able to demonstrate a commitment to the safeguarding and well-being of children and young people. | |
| Qualifications/Experience | <p>Qualified Teacher Status (QTS).</p> <p>Evidence of professional development focused on assessment, curriculum, or leadership.</p> <p>Experience of leadership roles within a primary school.</p> <p>Demonstrated success in improving pupil outcomes through effective curriculum design and assessment strategies.</p> <p>Proven track record of leading and implementing statutory assessment procedures and data management.</p> <p>Experience working with diverse groups of learners, including those with SEND and Pupil Premium students.</p> <p>Experience in line managing subject leaders and/or phase leaders to ensure high standards.</p> <p>Familiarity with writing and implementing school improvement plans related to achievement and assessment.</p> | Higher-level qualifications in education (e.g., NPQSL, NPQH) |
| Knowledge/Skills | Expert knowledge of the primary curriculum and assessment frameworks, including statutory | |



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| | <p>assessments (EYFS, Phonics, KS1, KS2).</p> <p>Ability to use data systems (e.g., Arbor, Insight) to track pupil progress and inform strategic decision-making.</p> <p>Strong understanding of educational barriers and strategies to support disadvantaged learners.</p> <p>Knowledge of statutory reporting requirements for assessments and external exams.</p> <p>Excellent leadership and motivational skills to inspire staff and drive high expectations.</p> <p>Strong analytical skills to evaluate data, identify trends, and implement improvement strategies.</p> <p>Effective communication skills to engage with parents, staff, and external agencies.</p> <p>Strong organisational skills to manage curriculum planning, assessment schedules, and school operations.</p> | |
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