



The Federation of Cherry Oak School, Victoria School with Victoria College

Assistant Headteacher (Assessment & Student Outcomes)

JOB DESCRIPTION

SCHOOL:	Victoria School
SALARY/ALLOWANCE:	L12 – L16
JOB DESCRIPTION effective from:	1 st January 2025
CONTRACT TYPE:	Full Time
CONTRACT TERM:	Permanent

1.0 JOB TITLE : Assistant Headteacher

2.0 JOB PURPOSE

- 2.1 To support the development and monitoring of best practice in teaching and learning across the school.
- 2.2 To lead on the development and implementation of the whole school approach to assessment for learning.
- 2.3 In partnership with the Senior Leadership Team and the Board of Governors, to contribute to the shared vision for the strategic development of Victoria School to ensure high quality education for all students.
- 2.4 Secure outstanding student outcomes that are a reflection of each young person reaching their full potential.
- 2.5 Maintain a safe environment that protects and cares for the students and staff at Victoria School.
- 2.6 To have a teaching commitment for 0.4 (2 days) during the week, to be agreed with the Head of School.

3.0 RESPONSIBLE TO: The Executive Headteacher and Head of School.

RESPONSIBLE FOR: Teaching and support staff of the school and its students, with a focus on high quality assessment and student outcomes.

4.0 ACCOUNTABILITIES:

- 4.1 To be met in accordance with the provisions of the School Teachers' Pay and Conditions Document and within the range of teachers' duties set out in that document and the professional standards for teachers.
- 4.2 To play a key role in updating the self-evaluation framework that identifies strengths and areas for development, in order to inform the school improvement agenda and secure high standards.
- 4.3 To be accountable to the Executive Headteacher and Head of School for the defined and agreed responsibilities/accountabilities relating to the day-to-day management of the school.

5.0 SHAPING THE FUTURE:

- 5.1 Communicate the shared vision, ethos and strategic plan for Victoria School that inspires and motivates all stakeholders.
- 5.2 Play a leading role in school improvement and self-evaluation.
- 5.3 In partnership with the Head of School, manage school resources effectively; including the use of the annual Pupil Premium Grant.
- 5.4 Devise, implement and monitor action plans and other policy developments, as relevant to the role and responsibilities.
- 5.5 Support new initiatives and developments, built on research and national/local priorities, to ensure that the school continues to benefit all students and the wider community.
- 5.6 Promote a culture of inclusion within the school where all views are valued and taken into account.

6.0 LEADING TEACHING AND LEARNING

- 6.1 Be an excellent role model, exemplifying a high standard of teaching and learning and promoting high expectations for all students and staff.
- 6.2 Undertake a 0.4 (2 day) teaching commitment, as relevant to the role and directed by the Head of School.
- 6.3 Support the process for monitoring and evaluation of teaching and learning throughout the school; including lesson observations, planning and work scrutiny to ensure consistency and quality.

- 6.4 Coordinate and review the school's assessment system to ensure that this is an accurate reflection of the progress and attainment of pupils across pathways.
- 6.5 Implement strategies to improve the quality of teaching and learning to ensure it is consistently enabling students to achieve the very best outcomes, including having an oversight of pupil specific interventions.

7.0 DEVELOPING SELF AND OTHERS

- 7.1 Develop a positive ethos that celebrates the achievement of all and fosters a culture of continuous improvement.
- 7.2 Build a collaborative learning culture within the Federation and beyond to establish effective learning communities and partnerships.
- 7.3 Be reflective of practice and demonstrate a desire to improve and learn.
- 7.4 Secure active involvement of staff in their own learning through the school's performance management and appraisal policy and associated procedures.
- 7.5 Participate in the selection and appointment of teaching and support staff.
- 7.6 Take responsibility and accountability for identified areas of leadership and report on the outcome of these to the Governors of the Federation.
- 7.8 To support the whole school behaviour programme, including sensory integration, and to ensure that staff have a secure understanding of their roles and responsibilities within this.

8.0 MANAGING THE ORGANISATION

- 8.1 Be a proactive and effective member of the Senior Leadership Team.
- 8.2 To be part of regular reviews of all school systems to ensure statutory requirements are being met and improved, where appropriate.
- 8.3 Work with the Executive Headteacher and Head of School to undertake key activities related to personnel and HR issues and other leadership processes e.g. sickness absence, disciplinary, capability.
- 8.4 Ensure consistent approaches to standards of behaviour, attendance and punctuality are implemented across the school.

9.0 SECURING ACCOUNTABILITY

- 9.1 Develop effective working relationships with the Senior Leadership Team.

- 9.2 Lead and support the staff and the Governing Body in fulfilling their responsibilities with regard to the school's performance and standards (review of School Self-Evaluation and outcomes).
- 9.3 Contribute to an ethos across the school that enables everyone to work collaboratively, share knowledge and understanding, celebrate successes and accept responsibility for outcomes.
- 9.4 Promote and protect the health and safety and welfare of the students and staff, including the maintenance of relevant risk assessments in accordance with the duties of the role.

10.0 STRENGTHENING COMMUNITY

- 10.1 Contribute to positive and purposeful relationships across and beyond the Federation that benefit students, families and local communities.
- 10.2 Co-operate and work with relevant agencies and partners to ensure that the health and wellbeing of students is a high priority.
- 10.3 Ensure learning experiences of students are linked and integrated within the wider community.
- 10.4 Foster a positive culture and curriculum that takes account of the richness and diversity of the school's community.
- 10.5 Organise and conduct meetings where appropriate with parents, carers and other professionals to ensure positive outcomes for all parties.

11.0 SAFEGUARDING AND PROMOTING THE WELFARE OF STUDENTS

- 11.1 Knowledge and effective experiences of addressing safeguarding issues.
- 11.2 Maximise opportunities to further develop and instil a culture of positive mental health and wellbeing for students and their families.
- 11.3 Ensure the welfare and safeguarding of students is promoted in accordance with best practice and national/local guidance.

12.0 SCHOOL ORGANISATION, STRATEGY AND DEVELOPMENT

- 12.1 Contribute to the development, implementation and evaluation of the school's policies and procedures to support the school's values and vision.
- 12.2 Contribute to the development, evaluation and monitoring of the school development plan and share updates with all stakeholders.

- 12.2 be responsible for managing key budgets relevant to the role and allocating funds effectively within the context of the annual budgetary cycle and school improvement priorities.
- 12.3 To lead on the Pupil Premium Grant Funding, including coordination of resources and evaluation of success at the end of the academic year.

13.0 CONDITIONS OF EMPLOYMENT

The above responsibilities are in accordance with the requirements of the Education Act 2002 and statutory orders in terms of duties and working time, also any local agreements, LA circulars and guidelines giving interpretations of Teachers' Conditions of Service.

14.0 REVIEW AND AMENDMENT

This job description is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties. The range of responsibilities listed above is not exhaustive and is subject to change at the direction and discretion of the Executive Headteacher.