

JOB DESCRIPTION

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JOB TITLE:	ASSISTANT HEADTEACHER (PROGRESS)
JOB HOLDER:	
LOCATION:	CHASE TERRACE ACADEMY, BURNTWOOD, WS7 2DB.
LINE MANAGER:	HEAD OF SCHOOL
JOB GRADE:	L12-16
HOURS OF WORK:	195 DAYS PER YEAR

STATEMENT OF PURPOSE

To provide strong, professional leadership for the school, which secures a high quality of education for all students, reflected in strong outcomes and high aspirations.

KEY DELIVERABLES

- Embed effective systems that link individual pupil needs and enable staff to understand the barriers to learning and progress for children that they teach
- Support the Deputy Headteacher in developing and maintaining strategies for tracking progress
- Work closely with the Deputy Headteacher and Middle Leaders to ensure that all groups of students make strong progress

Develop a culture of high aspirations across the school and in the wider community

MAIN DUTIES AND RESPONSIBILITIES

- Contribute to developing the school's vision and development plan, translating strategic plans into rapid action that leads to sustained improvements within areas of strategic responsibility.
- Strategic lead for student progress, intervention and aspirations
- Strategic lead for the continuous improvement of pupil outcomes, including:
 - Working with the Pupil Premium lead to support continued improvement in outcomes for this key group
 - Working with key departments to establish clear actions based on prior attainment
 - Reporting to the Deputy Headteacher, Governors and wider leadership team on pupil progress
 - Developing data analysis systems in order to effectively identify key areas for development and improvement
 - Establishing action plans to bring about rapid improvements in performance in key areas

- Provide effective line management, at a strategic level, to the data and careers team, providing support and challenge in order to ensure high standards and continuous improvement.
- Responsible for creating, implementing and embedding whole school systems that support and develop a culture of high expectations and aspirations.
- Champion careers guidance and Post-16 and 18 progression through the strategic development of curricular and extra-curricular activities.
- Lead on the strategic planning and quality assurance of vocational courses at Key Stages 4 and 5.
- Undertake school self-review (including the subject review process), observing lessons, scrutinizing work, analysing assessment data and discussing learning.
- To contribute to the maintenance of a safe, secure environment for all members of the school community, through leading by example and providing support, as required.
- Manage a team of school staff providing clear direction, setting expectations, managing performance and holding staff to account for their outcomes and progression.

Additional responsibilities to be allocated based on the strengths and interests of the appropriate candidate.

The post-holder may also be required to take on responsibilities additional to those listed above, within reasonable expectations. As a key member of the school's senior leadership team, the post-holder is expected to be a team player, working with initiative and flexibility.

NOTES

1. The content of this job description will be reviewed with the post holder on an annual basis, in line with the school's performance and development review policy. Any significant change in level of accountability that could result in a change to the grade, must be discussed with the post holder and the relevant trade union, before submitting for re-evaluation.

This academy is committed to safeguarding and promoting the welfare of young people. The successful applicant will be required to demonstrate a commitment to the academy's Equal Opportunities Policy and to undertake a criminal record check with the Disclosure and Barring Service.

Signature: Date:.....

(Job Holder)