

Assistant Headteacher
Curriculum, Assessment and Data
Leadership scale: L11-L15

Purpose

- To develop, lead and promote an ethos of ensuring excellence in all areas of the school's life
- To provide strong leadership and management of the school's curriculum, assessment, recording and reporting student progress
- To provide leadership and management across the school, and in liaison with Head of Sixth Form, to ensure that all students make strong progress
- To contribute to the operational and strategic leadership of our school as part of our Senior Leadership Team
- Ensure that our values are put into practice and we make significant progress across the school
- To raise levels of achievement and standards through highly effective leadership and management of the school's quality assurance programme
- To work to ensure that there is a culture of Aspiration, Adaptability, Resilience and Respect across the school

Principal Responsibilities

Working with the Senior Leadership Team to:

- Lead, manage, review, monitor and quality assure the whole school Assessment tracking systems, ensuring the ongoing training of staff to support student progress
- Effectively report progress data to students, parents and governors including interim reports and the coordination of parents consultation evenings
- Interpretation and analysis of internal and external data, providing summary reports to the Headteacher, SLT, Staff and Governors
- Working closely with the AHT (Behaviour and Inclusion) and Year Leaders to monitor, review and plan the most effective provision to support student progress in light of progress data
- To lead and manage the Data Officer to facilitate effective data support for teachers
- To lead on ensuring that data is used to drive achievement, ensuring it is used effectively to challenge expectations to raise attainment and improve intervention for all groups including PP & SEND
- To lead and manage all aspects of the Exams Team
- Work with Faculty and Subject Leaders to ensure effective structures are in place to provide reliable and robust assessment data
- Work with Senior Leaders to ensure data is readily available to support relevant intervention to address gaps in student achievement
- Leading, where necessary, Middle Leadership or Senior Leadership meetings in-line with the agreed calendar
- Completing, in collaboration with other members of the Senior Leadership Team, the School Development Plan and monitoring and reporting against relevant aspects accordingly
- Completing, in collaboration with other members of the Senior Leadership Team, the School Evaluation Form
- Line Manage agreed Faculty Leaders to raise standards in all areas of the curriculum
- To lead and manage the system of 'Cover' across the school to ensure that students continue to receive high quality learning opportunities when their allocated teacher is not available

Curriculum: Intent, Implementation, Impact

Working with the Senior Leadership Team to:

- Lead on curriculum planning, modelling and the development of an appropriately rich and flexible curriculum to ensure maximum achievement, linked to clear accountability measures, to ensure that all students are prepared well for their chosen 'next steps'
- Promote a curriculum that is built on the interdependency of knowledge and skills
- Lead on ensuring that the curriculum builds on the foundations of the primary curriculum and is a gateway to further career pathways into education, employment and training
- Ensure that there is appropriate 'mapping' of the curriculum in line with the school's aims and national curriculum demands
- Ensure that literacy, numeracy, careers, SMSC and communication skills are reflected and promoted within lessons
- Promote the school's 'Skills for Profound Learning' and ensure that these are embedded in the curriculum
- Ensure effective implementation of the school's Teaching and Learning Policy
- Manage and Lead the school's KS4 Options process

Teaching and Learning

Working with the Senior Leadership Team to:

- Ensure that Teaching and Learning is at the centre of strategic planning and resource management
- Ensure excellence in classroom practice informed by the principles of Assessment for Learning and in line with the school's Teaching and Learning Policy (John Hattie, Dylan Wiliam, Barak Rosenshine)
- Drive up standards
- Deliver 'Quality First Teaching'
- Empower a culture of 'Growth Mindset' where feedback is central to improvement leading to consistently high outcomes
- Ensure good behaviour for learning through consistent application of the schools Behaviour for Learning Policy
- Support, promote and contribute to the school's Subject and Content Pedagogy sessions, Fifteen Minute Forums and Masterclass

Relationships

Working with the Senior Leadership Team to:

- Promote an excellent climate for learning across all Faculties you have Line Management responsibility for and more widely across the school
- To promote positive attitudes to learning within each Year Group and in particular for the Year Group that you are an SLT Link Member
- To work with Pastoral Team and teachers to ensure an intelligently consistent approach to the management of behaviour, sanctions and rewards
- Model an emotionally intelligent approach to ensuring excellence in behaviour for learning which puts positive relationships at the heart of what you do

Staff

Working with the Senior Leadership Team to:

- Lead, guide, support, mentor and develop staff
- Hold staff within the school and individual faculties to account for their work

- Set expectations for staff and students, in the context of school policies, and help them to achieve those standards in relation to day to day working practice
- With the Senior Leadership Team identify and respond to the professional learning needs of staff utilising all available expertise and provision
- With the Senior Leadership Team, ensure the effective induction, support and training for new staff and trainee teachers
- Develop effective working relationships with all teams
- Undertake Performance Management Reviews, acting as a reviewer
- Contribute to the assessment of staff skills in support of pay progression based on sound evidence
- Act as a positive role model for staff on a day-to-day basis and lead others with high levels of emotional intelligence whilst adopting a professional persona that all staff can rely upon for support, leadership and guidance

Communication

Working with the Senior Leadership Team to:

- Ensure that the Governing Body is able to meet its responsibilities
- Ensure effective collaboration and consultation with staff, parents and students
- Liaise and work with partner schools, parents and other relevant external agencies where appropriate
- Ensure regular communication between teachers and parents

Personal Development

- Reflect on your own practice and work collaboratively with your Line Manager to identify development needs and participate in annual Performance Review as part of an ongoing and active programme of CPD
- Keep up to date with changes to DfE and Ofsted requirements and embed these into school policy and practice
- Keep up to date with the latest developments in Teaching and Learning
- Ensure subject knowledge is kept up to date

Safeguarding

Working with the Senior Leadership Team to:

- Promote the highest standards of Safeguarding practice
- Undertake Safeguarding Training as required
- Ensure that all students and staff are appropriately safeguarded
- Maintain appropriate levels of confidentiality when dealing with stakeholder data and information
- Adhere to the General Data Protection Regulations

Other Specific Responsibilities

- Comply with any reasonable request from the Headteacher to undertake work at a similar level that is not specified in this job description

This job description may be changed by the Headteacher in consultation with you to reflect or anticipate changes in the job commensurate with the grade and job title