

Job Description

Job Title:	Assistant Headteacher (Data and Achievement)
Location:	Colonel Frank Seely Academy
Salary:	L11-15
Hours of Work:	Full time
Responsible to:	Headteacher

Job Summary

- To take overall responsibility for assessment, reporting and achievement across the school.
- Monitor, refine and implement strategies to maximise outcomes for all students, ensuring all students, including SEN, make good progress and each cohort exceeds the national average.
- Ensure that all whole school targets at all key stages are met.
- Lead and line manage a range of specific areas of academy life that add value to student outcomes.
- Inspire, challenge, and empower others to attain challenging outcomes.
- Support the leadership team in delivering all aspects of the academy improvement plan.

General Duties

- Be a highly visible, consistent and supportive presence in and around the academy; serve the staff and students.
- Promote an aspirational culture which motivates everyone to work collaboratively, share knowledge and deliver exceptional outcomes.
- Teaching in an appropriate area within the school
- Working in accordance with the school's curriculum statement and policies
- Strategic oversight of all academy data and achievement processes
- Being actively involved in curriculum review and development.
- Contributing to all general leadership team duties and rotas including on-call, dinner duties, line up and detentions etc.

Specific Duties

- Responsibility for the management, tracking and analysis of student and academy assessment, reporting and achievement tracking systems.
- Provide leadership and direction for middle leaders (both curriculum and achievement) to enable them to provide targeted and appropriate intervention to raise standards at KS3, 4 & 5.
- Co-ordination of intervention and catch-up programmes across 11-16 groups.
- To provide regular updates on these to the Senior Leadership Team and Governors
- Promote and generate high levels of enthusiasm for, participation in and commitment to learning amongst all students and develop a self-study culture.



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- Line management responsibilities for named faculties and House team
- Responsible for the examination systems through line management of the data and examinations manager.
- Lead the Zorba and assertive mentoring processes.
- Line manage the Higher Attainers programme lead.
- Lead and report on Pupil Premium strategy and impact.
- Line manage the reading programme and report on reading ages and reading zorba.

Other duties and responsibilities

- Understand the importance of inclusion, equality and diversity, both when working with pupils and with colleagues, and to promote equal opportunities for all
- Uphold and promote the values and the ethos of the academy
- Implement and uphold the policies, procedures and codes of practice of the academy, including data protection, health & safety and safeguarding
- Participate and engage with workplace learning and development opportunities, working to continually improve own performance and that of the academy
- Monitor and challenge professional standards within the academy
- Support the development of colleagues through monitoring, mentoring and coaching
- Participate in the interview process for teaching posts when required and support effective induction of new staff in line with academy procedures
- Promote team work
- Attend and participate in relevant meetings as appropriate
- Undertake any other additional duties commensurate with the grade of the post as directed by the Head of Academy and/or their representative
- This role involves daily contact and regulated activity with children.