



## Job Description

<b>Job Title:</b>	Assistant Headteacher (Data and Achievement)
<b>Location:</b>	The Carlton Academy
<b>Salary:</b>	L12-16
<b>Hours of Work:</b>	Full time
<b>Responsible to:</b>	Headteacher

### Job Summary

To take overall responsibility for assessment, reporting and achievement across the school.

### General Duties

- 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, detentions etc

### Specific Duties

- Responsibility for the management, tracking and analysis of student and academy assessment, reporting and achievement tracking systems
- Co-ordination of intervention and catch-up programmes across 11-16 groups
- 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 process
- Line manage the Higher Attainers programme lead
- Lead and report on Pupil premium strategy and impact