

Wymondham High Academy

Assistant Headteacher

Name:	
Job Title:	Assistant Headteacher – Progress & Achievement
Salary range or job grade:	L12-L16
Responsible to:	Deputy Headteacher Outcomes
Responsible for:	Assessment Practices and raising the achievement of vulnerable and underperforming groups
Effective Date:	

Role and Context	
Job Purpose:	<p>The post holder will be accountable for delivering academic excellence throughout the school through a clear process of support and challenge.</p> <p>Ensuring effective assessment and tracking systems are implemented and acted upon in the classroom.</p> <p>Delivering targeted strategies to improve performance of learners with a specific focus on any individual or groups of pupils who are underperforming.</p> <p>As a member of the SLT, contribute to the smooth running of the school, ensuring the highest standards for pupils and staff.</p>
Dimensions:	Approximately 1700 school students including 400 in Sixth Form. The role includes leadership of GL Assessment across lower school [Y7-9]. In addition, line management of identified departments is required.
Relationships:	<p>Works closely with:</p> <ul style="list-style-type: none"> • Senior Leadership Team [SLT] • Wider Leadership Team [WLT] • Trust Innovation and Development group [TID] • All teaching and non-teaching staff, pupils, parents, Local Governing Board [LGB] and Trust Board • Literacy Lead • EAL Lead • Pupil Premium Team • SENCO
Other Job Information:	The post holder will be expected to fulfil the Teachers' professional standards.

Principal Accountabilities	
The purpose of this post is to continue to raise standards within the school.	
1	To determine and effectively deliver all systems and structures related to formal assessment across Years 7-13

2	To be accountable for the quality and accuracy of our assessment practices, recording and reporting systems [including Bromcom and GL Assessment]
3	To interpret, analyse and disseminate whole-school data to inform action plans at subject/cohort levels and ensure appropriate intervention is in place at an individual pupil level
4	From the assessment data, direct the direct middle leaders and other staff to ensure no pupil gets left behind, through appropriate identification and intervention.
5	To provide direction to the SLT to ensure high quality summative and formative assessment strategies are planned for and implemented across
6	To establish and cascade expertise in pedagogic developments affecting assessment in the secondary school setting and share this expertise via relevant CPD opportunities
7	To ensure effective examination and data processes via liaison with the Senior Operations Manager
8	To hold the wider leadership team accountable for the effective use of data within their departments, ensuring such data effects positive change
9	To have a strategic overview of, and be accountable for, the achievement of groups identified as underachieving, regardless of the background.
10	To have strategic oversight of, and be directly accountable for, the academic success of Pupil Premium, SEND, Services and EAL pupils within school.
11	To work with the Literacy Coordinator on a whole-school evidence-informed literacy strategy and to hold the postholder to account for its successful delivery.
12	To positively contribute to the functions of the SLT including whole-school improvement, self-evaluation and successfully deliver delegated strategies.
13	To provide information to the Headteacher, LGB and Trust regarding all aspects of academic performance.
14	To be the line manager of named curriculum areas and be accountable for their performance.
Key Performance Indicators <ul style="list-style-type: none"> • That the integrity of summative assessment practices is always maintained • That teachers consistently use appropriate assessment practices to promote academic progress and that such practices are consistently applied across all subjects • That assessment data is used to a consistently high standard to impact on the outcome of identified groups • Attainment and progress of all pupils • Eradication of interdepartmental difference in performance • Eradication of the difference in progress of groups of pupils with a specific focus on the pupil premium and high prior attainers. 	

Key Competencies	
Self Management	Manages personal priorities, pressures and workload in an efficient and effective way
Self Development	Seeks feedback on their performance and takes appropriate actions to improve

Communications
Listens to and communicates clearly with individuals and groups to help mutual understanding
Equality and Diversity
Is constantly mindful of equality and diversity issues in providing services, and seeks to avoid discrimination
Self Awareness
Understands their own behaviour, is aware of how it impacts on others, and can modify their approach accordingly
Analysis and Judgement
Identifies and solves problems ensuring connections are made with related issues and involves others in the process
Flexible and Adaptable
Develops and maintains constructive relationship which contribute to teamwork and achieving objectives
Customer Focus
Actively seeks out, listens to and builds on evaluation and feedback from staff, pupils and parents.
Proactive Approach
Champions new initiatives in support of strategic objectives and encourages change.

General Information and review:

- The job specification details the main outcomes required and should only be updated to reflect **major changes** that impact on the outcomes for the job. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- This job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post-holder.
- All work performed/duties undertaken must be carried out in accordance with relevant school policies and procedures, within legislation, and with regard to the needs of our customers and the diverse community we serve.
- Post holders will be expected to be flexible in their duties and carry out any other duties commensurate with the grade and falling within the general scope of the job, as requested by management.

Signature:

Date: