**Job Description**

**Name:   
Role:** Assistant Headteacher (Pupil Progress) **Scale:** L11-15 **Accountable to** Headteacher

**Purpose of Assistant Headteacher:**To support and assist the Headteacher by providing professional leadership, vision and strategic direction to promote and secure the best outcomes for our pupils. The Assistant Headteacher is a member of the Leadership Team who, under the leadership of the Headteacher, will work together to:

* Formulate and drive forward the vision of our school.
* Establish and maintain highly effective systems and quality assurance procedures through which they shall be achieved.
* Lead and manage staff and resources.
* Monitor and evaluate progress towards their achievement.

**Key Accountabilities:**

* To support pupils and staff to ensure that every child achieves the best possible outcomes regardless of their starting point and improve the performance of pupils at the risk of underachieving.
* To have a strategic overview and accountability for the progress of all pupils from years 7-11.
* To provide strong leadership and management of the school’s assessment, recording and reporting systems.
* To lead the analysis of internal and external school performance data to maximise outcomes for pupils.
* Lead the strategic development of policy and provision for disadvantaged pupils.
* Work with heads of department and year heads to ensure that provision across the school is, co-ordinated and implemented to give disadvantaged pupils the knowledge and experience they need to succeed in life.
* Research, develop and share best practice to raise attainment and progress of disadvantaged pupils.

**Key Areas of Responsibility: Pupil progress**

* To lead, manage and review the school target setting process for subject areas, staff and pupils and ensure the commitment of all stakeholders to its success of maximising educational outcomes.
* Establish systems/protocols to share targets in a meaningful way with all stakeholders to motivate and raise aspiration.
* Working with the data manager, ensure the most effective use of ICT systems and software to inform, target setting, interpretation and planned interventions, reducing administrative burdens where possible
* To ensure effective and efficient use is made of SISRA and FFT Aspire by all colleagues to monitor the performance of all pupils to identify pupils requiring further support to improve outcomes
* In line with the school assessment calendar, lead the analysis of school performance data providing summary data on pupil performance and performance of groups for a variety of audiences including the leadership team, heads of year, tutors, governors and parents.
* To oversee and co-ordinate effective whole-school interventions to address under-achievement of pupils in Years 7-11, including monitoring and evaluating the impact of the interventions.
* Have a strategic overview of the effectiveness of provision for disadvantaged pupils across the school
* Monitor and evaluate the effectiveness of provision for disadvantaged pupils across the school, including reviewing standards of achievement against national benchmarks.

**Finance and Resources for intervention**

* To support and assist the Headteacher in effectively planning, managing and monitoring the use of finances to improve support and intervention.
* Lead, monitor and report on the impact of Pupil Premium funding on eligible pupils’ learning experience and outcomes.
* Lead, monitor and report on the impact of funding on other eligible pupils’ learning experience and outcomes.

**Leadership Team Responsibilities:**

* To work with the Headteacher, Governing Body and others to develop the school’s vision and maintain a culture and ethos that promotes effective collaboration, excellence, equality and high expectations of all pupils and staff.
* To promote good, effective working relationships between all members of the school and extended school community.
* To share the school’s vision and values, building these into daily practice including the delivery of assemblies and other opportunities for celebrating achievement and informing progress.
* In collaboration with the Headteacher and Leadership Team, to identify and plan for future needs.
* To determine policies, lead their implementation and monitor their operation.
* To contribute to the school’s monitoring and evaluation system by regularly carrying out lesson observations, learning walks and book scrutiny or other methodology.
* To lead and manage staff in accordance with the school’s expectations, having due regard to staff welfare and work/life balance.
* To teach as directed by the Headteacher and set and mark homework, classwork and assessed examination work in line with the school policy.
* To mentor pupils when required.
* Support the Performance Management process of all staff, addressing any underperformance, supporting staff to improve and valuing excellent practice.
* To maintain effective partnerships with parents and carers to support and improve pupils’ achievement and personal development.
* To participate in the day to day management of the school by being a visible and effective presence and undertaking supervision at lunchtime and break time, and daily bus duty.
* To promote high standards of discipline and behaviour by enforcing school rules.
* To deal with problems as they emerge during the school day and provide support to members of staff.
* Act as Line Manager to departments, as allocated by the Headteacher and support the Head of Department(s) to effectively lead their team.
* To contribute to the recruitment, induction and professional development of the school’s work force to achieve the school’s vision and goals, including initial teacher trainees, taking part in interview panels when required.
* Contribute to the School Development Plan and the Self Evaluation process on an annual basis.
* To attend Full Governing Body meetings and committees as required.
* Update, and present to the Governing Body, any policies in designated areas of responsibility.
* Carry out Supervisory Duties as specified by the annual Duty Rota.
* Review own practice, setting personal targets, participating in continuing professional development and engage in professional learning relevant to this post.

**Other responsibilities**

* Carry out other duties, as may be deemed reasonable, not listed above at the discretion of the Headteacher.

This job description is an outline of the main responsibilities of the post and is not intended to be a comprehensive list of all duties. The postholder may be required to undertake other tasks appropriate to the level of the post as the Headteacher may require. It may be reviewed from time to time and be subject to modification or amendment after consultation with the postholder.

Signed …………………………………………………………. Signed ……………………………………………….  
Member of staff Headteacher

Date ………………………………………………………….. Date ………………………………………………….  
Member of staff Headteacher

September 2021