



# Assistant Headteacher: Progress and Standards

## Job Description

<b>Accountable to:</b>	Headteacher and Governing Body
<b>Responsible for:</b>	Track and enable student progress, deploying academic and pastoral interventions, rewards and sanctions.
<b>PayScale:</b>	L11-15

### Key Responsibilities:

#### Core aims and objectives of senior leadership team:

- Collaborate to formulate the aims and objectives of the school;
- Establish and implement policies to achieve the aims and objectives of the school;
- Monitor and report on progress towards achievement of the school's aims and objectives;
- Ensure day-to-day effective operation of the school, problem-solving and prioritising demands as required.

#### Specific responsibilities held in conjunction with other senior leaders:

- Create and maintain a culture which is consistent with the school's aims and objectives;
- Ensure staff and student welfare through effective approaches to safeguarding;
- Ensure the school operates within the required regulatory frameworks and meets all statutory duties;
- Allocate financial resources ethically, appropriately, efficiently, and effectively;
- Identify obstacles to meeting the school's aims and objectives and develop effective strategies for school improvement;
- Prepare the school for external accountability;
- Provide line management for allocated middle leaders through the Continuous Professional Development cycle;
- Take responsibility for review of allocated policies;
- Deputise for the Deputy Headteachers in their absence.

#### Specific areas of individual responsibility:

##### Reporting to Deputy Headteacher (Love of Learning)

- Take operational oversight of the implementation of the agreed strategy for tracking progress and deploying intervention to ensure all students make progress. Monitor that intervention is high impact, and that time/resources are appropriately and efficiently deployed to improve the performance of greatest number of students. Work with staff to develop pedagogy for intervention that minimises disruption and stress;
- Maintain strategic oversight and implementation of literacy, numeracy, IT and study skills to ensure consistent cross-curricular delivery;
- Monitor and react to various student tracking data, with a particular focus on student groups of interest such as Pupil Premium, EAL and SEND. Support the Deputy Headteacher with evidence for PP reporting. Support the SENDCo with evidence for SEND reporting. Provide data reports for analysis with the Deputy Headteacher.
- Support organisation of internal and external examinations and provide representation as a member of senior staff when needed to start sessions efficiently and in-line with regulations.

### **Reporting to Deputy Headteacher (Culture and Ethos)**

- Act as the school's deputy Designated Safeguarding Lead to support: the effective deployment of the safeguarding policy and KCSiE; appropriate and accurate referral and escalation of concerns; multi-agency working as needed; developing safeguarding training; providing support, advice and expertise to school staff;
- Act as the school's designated teacher for looked-after Children, to be the central point of contact and promote the educational achievement of these students throughout the school;
- Line manage Heads of House, coordinating house reviews with SLT. Work to maintain consistent pastoral provision for all students, whilst nurturing individual house identity;
- Promote and monitor rewards and celebrations including commendations, colours and students of the week. Organise celebration evenings in conjunction with the Assistant Headteacher (Personal Development) and PR Associate. Champion rewards as the approach to nurture personal and academic success over sanctions. Work with staff to develop strategies to cultivate the Pygmalion effect and a culture of accomplishment for all students;
- Oversee the deployment of the discipline policy and sanctions as needed. Monitor sanctions data, and, with the Deputy Headteacher, implement ways to improve student behaviour and engagement to reduce the number of sanctions and improve the number of achievements.

### **Reporting to Deputy Headteacher (Aspiration and Ambition)**

- Ensure timely and accurate data entry from teaching staff;
- Support cross phase data analysis to track students' progress and outcomes from years 7-13.

This job description is non-exhaustive, and will evolve as the post holder shapes their role with the leadership team: a senior leader needs to be willing and proactive in completing any other appropriate tasks that arise.