# **Woodhey High School**

**Assistant Headteacher – Standards (Assessment, Reporting & Strategic Use of Data)**

 **Person Specification**

**Job Title:** Assistant Headteacher – Standards (Assessment, Reporting & Strategic Use of Data)

**Salary:** L14-18

**Responsible to:** Headteacher

**Responsible for:** Performing in accordance with the provisions of the School Teacher’s Pay and Conditions Document and within the range of teachers’ duties set out in that document.

**Statement of Purpose**

To take responsibility for whole school leadership and management of data. The main aspects of the role involve the strategic leadership of the collection, processing, effective use and reporting of assessment data to drive school improvement as well as being the school’s Data Protection Officer. To work alongside the Assistant Headteacher for Teaching & Learning to ensure that the school has effective assessment practices and leading the exam system. All senior leaders carry out daily operational activities and have a teaching commitment commensurate with the scale of the role.

**Professional duties:**

The successful candidate, in addition to carrying out the professional duties of a teacher and those duties particularly assigned by the headteacher, must:

* Play a major role under the overall direction of the Headteacher in:
	+ Formulating the aims and objectives of the school;
	+ Establishing the policies through which they are to be achieved;
	+ Managing staff and resources to that end;
	+ Monitoring progress towards their achievement;
* Undertake day to day operational duties commensurate with the role;
* Undertake any professional duties of the headteacher reasonably delegated by the headteacher.
* Lead by example, providing inspiration and motivation and embody for all students, staff, academy councillors and parents, the vision, purpose and leadership of the school.

**Main responsibilities:**

* Lead strategically the school’s data management system to drive school improvement;
* Carry out the role of the Data Protection Officer;
* Ensure that assessment activities are appropriate, robust and standardised;
* Oversee external exams and the internal exam system;
* Active use of assessment data to support pupils with their own improvement;
* The school calendar, including the assessment cycle;
* Reporting to parents;
* Reporting to Academy Councillors and any external agencies on whole school outcomes;
* Reporting on assessment data to Academy Council ‘Standards Committee’.

**Line Manage:**

* Act as a Link Senior Leader to 2/3 Heads of Faculty;
* Data Manager;
* Exams Officer;

**Principle Duties:**

* To effectively lead and manage Curriculum Leaders in the generation of standardised assessment data that can be used to assess progress at pupil, cohort, subject and school level.
* To lead and manage school data management systems that enables the tracking of individual pupil progress and the targeting of appropriate intervention.
* Take full responsibility for the design and allocation of the system of individual and school performance targets, ensuring that targets are appropriately challenging to enable individual and school improvement.
* Lead on all aspects of reporting to parents.
* Analyse the outcomes of public and school examinations in order to identify trends in standards and achievement and advise the Headteacher on strategies for improvement;
* Ensure that channels of communication are used effectively within the school with regards to area of responsibilities and that students and parents are well informed about their progress.
* Ensure the smooth running of the school with effective leadership of cover and the school calendar;
* Carry out all aspects of the role of Data Protection Officer.
* Lead the implementation of the School’s Data Protection policies and systems, ensure compliance, respond to information requests, investigate/report on data breaches and keep the Headteacher and Academy Councillors appraised of all data protection expectations.
* Ensure that the school is fully prepared and compliant for all aspects of GCSEs and other external examinations.
* Co-ordinate the internal examination system within the whole school assessment calendar.
* Teach effectively a timetable of lessons commensurate with the role.
* To regularly evaluate the effectiveness of systems within area of responsibilities.
* Ensure that all policies and procedures are up to date, appropriate and followed within the areas of responsibility.
* To provide the Headteacher and Academy Council with relevant information relating to performance and progress as required.
* To attend and report to the Standards Academy Council Committee.