

Job Description: Head of Assessment

Reports to: Director of Curriculum and Assessment

Location: Currently operating hybrid working in our West London Office

Contract: Permanent

Pattern: Full Time (standard hours 9am – 5.30pm)

Salary: £85,000 to £95,000 (depending on experience)

About the role:

The Head of Assessment has lead responsibility for overseeing and developing assessment across the Ark network at both the primary and secondary phases, including early years and post 16.

Ark is known for its innovative approaches to assessment and research-informed practices. At Ark, we carefully consider the purpose of assessment at each stage, incorporating cutting-edge methods such as online assessments and Comparative Judgement. Our shared assessments across the network ensure comparability and consistent grade setting, enabling reliable predictions and formative uses.

The Head of Assessment has oversight of all assessment-related matters including assessment practice, termly assessments, gathering in of data from all sites, awarding of grade boundaries and providing Ark's management team with insights into assessment outcomes at key points in the year. The role also involves working with the Ark Curriculum Plus (AC+) team to ensure high quality assessments for our curriculum programmes. Strong liaison with Principals, Regional Directors, strand leads, exam boards, local authorities, other educational organisations and senior Ark Central staff is essential to effective performance in this role.

Key Responsibilities:

- To lead the assessment work undertaken across the network at both primary and secondary level and ensure that assessments are fit for purpose, available in a timely fashion and produce robust and accurate data which can be used to support strong student outcomes
- To develop and lead the school assessment lead community across the network
- To ensure that the assessment work done in AC+ and by Network Leads is fully aligned and integrated cross-phase
- Liaise with all subject leads to ensure a robust termly assessment programme is in place and that assessments are written, quality assured and ready at appropriate points in the year – this to be done for all subjects
- To support schools in ensuring they fulfil their statutory responsibilities around end of phase assessments and tables checking exercises
- To report regularly to our Regional Directors, Management Team and the Ark Board on the attainment and progress of students in the network, providing insights to support decision making
- To work closely with the Data and Insights team to ensure that appropriate analytics are available for schools at each assessment point to support them in making teaching and learning decisions on the basis of assessment outcomes
- To provide modelling and expertise to support Regional Directors in our school target setting processes

- To keep abreast of innovation and changes in the assessment landscape, including developing software and tools which could support the streamlining of assessment processes in Ark schools
- To build strong relationships with the key external agencies such as exam boards, edtech providers and publishers
- To co-ordinate the calendar of assessment events including working with data leads in schools to co-ordinate the assessment process across the network
- To co-ordinate external benchmarking tests including Headstart, NGRT and progress tests for all schools and use this data to inform accuracy of Ark Common Assessments
- To sit on the steering group of the Analytics Platform redevelopment project and support the introduction, from an assessment perspective, of the new platform

Other

- Undertake other various responsibilities as directed by the line manager
- Undertake, and when required, deliver or be part of the appraisal system and relevant training and professional development

Person Specification: Head of Assessment

Qualifications

- Qualified to degree level and above
- Qualified to teach and work in the UK

Knowledge & Skills

- Awareness of the latest educational research, findings and best practices around student learning and assessment
- Understanding of, and agreement with, the principles of learning and assessment adopted by Ark
- A strong understanding of assessment at least across one phase of education whether that be primary or secondary
- A clear appreciation of how to produce excellent lesson resources and effective assessments which fulfil their purpose
- Evidence of continually improving teaching and learning through strong assessment practices leading to increased student achievement
- Demonstrable experience of significantly raising attainment in a challenging context
- Experience of providing professional development to others, including coaching, mentoring and training
- Experience of working with both internal and external stakeholders at both senior and junior levels

Personal Qualities

- Ambitious to drive high standards of evidence informed assessment practice
- Strong analytical and data interpretation skills
- Highly organised with the ability to manage multiple tasks and deadlines efficiently
- Meticulous in attention to detail to ensure accuracy in assessments and reporting
- High ethical standards and integrity in all professional dealings
- Ability to develop and implement strategic plans for continuous improvement in assessment practices

Other

- Right to work in the UK
- Commitment to equality of opportunity and the safeguarding and welfare of all students
- Willingness to undertake training
- This post is subject to an enhanced DBS check

Ark is committed to safeguarding and promoting the welfare of children and young people in its academies. In order to meet this responsibility, its academies follow a rigorous selection process to discourage and screen out unsuitable applicants.

Ark requires all employees to undertake an enhanced DBS check. You are required, before appointment, to disclose any unspent conviction, cautions, reprimands or warnings under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar you from employment - this will depend upon the nature of the offence(s) and when they occurred. To read more about Ark's safer recruitment process, please click this [link](#).

We aim to build a diverse and inclusive organisation where everyone – staff and students – can do their best work and achieve their full potential. We want to reflect and represent diverse perspectives across our organisation because we know that doing so will make us stronger and more effective. To know more about Ark's diversity and inclusion commitments, please click on this [link](#).