



Job Description Assistant Headteacher: Curriculum & Achievement, Assessment/Reporting, Data Management

JOB DESCRIPTION ASSISTANT HEADTEACHER: CURRICULUM & ACHIEVEMENT, ASSESSMENT/REPORTING, Data Management, Examinations, Timetabling, Cover, Duties, Calendar, KS3 & Yr 9 achievement L14 – L18

Reports to: Headteacher

- 1(a) **Key Purpose:** With the Executive Headteacher and other Deputy Headteachers the post holder will:
- a) Share responsibility for school policies, decision-making and strategic planning;
 - b) Develop an ethos of high expectations for students and staff;
 - c) Lead on change and innovation;
 - d) Take on full accountability for key areas of the school's work, including the curriculum across the school, the quality of assessment/reporting, student achievement: KS3, Exams, Reporting, Data/Results Analysis, Target Setting, Cover, Calendar and Timetabling.
- 1(b) **The key focus** of this post is to ensure the highest **quality of provision in curriculum offer, assessment/reporting, data management, examinations, timetabling, cover**, duties and to ensure the highest quality of **achievement at KS3 & Yr9**, by:
- a) Developing curriculum leadership at KS3, 4 & 5 with an emphasis on improvement and excellence for all;
 - b) Monitoring and evaluating the work of curriculum leadership at KS3, 4 and KS5
 - c) Directing and monitoring the work of curriculum leaders in their use of assessment, reporting and recording to raising standards of achievement;
 - d) Accountability for line management of designated curriculum subjects;
 - e) Develop, lead and manage effective strategies to improve standards of achievement (progress/VA) at Key Stage 3
 - f) Oversee the construction and efficiency of the school's timetable.
 - g) Oversee the efficiency of the School examinations
 - h) Implementing new approaches in the use of data (including quartile sub-groups) and targets to inform planning and raise standards;
 - i) Regular monitoring of student progress against school, subject and individual targets;

- j) Analysing the outcomes of public and school examinations in order to identify trends in standards and achievement and advise the Headteacher on strategies for improvement;
- k) Develop, lead and manage effective strategies to improve the standards of cover lessons across all Key Stages
- l) Ensure the smooth running of the school with effective leadership of cover and the school calendar

2. **Areas of Responsibility and Accountability**

(a) **Leadership and Management**

- a) Deputise for the Deputy Headteachers and share leadership at the most senior level;
- b) Make significant contributions to meetings of the Senior Leadership Team, Extended Leadership Team, Pastoral Team and the Curriculum Team;
- c) Contribute to the operational management of the school and ensure it functions efficiently and effectively;
- d) Be a highly visible presence around the school and role-model expectations and standards to staff and students;
- e) Take full accountability for targets relating to KS3 and Y9. (L6/L7+ in En/Ma/Sc, APS and ensuring 2 levels of progress in Eng/Math);
- f) Take full accountability for the examination results of the designated curriculum subjects (line management)
- g) Leadership of the school's Curriculum Policy at KS3, 4 & 5: its monitoring, review and evaluation;
- h) Leadership of the school's Assessment & Reporting Policy; its monitoring, review and evaluation;
- i) Make a significant contribution to the Governors' Monitoring Group meetings, including appropriate documentation;
- j) Make a significant contribution to the school's self-evaluation process, including METAL, the SIP and SEF;
- k) Chair the Lead Teacher meetings and be responsible for their effectiveness
- l) Leadership of the school's Examinations Team; monitoring, review and evaluation;
- m) To lead the annual school's Awards Evening & CATS Evening
- n) Assume any other responsibilities as may reasonable be required by the Executive Headteacher

(b) **Student learning and achievement**

- a) Lead the annual process of statutory target settings with the Headteacher;
- b) Monitor the school's overall progress towards meeting its targets in all Key Stages;
- c) Analyse student data on performance: identify target groups, lead and manage intervention strategies; liaise with Lead Teachers and produce regular updates for the Headteacher and Governors;
- d) Monitor the quality of curriculum at Key Stages 3, 4 & 5 in line with the school's policy on teaching and learning
- e) Support the Leadership Team with the pastoral care of all students who are underachieving;

- f) With the Deputy Headteacher (METAL) lead the cycle of curriculum monitoring to ensure the highest standards and achievement for all learners.
- g) Lead the annual process of reporting;
- h) Contribution to the Governors Committees with respect to target setting, results analysis, KS3 & Yr 9 Achievement;

(c) **Staff Support and Challenge:**

- (i) Lead and manage the work of designated curriculum subjects;
- (ii) Direct and support the work of the Examinations Officer and the Data Manager;
- (iii) Direct and support the work of the Cover administrator and the cover team;
- (iv) Take responsibility for the development of the Examinations Officer and the Data Manager;
- (v) Take responsibility for the development of Data Manager, Examinations Manager and Cover Team;
- (vi) As part of METAL undertake lesson observations, book trawls, student interviews, and use the outcomes to identify and promote “best practice”;
- (vii) Remain positive at all times and lead staff by example.

(d) **The Learning Community**

- (i) Represent the school at relevant local Assessment/Reporting, Data, Target Setting and Curriculum Meetings

3(a) **Teaching commitment**

- (i) To teach 23 hours per fortnight (46%)

To carry out as requested from time to time any other relevant duties as may be reasonably required by the Executive Headteacher.

The job description will be reviewed at the end of the academic year or earlier if necessary. In addition, it may be amended at any time after consultation with you.

Two copies of this job description should be signed, the post holder retaining one and the Executive Headteacher the other.

Signed.....

Date.....