**Long Stratton High School**

Job Description

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| **Job Title:** | Assistant Headteacher – Progress and Attainment |
| **Salary range or job grade:** | Leadership scale 12-16 |
| **Responsible to:** | Headteacher |
| **Responsible for:** | Academic Performance across the School |
| **Effective Date:** | 1st September 2017 |

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| Role and Context | |
| Job Purpose: | The post holder will be accountable for delivering outstanding outcomes throughout the school though a clear process of support and challenge. Ensuring appropriate assessment and tracking systems are in place for effective data systems. Delivering targeted strategies to improve performance of learners with a specific focus on any individual or groups of pupils who are underperforming. |
| **Dimensions:** | Approximately 600 High school students. The role includes oversight of the Heads of Department, Data and Exams Manager. In addition line management of identified departments. |
| **Relationships:** | Works closely with:   * SLT * Data Manager * Heads of Departments * Head of Pupil Development * Pupil Premium Coordinator * All teaching and non-teaching staff, pupils, parents, LGB and Trust Board |
| **Other Job Information:** | The jobholder will need to be DBS approved.  The post holder will be expected to fulfil the Teachers’ professional standards. |

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| **Principal Accountabilities** | |
| The purpose of this post is to continue to raise standards within the school. | |
| **1.** | To have strategic oversight and be accountable for the academic success of all pupils within school. |
| **2.** | To direct Middle leaders and other staff to ensure no pupil gets left behind, through appropriate identification and intervention. |
| **3.** | To have strategic oversight of a data system and use the information to plan appropriate whole school interventions. |
| **4.** | To have strategic oversight and be accountable for the quality and accuracy of our assessment, recording and reporting systems. |
| **5.** | To have strategic overview and be accountable for the pupil premium cohort and work with the PP coordinator to eradicate any gaps in performance |
| **6.** | To ensure effective examination and data processes through line management of the Exams and Data Manager. |
| **7.** | To positively contribute to the functions of the SLT including whole-school improvement, self-evaluation and successfully deliver delegated strategies. |
| **8.** | To provide information to the Headteacher, LGB and Trust regarding all aspects of academic performance. |
| **9.** | To be the line manager of named curriculum areas and be accountable for their performance. |
| **Key Performance Indicators**   * Attainment and progress of all pupils * Eradication of interdepartmental difference in performance * Eradication of the difference in progress of groups of pupils with a specific focus on the pupil premium and high prior attainers. | |

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| Key Competencies |
| **Self Management**  Manages personal priorities, pressures and workload in an efficient and effective way |
| **Self Development**  Seeks feedback on their performance and takes appropriate actions to improve |
| **Communications**  Listens to and communicates clearly with individuals and groups to help mutual understanding |
| **Equality and Diversity**  Is constantly mindful of equality and diversity issues in providing services, and seeks to avoid discrimination |
| **Self Awareness**  Understands their own behaviour, is aware of how it impacts on others, and can modify their approach accordingly |
| **Analysis and Judgement**  Identifies and solves problems ensuring connections are made with related issues and involves others in the process |
| **Flexible and Adaptable**  Develops and maintains constructive relationship which contribute to teamwork and achieving objectives |
| **Customer Focus**  Actively seeks out, listens to and builds on evaluation and feedback from staff, pupils and parents. |
| **Proactive Approach**  Champions new initiatives in support of strategic objectives and encourages change. |

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| **General Information:**   * The job specification details the main outcomes required and should only be updated to reflect **major changes** that impact on the outcomes for the job. * All work performed/duties undertaken must be carried out in accordance with relevant school policies and procedures, within legislation, and with regard to the needs of our customers and the diverse community we serve. * Post holders will be expected to be flexible in their duties and carry out any other duties commensurate with the grade and falling within the general scope of the job, as requested by management. |
| **Date: May 2017** |