



## **JOB DESCRIPTION – Assistant Headteacher: Raising Standards**

Designation of Post:	Assistant Headteacher: Raising Standards	Pay Scale	L13 - L17
Accountable to:	Deputy Headteacher		
The purpose of this post:	To be accountable for student outcomes across the school.		

### **Introduction:**

All teachers are subject to the 'School Teachers' Pay and Conditions Document'. This job description should be read in conjunction with that document and the threshold standards. Job descriptions are subject to annual review and specific responsibilities will change to take account of the school development plan and the professional development of staff.

All teachers promote the school ethos and health and safety and contribute to continuous school improvement.

### **General Responsibilities**

In addition to carrying out the professional duties of a teacher, the Assistant Headteacher will play a major role in:

- safeguarding and promoting the welfare of children and young people
- formulating the aims and objectives of the school
- establishing the policies through which they shall be achieved
- leading and managing staff and resources to that end; and
- monitoring progress towards their achievement

### **The Assistant Headteacher will:**

- lead by example, modelling excellent behaviour for staff and students
- undertake any professional duties reasonably delegated to him/her by the Headteacher
- support the ethos of the school and lead by example
- share responsibility for promoting high standards of attitude and behaviour among the students
- encourage the development of all students and staff and maintain an atmosphere conducive to good personal relationships
- promote good relationships between all staff and with parents, governors and the wider community
- keep up-to-date with major developments in education and develop specific expertise as appropriate
- ensure outstanding teaching and learning and encourage innovation
- assist in monitoring the quality of teaching and learning and student achievement in order to set and meet aspirational targets
- attend and advise meetings of the Governing Body and its committees as required
- organise and contribute to school events and support school functions

- take responsibility for some school policies, publications and bids
- contribute to school self-evaluation and improvement planning
- act as performance management team leader
- to undertake a teaching role
- contribute to the training and professional development of staff
- assist with staff selection, appointments and induction.

## **Duties**

- To lead data across the school and ensure that it is simple, accurate, and fit for purpose.
- To set student targets and work with the SLT to set school targets; report to SLT to update on current progress and progress indicators.
- To ensure that data entered can be analysed in a range of different ways and for different purposes without requiring additional data sets from teaching staff.
- To communicate data headlines to wider staff and to provide student focused strategies to improve outcomes.
- To work in conjunction with Subject Leaders and Progress Leaders to identify key groups from Years 7-11.
- To hold Subject Leaders to account for student outcomes.
- To lead schedule of intervention.
- To lead on data training for the School Leaders team and the wider staff.
- To take responsibility for the display of student information – for student use and for staff use.
- To oversee the implementation of the DTT (Diagnosis, Therapy, Test) model and the PLCs (Personalised Learning Checklists.)
- To implement Smith Proformas for English and Maths and then other subjects as available.
- To organise the annual schedule for the WTM (Walking Talking Mocks) in conjunction with Subject Leaders.
- To organise, in conjunction with the Examinations Officer, the Assessment schedule and the programme and schedule of PPEs (Pre-Public Examinations).
- To introduce PiXL Independence to Years 9-11. Initially starting with Y11 in year one.
- To explore the possibility of introducing PiXL Classrooms and to strategically plan implementation and any subsequent staff training.
- To manage students requiring alternative curriculum arrangements.
- To lead transition arrangements

## **Additional Duties**

### ➤ **Health & Safety**

All staff at Prenton High School for Girls are required to remain vigilant, observe all relevant Health and Safety policies and procedures, take reasonable care of their own and others' Health and Safety, report all accidents and incidents, raise concerns through their line managers, and the Health & Safety Manager.

### ➤ **Equality & Diversity**

Staff at Prenton High School for Girls are expected to promote equality of opportunity for all girls and staff, both current and prospective, and to support an environment that values diversity.

### ➤ **Data Protection**

All staff at Prenton High School for Girls have a responsibility to ensure that data they are responsible for is accurate and appropriate to the needs of the School, and that they are responsible for ensuring any personal data processed for any purpose or purposes in connection with their role at the School, shall not be kept for longer than is necessary for that purpose or those purposes in accordance with the GDPR 2018.

### ➤ **Safeguarding & Child Protection**

Prenton High School for Girls is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment and adhere to, and comply with, the School's Safeguarding and Child Protection policy and procedures at all times.

To undertake such other duties and responsibilities as may be reasonably requested by the Headteacher in accordance with the latest STPCD.