

COLTON HILLS COMMUNITY SCHOOL

Job Description: Assistant Headteacher (Raising Standards Leader)

Post Title:	Assistant Headteacher (Raising Standards Leader)
Reporting to:	Deputy Headteacher (Quality Assurance)
Responsible for:	The provision of a full learning experience, support and intervention for learners across the school
Liaising with:	Headteacher, other members of the SLT, Curriculum Leaders, House Leaders, teachers, relevant support staff, external agencies and parents
Salary/Grade:	L 13 -17
Disclosure level	Enhanced
Leadership	<ul style="list-style-type: none"> To ensure the vision of the school as a learning centred organisation is clearly articulated, shared, understood and acted upon effectively by all To work with the SLT and governors to translate the vision into agreed objectives and operational plans, which will promote learning and sustain school improvement To ensure the ethos, values and goals of the School, as reflected in the School improvement plan, are communicated positively to colleagues, parents, the community and learners To promote the academic performance and holistic development of all learners across the whole school To implement policies aimed at raising standards of achievement particularly through raising expectations of both staff and learners To prioritise, plan and organise yourself and others to make professional, managerial and organisational decisions based on informed judgments To think creatively to anticipate and solve problems To develop and maintain a culture of high expectations and take appropriate action when performance is unsatisfactory To ensure individual staff accountabilities are clearly defined, understood and agreed and are subject to rigorous review and evaluation To regularly review own practice, set personal targets and take responsibility for own personal development including managing own workload and that of others to allow an appropriate work/life balance. Contribute to the completion of the whole-school SEF To be a highly visible presence around the School and role-model expectations and standards to staff and students To motivate and work with others to create a shared culture and positive climate, acknowledging the responsibilities and celebrating the achievements of individuals and teams To demonstrate the school's vision and values in everyday work and practice
Key tasks	<ul style="list-style-type: none"> To lead and provide the strategic direction for Whole-School Intervention Implement the whole-school PIXL programme which raises standards of teaching, learning and intervention within and beyond the classroom at KS4, transferring to KS3 as soon as possible. Work with the AHT (T&L) to monitor the school's overall progress towards meeting its targets in all key stages Work with the AHT (T&L) to analyse student data on learners' performance, to identify groups, lead and manage intervention strategies and liaise with Curriculum Leaders and House Leaders as appropriate To produce regular intervention updates for the SLT and governors in line with the school's assessment calendar and governor meeting cycle Co-ordinate, manage and quality assure the academic mentoring programme of KS4 students Disseminate student performance data and attendance to intervention activities so that effective learning conversations and mentoring can take place To develop and implement new approaches in the use of data and targets to inform planning and raise standards and achievement To create and maintain an effective partnership with parents and carers to support and improve learners' achievement and personal development To line manage specified curriculum areas and take full accountability for their outcomes Line-management of the examination process in KS4. Work with the DHT (Quality Assurance) and AHT (Sixth Form Leader) to manage the options process for year 9 and year 11 students. Monitor the quality of off-site opportunities for WBL and students at KS4 requiring an alternative

COLTON HILLS COMMUNITY SCHOOL

Job Description: Assistant Headteacher (Raising Standards Leader)

	<ul style="list-style-type: none"> provision together with Assistant Sixth Form Leader and Community & Inclusion Manager. Ensure outcomes for students off-site are in line with expectations. Monitor progress of students educated off site at KS4 and evaluate provision of off site education.
Strategic Planning	<ul style="list-style-type: none"> To implement an effective KS4 PIXL intervention programme in English, Maths, Science and across the entire curriculum. To assist in the monitoring and support for the overall progress and development of learners especially in the context of Equal Opportunities for All To review and develop all policies relevant to this area of responsibility To ensure that all staff are familiar with the data available on the MIS and how they can access and use it
Curriculum Provision	<ul style="list-style-type: none"> Work with the AHT (SENCO/Inclusion) to ensure that learners with special educational needs, incl G&T learners are making progress in line with expectation Where data shows students are underachieving, liaise with Curriculum Leaders and House Leaders to agree appropriate curriculum support and intervention. To monitor and evaluate the effectiveness of the intervention and support put in place
Staffing Staff Development Recruitment/ Deployment of Staff	<ul style="list-style-type: none"> Work with the AHT (CPD, Appraisal), House Leaders, Curriculum Leaders and the SLT to ensure staff development needs are identified and that appropriate programmes are designed to meet such needs. Ensure professional development is available for staff in the use of the whole-school PIXL programme Contribute to Performance Management Review and to act as reviewer for a group of staff and help develop and enhance the teaching practice of others through support and performance management. Promote teamwork and motivate staff to ensure effective working relations Hold regular meetings in line with Raising Standards and PIXL requirements and line management structure Attend and contribute to appropriate middle management and SLT meetings Assist in the effective recruitment of staff to the School Line Manage Year 11 Form Tutors Line Manage Assistant House Leaders (Academic)
Management Information	<ul style="list-style-type: none"> Ensure the maintenance of accurate, clear and up-to-date intervention information concerning learners on the management information system Disseminate student intervention information as appropriate to support their learning Analyse and evaluate impact of intervention data and produce reports for relevant staff/stakeholders
Quality Assurance	<ul style="list-style-type: none"> Establish common standards of practice in respect of the effective use of data Contribute to the School procedures for lesson observation and self evaluation Participate in the monitoring and evaluation of agreed School procedures including evaluation against quality standards and performance criteria. Evaluate the quality of alternative provision. Work with the SLT to ensure a consistent and continuous School-wide focus on learners' achievement, using data and benchmarks to monitor progress in every learner's learning Ensure that learning is at the centre of strategic planning and resource management With Senior Leaders monitor curriculum provision of all year groups including within your nominated year group.
Communication	<ul style="list-style-type: none"> Ensure that all Curriculum Leaders and House Leaders are familiar with and use data effectively to promote progress and positive learning conversations with students Ensure effective communication, as appropriate, with the parents/carers of students. Attend internal and external meetings and contribute to the effective communication within school and with external agencies Prepare/present reports to relevant governor committee meetings as appropriate

COLTON HILLS COMMUNITY SCHOOL

Job Description: Assistant Headteacher (Raising Standards Leader)

Marketing and Liaison	<ul style="list-style-type: none">▪ Contribute to school liaison and marketing activities▪ Contribute to the development of effective networks and links with appropriate agencies▪ Attend events that seek to effectively promote the School e.g. Open Days/Evenings and other events in the wider community, as appropriate▪ Develop robust communication and consultation pathways with parents and learners
Management of Resources	<ul style="list-style-type: none">▪ Identify resource needs and contribute to the efficient /effective use of physical resources
Guidance	<ul style="list-style-type: none">▪ Support Curriculum and House Leaders to monitor and support the overall progress and development of groups of learners identified as under-performing.▪ Work with AHT (SENCO/Inclusion) on KS2-3 transition to ensure robust baseline assessment procedures are in place which informs early KS3 settings and intervention.▪ Attend on results days for public examinations to support learners and ensure that amendments to option choices are feasible within the timetable structure
Teaching	<ul style="list-style-type: none">▪ Undertake an appropriate programme of teaching
Additional Duties	<ul style="list-style-type: none">▪ To play a full part in the life of the School community, to support its distinctive culture and ethos and to encourage staff and learners to follow this example▪ Where feasible seek to secure additional funding for the school linked to areas of responsibilities.▪ Strive to gain a recognised quality mark relevant to your area of responsibility.

Employees will be expected to comply with any reasonable request from the Headteacher to undertake work of a similar level that is not specified in this job description.

This job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.