

Assistant Head of Primary School – Assessment, Recording and Reporting

Department: Primary Senior Leadership Team

Line Manager: Head of Primary

Key Relationships: Principal, Head of Primary, Primary Leadership Team, Teachers, Parents, Students, Central Office, School Admin team.

The School:

Greenfield Community School is a four programme International Baccalaureate World school with 1300 students on the roll from KG1 to Grade 12. With more than 80 nationalities in the student body, it is a diverse and a truly international school. Our commitment to setting high standards for all students is reinforced by placing the IB mission statement at the centre of our school. We strive to develop inquiring, knowledgeable, caring and open-minded young people.

Position Requirements:

Education: Bachelor Degree in a related area, qualified teacher status and relevant experience.

Experience: Related experience in a primary school setting working with assessment data, tracking student progress and using data to improve teaching and learning. Should have previous experience of school leadership or middle management roles.

Competencies: Strong communication skills, attention to detail, inter-personal relationships, professionalism, high standard and expectations, be able to challenge underperformance positively, strong knowledge of data, assessment and data analysis systems such as Excel and iSAMs, be able to analysis and interpret data to support positive change. Knowledge of external school inspection and quality assurance processes (for example, KHDA, IB, OFSTED, NEASC, etc..) and the use of data evidence to demonstrate school improvement is essential. Familiarity of the UAE inspection framework would also be an advantage.

Primary Purpose of Job:

The Assistant Head of Primary- Assessment, Recording and Reporting will lead the assessed curriculum of the primary school. This key leadership role will take responsibility for the assessment and reporting calendar within the primary school and ensure that:

- student data is systematically obtained and recording;
- student attainment, progress and achievement are effectively analyzed and used to inform decision making and curriculum planning;
- learning outcomes are triangulated and referenced with international benchmarks;
- student progress is effectively communicated with all stakeholders;
- and that teachers understand and make effective use of assessment to address the needs of students.

The successful candidate will assist in shaping the future of the school and to ensure high quality outcomes for children across the primary school. They should have the autonomy and initiative to make decisions and lead within what has been agreed at SLT level. As a pedagogical leader it is expected that they will model learning and play a key role in the professional development of staff.

Key Responsibilities:

- To lead the use of data and assessment collection systems, data analysis and use the data to ensure positive change and improvement in provision and outcomes for children.
- Ensure internal data is reliable and valid.
- To work in conjunction with the Head of Technology Integration to ensure assessment data is recorded, stored and analyzed appropriately.
- To contribute to the school self-evaluation documents and school improvement plans, and to be able to support those contributions with quantifiable evidence and data.
- Lead the school reporting process and, with the support and in conjunction with the Primary Leadership team, ensure all school reports that are sent home are of a high standard and in line with our curriculum, expectations and communications policy.
- To monitor and support academic staff in implementing the curriculum, school's philosophy, mission, ethos, teaching methodology.
- To train and guide academic staff in the understanding of the assessed curriculum.
- Ensure the assessment schedule is being followed consistently throughout the grade levels and that, as far as possible, staff understand their subject and the expectations of academics, assessment and professionalism.
- Monitor staff closely and be able to challenge underperformance professionally, sensitively and with support.
- Contribute to the school's positive behavior management ethos and systems. To model to our children the respect and communication expectations.
- Ensure confidentiality and respect for school policy are maintained.
- Promoting Taaleem vision, policies and ethos.
- To ensure communication across school in all areas is of the highest standards and respectful and professional with all stakeholders.
- To be able to support whole school inclusion.
- Occasional supply cover and a 10-20% teaching assignment to facilitate teacher release time.
- Model best practice in teaching and team teaching to support an improvement in teacher and staff skills.
- Conduct probation review & yearly appraisals of teachers as directed within the primary school.
- Ensure school appearance and environment is in line with the school policies and expectations.
- Contribute to the development of the school timetable, staffing decisions and rooming allocations.
- Ensure Head of Primary is informed of any staff and parent issues in a timely manner.
- To lead school events, school assemblies, staff workshops and other school related events as appropriate.

This job description will be reviewed annually and may be subject to amendment or modification. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.