**Benjamin Britten School**  

## Post: Assistant Headteacher (Pupil Progress)

## Responsible To: Headmaster

## Job Description: Core Elements

1. To lead in ensuring that student progress by age 16 is above or well above average compared to that found nationally
2. To lead in ensuring that the quality of teaching in the school is usually good and often outstanding
3. To lead in ensuring that standards of behaviour and attitudes to learning are exceptionally high among all students
4. To contribute significantly to the strategic direction of the school within the context of its Leadership Team
5. To lead in the application of whole school policies
6. To serve as the coordinating school leader in support of the work of the Local Governing Body work as directed by the Headteacher
7. To provide reports for the Headteacher and others as requested in relation to the progress of students in Main School
8. To develop and coordinate links between Main School and partners in services associated with the school
9. To develop links between Key Stages within the school and outwith the school
10. To work with the Headteacher in regard to appeals both for admissions and exclusions
11. To lead in and developing and quality assuring the Curriculum in Main School
12. To analyse and develop the use of data in the Main School including its application in progress-based interventions
13. To lead in ensuring the options process is carried through to a very high standard
14. To provide oversight at a senior leadership level for the accurate production of the timetable, set lists and the compilation of sets
15. To lead in the production and development of school systems for reporting, assessment and examination
16. To lead in maintaining sound order and discipline throughout the school
17. To oversee and organise the work of teachers on duty maintaining a high level of visible presence during social times
18. To work with Headteacher in developing and implementing effective practise for the management of social time and space
19. To lead in the development of all school publications under the direction of the Headteacher
20. To line manage support staff as directed by the Headteacher
21. To line manage curriculum areas as directed by the Headteacher
22. Any other responsibility as may reasonably be assigned by the Headteacher

Name: …………………………………………………………….. (Please print)

Signature ………………………………………………………...... Date: ……………….

Name: …………………………………………………………….. (Please print)

Signature ………………………………………………………...... Headteacher Date: ……………….