



## **DEPUTY HEAD (Achievement and Standards) - from August 2019**

*Specific Responsibilities: Data, timetable, Standards and Progress (developing world class learners).*

### **Achievement**

- Monitor and oversee the production of user-friendly and meaningful data across the school.
- Lead on target setting for whole school with the Principal and Head of Secondary.
- Lead the strategic use of data by Curriculum Leaders, Head of Year and SLT to track, monitor and support groups and individual students.
- Write and oversee all aspects of the whole school timetable.
- Oversee Information and Guidance (options) to students at Key Stage 4 and 5.
- Provide leadership and direction for middle leaders (both curriculum and achievement) to enable them to provide targeted and appropriate intervention to raise standards at KS3, 4 & 5.
- Work closely with Deputy Head (Teaching and learning) to ensure that this data is used effectively to inform and improve standards and the quality of teaching across the school.
- Develop tracking systems, monitoring and evaluating their effectiveness and impact in raising attainment.
- Work closely with Director of technology to develop tracking systems (using CAT 4) on Engage (Student information system).
- Lead on all aspects of assessment and report writing throughout the school
- Analyse all internal and external assessments and progress data (exam results)
- Monitor and evaluate standards and progress. Ensure consistency, transparency and effectiveness in the use of data across the school.
- Support middle leadership to develop their use of data to set and achieve challenging targets for all students.

### **Standards**

- Monitor and oversee the production of timely and meaningful data for attendance and punctuality and attitude to learning.

- Through work with the Heads of Year and Heads of Department, ensure that data is used effectively to raise standards of achievement, behaviour and attainment at all key stages.
- Maintain 'non-negotiables' of behaviour for learning across year-groups, working with all stakeholders to ensure exceptional standards of student ethos are maintained.
- To lead the Behaviour for Learning team (Heads of Year/ Tutors/SENDCo) , using data in a proactive way to ensure barriers to learning are identified and removed swiftly.
- Identify and Disseminate Outstanding practice across the school.
- Work closely with all stakeholders to ensure attitudes and values of learners reflect the Cambridge learner profile.

The postholder must be flexible to ensure that the strategic and operational needs of the school are met. Responsibilities will be rotated periodically to provide professional development and to enable preparation for promotion.