

FURNESS ACADEMY

JOB DESCRIPTION/ PERSON SPECIFICATION

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| Position | Assistant Headteacher |
| Responsible to | Deputy Headteacher |
| Responsible for | Curriculum, Assessment and Data |
| Salary Scale | L18 – L21 (£65,426 - £70,412) |

Job Description

Key Purpose

With the Headteacher the post-holder will:

- Share responsibility for Academy policies, decision making, and strategic planning
- Develop an ethos of high expectations for students and staff
- Lead on change and innovation
- Take on full accountability for key areas of the Academy's work including the quality of curriculum provision, assessment process and data analysis

The key responsibility of the post is to ensure the highest quality of curriculum provision for all year groups and ability levels. To ensure assessment is used to effectively have a positive impact upon school improvement and raise standards of achievement across the whole Academy by:

- Having an up-to-date knowledge of Level 2 qualifications offered by awarding bodies to ensure a broad qualification/subject offer is possible
- Leading the target setting process to ensure the use of data systems and target setting is used to inform curriculum delivery and to raise standards
- Co-ordinate baseline assessments as part of the year 6/7 transition process.
- Provide strategic leadership of summative assessment practice
- Monitoring and evaluating the work of curriculum leadership to ensure they can analyse their data effectively
- Quality assures assessments to ensure reliability and validity
- Support the development of excellent standardisation and moderation practice across the Academy
- Taking accountability for line management of designated curriculum subjects
- Developing, leading, and managing effective strategies to improve the quality of teaching and standards of achievement through curriculum provision
- Developing and implementing effective transition from KS3 to KS4
- Overseeing the construction and efficiency of the teaching timetable. Experience of this is not essential, but a willingness to undertake training.
- Leading on the CPD for all staff and governors regarding the target setting process and data analysis and directing the work of curriculum leaders in their use of assessment reporting and recording to raise standards
- Co-ordinate and quality assure reporting to parents
- Ensure the smooth running of public examinations
- Analysing and reporting on the outcomes of public or school examinations to identify trends in standards and achievement and advising the Headteacher on strategies for improvement

Areas of responsibility and accountability:

Leadership and management:

- Make significant and effective contributions to leadership meetings at all levels
- Contribute to the operational management of the school and ensure it functions efficiently and effectively
- Be a highly visible presence around the school and role model expectations and standards to staff and students
- Take full accountability for the line management of designated curriculum subjects
- Attend appropriate local governing body meetings and present reports if required
- Contribute fully to the Academy's SEF and development plan
- Assume any other responsibilities as reasonably directed by the Headteacher

Student learning and achievement:

- Lead the annual process of target setting
- Monitor the Academy's overall progress against KPIs and other accountability measures;
- Review students' performance data and support with planning interventions and rapid improvement plans when required
- Monitor the quality of the curriculum in line with the Academy policy regarding provision and teaching and learning
- Support the SLT with the pastoral care of students who are underachieving
- Lead the process of reporting to parents

Staff support and challenge:

- To participate in the Academy's Appraisal arrangements made in accordance with the regulations and Academy's policy for the performance of teachers in the Academy
- Ensuring that all staff meet the teacher standards and appropriate training is provided where necessary. Ensuring high levels of student progress in the department through effective management of the subject leaders in exam/data analysis, tracking and interventions
- Direct and support the work of the Examinations and Data Officer
- Take responsibility for the development of the Examinations and Data Officer
- Contribute fully to the Academy's quality assurance programme and to share in the responsibility for Academy self-review, promoting the principles and practice of effective teaching and learning
- Always remain positive and lead by example publicly

Professional Development:

- To show commitment to effective performance management ensuring that team leaders are properly accountable for the performance of their team members
- To develop effective working relationships to develop, empower and sustain individuals and teams
- To receive and act on feedback on personal performance

Teaching:

- To fulfil the duties of a teacher (as outlined in the generic job description)

Other:

- To develop and deliver staff INSET
- To participate in the recruitment of staff as required

| Person Specification | |
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| Qualifications and Professional Development | <p>Essential</p> <ul style="list-style-type: none"> ▪ First Class or Upper Second class Honours Degree ▪ Qualified teacher status ▪ Very strong track record of professional development <p>Desirable</p> <ul style="list-style-type: none"> ▪ NPSL qualification or willingness to undertake the qualification ▪ Higher degree and/or professional qualification ▪ Membership of a national professional organisation |
| Knowledge, Skills and Competences | <p>Essential</p> <ul style="list-style-type: none"> ▪ Excellent leadership and management skills, inspiring confidence in staff and students so that they can succeed and achieve their personal best ▪ Excellent teacher of students across a range of abilities ▪ Substantial knowledge and understanding of the strategies most likely to lead to school improvement ▪ In-depth knowledge of recent developments in teaching and learning ▪ Strong ability to manage students from all backgrounds ▪ Excellent communication and presentation skills, both written and oral ▪ Broad knowledge of the curriculum (all subject areas) and of innovative developments ▪ In-depth knowledge and understanding of data and its use in raising achievement ▪ Good knowledge of the applications and potential of ICT; high level of ICT skills ▪ Leading staff training |
| Experience | <p>Essential</p> <ul style="list-style-type: none"> ▪ Experience of leading innovative curriculum development and have an intelligent grasp of curriculum developments and design for KS3 and KS4 including scheduling a timetable ▪ Have experience of whole school data analysis and target setting ▪ Senior Leadership Team experience ▪ Successful experience as a Subject Leader of raising levels of achievement, in value-added terms, as demonstrated by results at the end of all Key Stages ▪ Evidence of leading, supporting and managing others, both individuals and teams, ensuring high quality performance ▪ Evidence of having used assessment and attainment information to improve practice and raise standards ▪ Experience of planning and resourcing effective interventions to meet curricular objectives ▪ Ability to use and promote a wide range of teaching methodologies <p>Desirable</p> <ul style="list-style-type: none"> ▪ Leadership experience in more than one school ▪ Practical experience of developing and delivering INSET |