



Learning Today – Leading Tomorrow

JOB DESCRIPTION

POST & CURRICULUM AREA: **AHT –Whole School Teaching and Learning
KS3 Assessment, Academic Intervention and student
Leadership** (this may change over time according to the
developing needs of the school)

SALARY: Leadership, based on the School Teachers’ Pay & Conditions
Document (STPCD) Leadership Scale 12-16, £65,629 - £72,144
outer London

LINE MANAGER: Deputy Headteacher

ACCOUNTABLE FOR: Securing commitment to high standards, school aims,
policies, plans and priorities.

IMPORTANT FUNCTIONAL RELATIONSHIPS

Headteacher, Deputy Headteacher’s & Strategic Leadership
Team
Middle leader Curriculum and Pastoral leads
Data and Exam support colleagues
Students & Parents
Other Teaching & Support colleagues
LA & external agencies as appropriate

All schools in Enfield are committed to safeguarding and promoting the welfare of children and young people. Therefore, all workers and employees within Enfield are expected to share this commitment

CORE PURPOSE

To support, develop and hold accountability for the identification, development of and impactful whole school pedagogy and practice, KS3 assessment, reporting, academic intervention and student leadership which contribute to student achievement and outcomes so that:

1. Our professional learning offer provides content, development opportunity and challenge for all colleague, impacting positively on wider student outcomes.
2. Teaching colleagues are well supported in developing/maintaining consistently very good classroom practice which incorporates a range of impactful teaching strategies.
3. Assessment and reporting at ks3 informs teaching and contributes to students continuing to make consistent positive progress.
4. The outcomes and achievement of disadvantaged and Pupil premium students are equal to non-pupil premium students.
5. The outcomes and achievement of identified underachieving groups or individuals is identified and addressed.



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6. KS3 Students have leadership opportunities and are enabled to contribute to school development.

MAIN PROFESSIONAL DUTIES

1. To manage staffing and resources associated with your work.
2. To review current assessment and reporting (especially ks3) and successfully implement initiatives.
3. To monitor the quality of academic intervention and engagement experienced by students (especially ks3), offering support and guidance where necessary to ensure impactful outcomes.
4. To lead on using student related target and assessment data to identify potential underachievement and appropriate intervention and to monitor the effectiveness of this.
5. To lead students leadership at KS3, working with other slt and colleagues to create an impactful program of opportunity.
6. To promote the ethos of the school through identifying, sourcing and coordinating high quality and cost effective relevant external resources and support.

Academic Progress

1. To monitor the academic progress of students in order to secure and sustain effective strategy and outcomes.
2. To use assessment data such as ks3 teacher grades, GCSE points score, and ALPS target grades to inform intervention.
3. To have an overview of the range of barriers to learning that impact on student progress, with reference to behaviour for learning, in and beyond the classroom and to ensure a consistent and effective approach to managing them (especially ks3).
4. To use all of the above to identify underachievement with a view to establishing and coordinating improvement strategies in conjunction with the Senior Leadership Team, Progress and Achievement Leaders and Heads of Department.
5. To monitor the effectiveness of interventions and enrichment strategies and report regularly to SLT on progress and engagements by students.
6. To liaise with key staff, including the SENDCo, regarding all groups of students' achievement.
7. To meet with your line manager as requested

Leadership and Management

1. To act as a role model by demonstrating high quality leadership and professional presence across the school.
2. To maintain regular formal and informal contact with staff members.
3. To ensure that the key aspects of the school's policies including those for behaviour, attendance, uniform and safeguarding are met.
4. To have an overview of all the different care and guidance for students' e.g., SENDCo, Teaching Assistants, external agencies etc.



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5. To ensure that communications and meetings with parents keeps them fully informed and involved in the progress of their daughters
6. To monitor student attendance and punctuality to intervention and enrichment and ensure that all the appropriate steps are taken to ensure that attendance and punctuality of students are at the highest levels.
7. To monitor student and ensure that appropriate related sanctions, interventions and rewards are used.
8. To contribute to the management of key school events; for example, induction, extracurricular and social events.
9. To have an involvement in policy development and decision making across the school.

EXPECTATIONS OF ALL STAFF (Teaching & Support)

- Support the Headteacher and Strategic Leadership Team in creating a culture for learning, high standards of achievement and success for all students.
- Carry out all duties and responsibilities in accordance with the school's Staff Handbook, policies, current practice and your duty of care for the students' well-being and safety; not to do anything to bring the name or ethos of the school into disrepute.
- Work flexibly as a member of a team, and undertake such other duties as may be required within the scope of this post.
- Deal with enquiries efficiently and sensitively.
- Ensure absolute confidentiality in all matters relating to the students, staff and school business.
- The post holder will ensure that the duties of the post are undertaken with due regard to the School's Health & Safety Policy and to their personal responsibilities under the provisions of the Health & Safety at Work Act 1974 and all other relevant subordinate legislation.
- Be aware of and comply with policies and procedures relating to child protection, health & safety, security and confidentiality.
- Report child protection (CP) concerns immediately to the named CP person(s).
- Attend and participate in relevant meetings, training, performance development and other activities as required.

NOTE

This job description should not be viewed as a comprehensive description of the post. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

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

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.



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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 salary scale and job title.