

Sir John Thursby Community College - Job description



Job title: Assistant Headteacher: Raising achievement – Data & Assessment

Salary: L12 - L16

Contract type: Full time permanent

Reporting to: Deputy Head – Raising Achievement – Outcomes and Curriculum

Accountable for: Ensuring the whole school assessment strategy empowers staff and students to achieve excellent outcomes.

Main purpose

Our aim is to establish a truly great school, where outcomes for students place it in the top 10% of schools nationally. The role of the Assistant Headteacher, under the direction of the Headteacher and Deputy Headteachers is:

- To develop, communicate and deliver the strategic vision for the school
- To ensure that all members of the school community are effectively safeguarded
- To ensure that achievement rises across all subjects due to there being robust data, assessment and tracking systems in place for effective monitoring and reporting.
- To provide dynamic and professional leadership and management of the school
- To managing staff and resources effectively

The Assistant Headteacher will also be expected to fulfil the professional responsibilities of a Headteacher, as set out in the School Teachers' Pay and Conditions Document (STPCD).

Duties and responsibilities

The duties outlined in this job description are in addition to those covered by the latest Teachers' Pay and Conditions Document. It may be modified by the Headteacher with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.

Key Tasks (role specific)

Under the direction of the Headteacher and Deputy Headteachers:

1. Leadership of effective practice regarding assessment across the school
2. Development and evaluation of strategies to close the achievement gaps between student groups
3. Co-ordination of centre compliance with assessment regulations, advising staff on developments in assessment of qualifications
4. Responsible for the production of data analysis to support strategic planning and intervention
5. Line management: Vocational department, Data Assessment Manager, Exams Officer

Key tasks - all leaders (Under the direction of the Headteacher)

1. To lead by example, to be proactive, solution focused and a team player
2. To share and model the school's vision and values in everyday work and practice

3. To demonstrate a passionate commitment to the school, its pupils, staff, parents, carers and community
4. To know and support the staff that you lead
5. To effectively line manage leaders and teams as identified by the Headteacher, embed ambition, drive improvement, quality assure their work and share accountability for their effectiveness
6. To oversee and lead specific elements of the school improvement strategy as defined by the Headteacher
7. To develop, implement and review simple systems, that work with staff to drive school improvement
8. To embed learning and teaching strategies and raise achievement
9. Provide a safe, calm and well-ordered environment for all pupils and staff, focused on developing exemplary behaviour
10. To contribute to our rigorous and on-going self-evaluation
11. To support with the day-to-day management of the school
12. To keep up to date with developments in education, and have a good knowledge of education systems locally, nationally and globally
13. To seek training and continuing professional development to meet own needs
14. To hold all staff accountable for their professional conduct and practice
15. To appraise the performance of staff as directed by the Headteacher
16. To establish a culture of 'open classrooms' as a basis for sharing best practice
17. To safeguard and promote the welfare of children and young people and follow school policies and the staff code of conduct.

This job description sets out the responsibilities of the post at the time it was drawn up. Such responsibilities may vary from time to time without changing the general character of the post or the level of responsibility entailed. Variations are a common occurrence and do not in themselves constitute additional responsibilities.

This job description will be used as a basis for appraisal. It will be reviewed annually or at any other time by agreement between the teacher and the Head Teacher.

Performance in this role will be the basis of references supplied in the support of applications made for other appointments.

Duty of Care

Within College each member of staff has a duty of care to themselves and others. Circumstances are likely to arise where staff are required to physically intervene to ensure the safety of themselves or others. Staff should not intervene where they may put themselves at risk. Educational programmes requiring physical interventions are carefully designed by teachers in collaboration with appropriate professionals in keeping with College and local education authority policy.

This post is subject to enhanced DBS checks

Rob Browning

September 2019