

Assistant Vice Principal – Assessment, Data and Timetable

Workplan

To support the achievement of the School Improvement Plan priorities:

- Ensure continuity and quality of operations, including safeguarding, throughout the period of Covid-19 measures and beyond.
- Improve student outcomes, particularly for disadvantaged boys and students with high prior attainment. To achieve this, ensure a clear focus on ambition for all and the quality of learning.
- Embed shared ownership of student culture across the Academy, using consistent expectations, routines and language.
- Ensure that the academy curriculum, including personal development curriculum, meets the needs of all students and prepares them for life in modern Britain.

With a focus on:

- Timetable
 - Design and maintain the Academy timetable.
 - Lead on the options process for Year 9 students.
- Assessment Calendar
 - Plan the assessment calendar for the academic year.
 - Ensure resources required for assessments are coordinated including rooming, invigilation, readers and materials.
 - Ensure that students are entered appropriately for examinations and the checking of entries and results.
- Data collection, sharing & analysis
 - Ensure deadlines for data entry and guidelines for completion are communicated effectively to staff so data is entered in a timely and consistent manner.
 - Lead and develop the reporting of data to students, parents, staff and other stakeholders.
 - Lead on producing analysis of the data collected throughout the year and the dissemination of this to key parties.
 - Develop effective and innovative assessment practice to improve student outcomes.
- Line Management of CLs
 - Lead the Curriculum Leaders ensuring students and departments meet challenging targets.
 - Line management of some Curriculum Leaders, including individual performance management.
 - Take a lead role in identifying the professional development needs of staff and facilitate effective personal development activities.
 - Coach and mentor staff ensuring a consistent quality of curriculum leadership.