



ST MICHAEL'S CATHOLIC HIGH SCHOOL

ASSISTANT HEADTEACHER DATA MANAGEMENT, STANDARDS & INTERVENTION

JOB DESCRIPTION

1. JOB TITLE:

Assistant Headteacher – Data Management, Standards & Intervention –
(Member of SLT)

2. JOB PURPOSE:

Improve standards across the school through excellent data management and implementing whole school targeted intervention strategies.

3. ACCOUNTABLE TO:

Headteacher

4. ACCOUNTABLE FOR:

Improving standards by targeted intervention and sharing best practice.

5. KEY ACCOUNTABILITIES:

1. Accountable for the spiritual and academic development of students in line with the mission statement, school motto and school ethos.
2. Accountable for the academic success of every individual student achieving in line with or beyond their target grades.
3. Responsible for effective use of Pupil Premium funding and ensuring best outcomes for all other identified groups.
4. Relevant CPD is identified, organised and effectively delivered by relevant personnel.

5. KEEPING CHILDREN SAFE

It is the duty and responsibility of every member of staff (teaching and non-teaching) to monitor the welfare of every child and act swiftly in their interests when a need is recognised. The actions of every staff member and responsible adult matter too, for every child.

All members of school staff (teaching and non-teaching) employed to work on school premises and in contact with children must read, understand and comply with the School's policy on child protection and procedures for safeguarding children.

KEY TASKS:

- 1.1 Together with the Deputy Head responsible, set robust whole school targets at KS3 and KS4 using FFT Model D (MTG) and 'CATS+' (Aspirational)
- 1.2 Ensuring that all subject leaders are familiar with both minimum target and aspirational target grades.
- 1.3 Working constructively with governors and other external agencies as required.
- 1.4 Continue to develop the whole school approach to tracking and monitoring.
- 1.5 Continue to develop user-friendly whole school tracking system to enable existing data to be used effectively by SLs, PALCs and others.
- 1.6 To use this system to track the performance of identified groups – G&T, BME, FSM, 'Children Looked After' and be alert to early signs of underachievement.
- 1.7 To work with outside agencies to support individual/groups of students who are at risk of underachieving.
- 1.8 To identify underachievement in particular subject areas using existing reporting systems (PAMS, reports).
- 1.9 To be responsible for Pupil Premium achievement and 'Narrowing the Gap'.
- 1.10 To organise the St. Michael's Summer School.
- 2.1 To formulate effective strategies to support subject areas where there is underachievement, utilising the expertise and best practice of leading departments.
- 2.2 To continue with existing KS3 and KS4 intervention strategies and expand this provision across all departments.
- 2.3 To liaise with others responsible for existing support strategies (One to One, BME, EAL, SEN) to ensure an even 'spread' of provision and support strategies.
- 2.4 To strengthen existing target setting provision between teachers and students using PAMS and APR days through a robust review procedure.
- 3.1 To line manage identified departments and Pupil Premium Intervention Worker.

- 4.1 To uphold Catholic Church Teaching in all matters relating to faith and morals and be a role model which reflects the same
- 4.2 To promote the school's 'Option for The Poor' commitment in line with 'The Common Good' document produced by the hierarchy of England and Wales
- 4.3 To discuss with SLT and, where necessary, subject leaders, about targeted intervention strategies to support identified subject/individual causes for concern
- 4.4 To monitor the effectiveness of interventions strategies and to adjust where necessary to make support more effective
- 4.5 To take effective action, as appropriate, for students who fail to respond to support in a 'ratchet up model'
- 4.6 To understand The Catholic Church's commitment to the poor ('I have come for the weak, the healthy have no need of the doctor', 'I have come to bring good news to the poor.....' (Jesus) and the document The Common Good
- 4.7 To undertake the duties and responsibilities considered reasonable and appropriate by the Headteacher.