Assistant Headteacher, Curriculum and Assessment

THE ROLE:
The role of Assistant Headteacher at Loreto Grammar School is rooted in the school Mission Statement which emphasises the particular ethos of Loreto Grammar School as a Catholic Christian community; it flows from this that all personnel will commit to fostering the qualities embodied in that statement. As a Loreto School this is reinforced through the charism of Mary Ward. In this context, the Assistant Headteacher will take the strategic lead for Curriculum and Assessment and responsibility for all aspects of quality assurance in this area, to enable an outstanding learning experience and outcomes for the students in line with Loreto’s Vision Values and Philosophy of Education document, and as Assistant Headteacher, will share other areas of whole school responsibility. The Conditions of service are as defined for the Leadership Spine in the current Schoolteachers’ Pay and Conditions Document.

Salary: L13-17
Contract: Full-time permanent role
Accountable to: Headteacher
Responsible for: Data Manager, Examinations Officer, Cover Supervisors

Key areas of strategic leadership:
The development, implementation and evaluation of the curriculum, whole school assessment and outcomes, examinations (including the Entrance examination) and the timetable.

Main Responsibilities of the role:
CURRICULUM:
Ensure regular review, monitoring and evaluation of all areas of curriculum developments and initiatives and work with the Deputy Headteacher, to ensure an appropriate and effective curriculum, one that meets the needs of all pupils.

Preparation of an effective school timetable which underpins the above, working in conjunction with the Head to ensure the best and most effective deployment of staffing

ASSESSMENT:
Use data effectively to inform planning and support strategies to raise attainment, secure outstanding progress and address any underperformance of groups and individual students working alongside the Director of Sixth Form in relation to all post sixteen data.

Lead and monitor the target setting and tracking systems across School to ensure that all pupils make effective progress.

Ensure that Middle Leaders and their teams are supported and challenged to enable such progress in their subject areas.

Develop the use of SMID to track and monitor student achievement and progress in all subjects and to ensure all staff are confident and supported using it.
Ensure effective systems and procedures for reporting to parents and review and monitor them regularly.

EXAMINATIONS:
- Lead and manage all examinations both internal and external
- Be responsible for up to date policies procedures, appeals guidance in respect of public examinations
- Actively monitor examination developments and guidance from JCQ, responding to these where appropriate and ensure staff are kept up to date with them
- Prepare and lead results days
- Work with our Entrance Examination provider to ensure effective and rigorous delivery of the annual Entrance Examination and in year examinations.

Line Management responsibility for
A suitable number of academic departments
Data Manager
Examinations Officer
Cover team.

Main areas of Responsibility – Leadership Team:
- share, actively support and communicate the vision, ethos and values of Loreto Grammar School
- undertake all duties, as shared by Leadership Team
- support the collective work of the Leadership Team in order to implement and achieve the School’s aims and the specifics of the School Development Plan
- attend, and fully participate in, all Leadership Team meetings,
- contribute fully to the discussion and development of all school policies and to be responsible for policies pertinent to the role
- keep the Leadership Team up to date with national developments specific to the post’s areas of responsibilities
- to ensure that policies, practice and standards are implemented, upheld and monitored regularly
- to take responsibility for the relevant area of the whole school Self Evaluation Framework (SEF) and School Development Plan (SDP)
- to monitor the effectiveness of initiatives, and report back to Leadership Team and relevant Governors’ Committees
- lead assemblies as required
- be a reflective practitioner taking responsibility for your own professional development
- support the work of Loreto English Education Network through regular attendance and active participation in network and training.
- lead by example and collaborate widely within the School community and beyond
- fulfil the conditions of employment of school teachers as laid down in the Pay and Conditions Document.

In relation to all of the above, the role of the Assistant Headteacher, Curriculum and Assessment is to promote the aims and ethos of this Catholic Grammar School and lead by personal example. The postholder must exhibit commitment, enthusiasm, ingenuity and high quality leadership in order to enrich the education of students in the School.