



Job Description

ASSISTANT HEADTEACHER - PUPIL PROGRESS, ASSESSMENT AND TIMETABLE LEADERSHIP 13-17



Sidney Stringer
Multi Academy Trust

Job Description

Assistant Headteacher - Pupil Progress, Assessment and Timetable

Responsible to: Headteacher

Pay Scale: Leadership L13-17

Ernesford Grange Community Academy is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share this commitment.

JOB PURPOSE

To strategically lead on pupil progress, assessment and development of the whole school timetable.

The successful candidate will be expected to lead on the following areas although there may be some negotiation of tasks to both reflect the skills of the applicant and also to provide opportunities for professional development:

KEY TASKS AND RESPONSIBILITIES

To line manage:

- Data team
- Department teams as appropriate

PUPIL PROGRESS

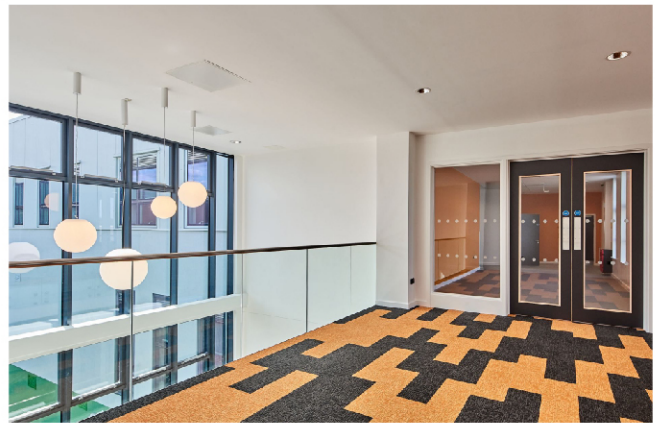
- To maximise levels of progress and achievement for all pupils in the school through effective monitoring and evaluation of pupil data.
- To identify, plan and implement the aims of the school with the rest of the senior leadership team.
- Work closely with subject leaders to ensure robust tracking and monitoring of pupil progress data.
- To lead the whole school intervention strategy, regularly reviewing assessment data to ensure interventions have maximum impact.
- To develop, implement and evaluate a Pupil Premium strategy which maximises the outcomes and life chances of PP students.
- To have an oversight of the intervention strategies in place to support students where data is showing they are at risk of underperforming across all year groups but particularly Year 11.
- Keep abreast of current local and national educational developments and ensure effective dissemination amongst appropriate colleagues.
- Coordinate progress evenings.

Job Description Continued

ASSESSMENT

- Work with the MAT VP for Data and Assessment to ensure that assessment is used to raise standards across all faculties.
- Strategically lead the use of data and assessment across the academy including target setting and predictions.
- To lead on teacher class data analysis meetings.
- Work with the DHT for Quality of Education to develop the whole school calendar.
- Design and implement student tracking and reporting systems which manage agreed targets, record performance and report achievement to parents.
- Develop a KS3 assessment system that is simple, concise, demonstrates progress and builds effectively on KS2.
- Lead on the assessment, recording and reporting policy including the cycle of data collection.
- Support AHT Head of 16+ with presentation and analysis of 16+ data.
- Lead on the use of 4Matrix and its use at a subject and individual level for tracking progress and reporting standards to Headteacher/Governors during the academic year.
- Produce annual whole school exam report and reports for Governors/MAT directors at key points in the academic year.
- Provide whole school training on the use of assessment and reporting systems, training subject leaders to further develop the effective use of data and interventions to improve student progress.

- To work closely with subject leaders to ensure assessments are well designed and strategically implemented.
- To work closely with subject leaders to ensure that data is used purposefully at a classroom, faculty and whole school level.
- Review data for each year group and ensure appropriate interventions are in place to support students academically.



TIMETABLING AND OPTIONS PROCESS

- To lead on the options process ensuring that students are provided with a broad and balanced curriculum choice and that they are effectively guided to options that are most suitable to them.
- To lead on devising the strategy for timetabling and produce a timetable that meets the academic needs of students and provides best value for money.
- Liaising with the Headteacher and Deputy Heads to agree an annual curriculum and staffing model.
- Producing an annual timetable that meets the curriculum and staffing model; by line managing the data manager.

Job Description

Continued

TIMETABLING AND OPTIONS PROCESS CONTINUED

- Ensuring that the annual timetable is roomed in as efficient way as is possible.
- Co-ordinating the production of year group populations and class lists, based on the curriculum strategy guidelines, and that subsequent accurate student timetables are produced.
- Ensuring that the timetable is accurately maintained throughout the year.
- Devising the Year 11 Alternative Timetable and any other alternative timetables that may be required throughout the year.

SIGNIFICANT CONTRIBUTION TO THE COLLABORATIVE WORK OF SENIOR AND SYSTEM LEADERSHIP:

- Strategic leadership and operational management to secure educational excellence.
- To contribute actively and substantially to building, communicating and implementing a shared vision for the school.
- To lead the planning, development and implementation of key areas of the school's improvement plan.
- To build capacity within the staff of the school to deliver and sustain the highest quality of provision and achievement for students across the school.
- To be accountable for effective project management of deadlines, engaging staff, delegating, holding areas accountable and securing resources to deliver the highest quality outcomes.

- To actively model and promote the values, vision and ethos of our diverse school.
- To be accountable for the continuing effective work of all staff for whom the post holder has responsibility, line-managing, training, mentoring and coaching staff as appropriate, to enable them to give of their best.
- To lead, with other members of the SLT, the behaviour related policies of the school.
- To work with the Headteacher, Deputy, and Assistant Headteachers, to plan and organise the effective working of the SLT.
- To contribute at a high level to policy discussions and decisions on curriculum, assessment, pastoral management, safeguarding, staff development and training
- To be ready to take on new tasks and responsibilities within SLT as needs arise.
- To be informed about national policy, educational research and evidenced-based practice, and bring this to SLT for deliberation.



Job Description Continued

STAFF MANAGEMENT AND DEVELOPMENT

- To lead, develop and enhance the effective practice of others through the line management process.
- To train, mentor and coach staff in the development of teaching and leadership skills.
- To contribute to and help lead school CPD.
- To monitor, renew and quality assure the areas specified in the individual's role, and respond in a structured way to identified needs.

PUPILS AND PARENTS/FAMILIES

- To lead and develop a climate for pupils' learning and development that is warm, nurturing, with high expectations and clear, firm boundaries.
- To take a lead role in safeguarding policy and practice.
- To commit fully to and publicly advance the cause of equal opportunities and the right of every student to become the best they can be and are meant to be.
- To model restorative practice throughout.
- To work closely with parents/families and engage them in their children's progress.
- To make every effort to reach out to parents/families who do not engage with school.
- To support, with other members of SLT, the activities that pupils become involved in within the curriculum and in the co-curriculum, and the staff who provide the opportunities for young people.



OTHER SCHOOL RESPONSIBILITIES

- To lead whole-school assemblies as appropriate.
- To be a visible and accessible presence in and around school.
- To comply fully with the school's published policies.
- To develop and promote policies and procedures that ensure that the school's ethos is reflected in every aspect of the school's work.
- To teach a timetable of approximately 10 hours.
- Ensure that the Headteacher and Governors are well informed about the school's policies, plans and priorities, its success in meeting objectives and targets, and any future development needs.
- Support the Headteacher in the deployment of staff and support those staff in their duties.
- Maintain and develop positive and supportive relationships with staff, parents, community representatives and governors.
- Any other duties that might reasonably be required of an Assistant Headteacher.

Job Description Continued

MEETINGS

- To meet and work with the Headteacher, Leadership Team, key colleagues and teams as appropriate.
- To attend, lead and contribute to team meetings as appropriate.
- It is also important to provide effective channels of communication, support, guidance and challenge for all staff and maintain clear expectations and high standards of professionalism and collaboration.
- To work with the Headteacher and other members of the Leadership team in ensuring that Governors have information in order to be able to evaluate the progress that is being made in appropriate key areas.
- To attend full Governors meeting as appropriate.
- To attend external meetings as appropriate.

OTHER

- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
- To continue with one's own personal and professional learning in relevant areas and in education relating to the efficient and effective execution of responsibilities.
- To engage actively in the Appraisal process and the Performance Management of nominated staff.
- To undertake any reasonable task at the request of the Headteacher.

Other duties, as instructed by the Head Teacher, that are within the spirit and the scope of the job purpose and its grading.

