



Job Description

Job Title:	Assistant Headteacher – Progress, Data & Assessment
Salary:	L8-L12
Responsible to:	Headteacher, Executive Headteacher, Academy Council
Date of Job Description:	November 2019

Primary purpose of the Role:

Securing in consultation with the rest of the senior leadership team outstanding education for all young people at Armfield Academy, ensuring consistently high expectations of students and outcomes, which improve year on year.

Working as part of the senior leadership team to ensure a purposeful, positive and disciplined culture and ethos, which ensures a safe and stable population with strong progress and attainment outcomes for students. Thereby, ensuring a high quality education for all students.

Ensuring the key elements of progress and achievement, quality of teaching, behaviour and safety and leadership are all of a very high standard.

Working in association with the Headteacher overseeing, as appropriate to this role, staffing and resource management to ensure the school is financially secure and operating within budget.

Main Responsibilities:

Strategic and Operational leadership of all aspects of assessment within the all through academy, in particular ensuring that relevant, accurate and timely data is collected at appropriate points throughout the year. Senior leadership of all aspects of the academies work in relation to external examinations.

Strategic and Operational leadership of all data within the academy, including as the academy data protection champion and ensuring that all data (both academic and personal) stored within the school systems is accurate, up to date and reliable.

Strategic overview for student progress, including monitoring, tracking and intervention procedures across the academy.

In carrying out their duties, all senior post holders will be required to implement the policies of the Fylde Coast Academy Trust and the Academy Council.



Main Duties: Core Responsibilities

- To fulfil requirements of a classroom teacher to Core and Post Threshold standards
- To work as a full member of the Senior Leadership Team;
- To share a common vision for the academy and participate in the academy's operational planning and implementation;
- To understand specific professional responsibilities and duties which help provide professional leadership and management of staff within the academy;
- To assist in, and to have the opportunity to lead in, the forward-planning and smooth running of the academy, through attendance at regular Senior Leadership Team meetings.
- To be responsible, with other members of the SLT, for creating a rational, just and firm sense of order within the academy by consistently reaffirming and enforcing core values every day;
- To be responsible, with other members of the SLT, for ensuring that the very highest standards of behaviour for learning are evident from all students at all times;
- To ensure that the character and reputation of the academy is highly regarded and maintained.
- To encourage staff and students, by personal example, to participate in all aspects of academy life.
- To attend all meetings relevant to the post and to update the Headteacher, Executive Headteacher and Governors as required.
- To pro-actively support other academies within the Fylde Coast Academy Trust as considered necessary or as required.
- To carry out efficiently and effectively specific administrative and organisational tasks allocated to the role.
- To maintain and further develop high standards of Teaching & Learning within the academy, through regular monitoring and coaching and by personal example.
- To play an active part in the development of the academy improvement plan including taking overall strategic lead for aspects of the plan.
- To perform the duties of Performance Management Reviewer for identified support staff, teachers and Leaders:
 - Reviewing annually the performance of these support staff, teachers / Leaders and setting new objectives in line with the FCAT policy and procedures.
 - Making recommendations on pay progression based on academy policy and consistently applied standards to the Headteacher
- To contribute to the delivery of assemblies.
- To challenge underperformance at all levels ensuring effective corrective action and follow up;
- To line manage faculties, phases, houses or support staff as required by the Headteacher.
- To assist in the management of staff attendance in accordance with FCAT policies.
- To manage delegated budgets to ensure that costs remain in line with budget.
- To manage own workload and that of others to allow an appropriate work/life balance.



Main Duties: Specific Responsibilities

Outcomes for students

- To set and monitor student targets across the academy;
- Ensure that high expectations prevail with high standards of achievement across all key stages;
- Write and implement sections of the Academy Improvement Plan relating to the use of assessment, data and progress.
- Plan, implement and evaluate strategies where improvement needs are identified.
- Ensure high quality data is provided to all teachers and leaders in an efficient and highly usable form.
- Monitor, evaluate and report on the effectiveness of data with regard to students' progress.
- Ensure accurate and up to date records are kept on student progress.
- Responsible for the quality assurance of reports to parents and the accuracy of information provided.
- To monitor academy performance against targets.
- Responsible for setting high standards amongst Phase Leaders, Progress Tutors and Class Teachers to ensure the consistent and effective carrying out of the progress and guidance role aimed at optimising student progression, support, guidance and motivation.
- Ensure the progress of each individual student is effectively tracked and appropriate intervention is delivered.
- To oversee the Rapid Action on Progress (RAP) meetings ensuring actions from the meetings lead to impact.
- To be responsible and accountable for accurate and reliable assessment (both formative and summative) across all key stages.
- To ensure that all statutory deadlines for reporting entries, concession requests and outcomes to Standards and Testing Agency are met.
- Analyse assessment and examination outcomes at all key stages to inform planning at all levels.

Teaching and Learning

- Sustain personal expertise and act as a role model of good/outstanding classroom practice, modelling effective strategies and sharing these with other teachers as appropriate.
- Plan and implement strategies to improve Progress Tutor time where needs are identified.
- Ensure all staff use data effectively to enable whole class planning to take place.
- Responsible and accountable for leadership of the 'Mind the Gap' programme of intervention.
- Foster and develop effective use of data by teacher to ensure underachieving students are identified and effective intervention strategies are implemented.
- Monitor and implement the ARRA policy to ensure teachers communicate student's progress effectively to parents.
- Ensure all staff use target setting at department, class and student level.
- Lead the Phase Leads to ensure all students have the correct support, challenge, intervention and guidance.



Leadership and Management

- Responsible for highly effective Leadership and Management of data systems.
- Responsible for the smooth running of all external examinations and tests ensuring that all relevant requirements are met.
- Responsibility for implementation, monitoring, self-evaluation and review of Academy policy and procedures relating to Data effectiveness.
- Responsible for highly effective Leadership and Management of heads of faculty, phase leads or house leaders as appropriate.
- Responsible for the strategic leadership of the post holders current area of responsibility.
- Responsible for implementation, monitoring, self-evaluation and review of academy policy and procedures relating to student progression.
- Evaluate the impact of data effectiveness activities on the quality of teaching and learning.
- Act as data protection lead for the academy ensuring that all data held in our systems meets the requirements of relevant acts of legislation.
- Responsible for the maintenance and analysis of student tracking systems, consistent with academy policy.
- Set appropriate targets for all stents within the academy at whole academy, department, class and student level.
- Contribute to the appraisal process by providing appropriate targets for staff appraisal as required.
- Ensure data is used effectively to report students' progress to parents at regular intervals.
- Provide the Governors, Headteacher or other designated leadership post-holders, with relevant performance information as appropriate.
- Provide the Governors, Headteacher or other designated leadership port-holders, with relevant commentary to support the impact of the work we are doing in raising student outcomes.
- Chair meetings of middle leaders where appropriate.
- Lead the Data team to ensure maximum impact and output with our Management Information Systems.
- To attend and represent the interests of the academy at the FCAT Assessment QIG

Behaviour and Safety

- To be responsible, with other members of the SLT, for creating a rational, just and firm sense of order within the academy by consistently reaffirming and enforcing core values every day;
- To be responsible, with other members of the SLT, for ensuring that the very highest standards of behaviour for learning are evident from all students at all times;
- To effectively line manage phase leaders in ensuring that high standards of student behaviour are maintained at all times.
- To contribute to the 'On Call' system.
- To assist in the creation of reports relating to student behaviour and achievement.
- To support and contribute to the academy's responsibility for safeguarding students.



Accountability

As a member of the Senior Leadership Team you will be responsible, with others, for ensuring all academy progress and attainment targets are met each year.

- Accountable for the standards of achievement (attainment and progress) of all students.
- Ensure that appraisal arrangements are executed appropriately.
- Accountable for the effective implementation of relevant sections of the academy plan.
- Accountable for the successful reporting of students' progress to parents.
- Accountable for the setting of all academy targets.
- Accountable for the production of student progress data.
- Accountable for the standards within the curriculum areas or phases the post holder line manages.
- Accountable for the smooth, efficient and correct administration of external examinations and tests.
- Accountable for the protection of data within school management systems.
- Accountable for the production of student level results as appropriate.

Flexibility

The above represents a broad outline of the specific duties and responsibilities currently attached to the role of Assistant Headteacher: Progress, Data and Assessment. Depending on the needs of the academy, these may be altered from time to time in consultation with the Headteacher.

Job Description prepared by:

Date:

Agreed by post-holder:

Date:

Headteacher:

Date: