**JOB DESCRIPTION**

**ASSISTANT HEADTEACHER**

**Assessment and Outcomes**

Salary Range: L16

Reporting to: Deputy Headteacher, Quality of Education

Responsible for: Assessment and Outcomes plus 2 subject areas

**Main Purpose**

“To assist the Headteacher in setting a school vision for excellent learning and teaching, established policies and systems through which this will be achieved, lead and manage staff and resources to that end, and monitoring progress towards their achievement.”

The Assistant Headteacher for Assessment will work closely with the Deputy Headteacher, Quality of Education to ensure rapid school improvement through a data informed approach to improve the quality of Teaching and Learning. The Assistant Headteacher will lead strategically on a key area of School improvement – Assessment and Reporting.

**Duties and Responsibilities**

**Qualities and Knowledge**

* Contribute to SLT discussions, including those that go beyond the immediate concerns of the school.
* To lead and undertake any job at the reasonable request of the Headteacher.
* To keep abreast of developments in education – in particular in relation to assessment, data and examinations and to ensure that the school adapts to necessary changes.
* Contribute to setting a strategic vision for the school and lead others in its implementation.
* Challenge any low expectations from staff, students or parents.
* Act as a role model for others by consistently delivering good and outstanding lessons.
* Develop a school ethos which enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes.
* Hold and articulate a clear vision that all students are entitled to be the best they can be.
* Uphold the E21C pillars of leadership

**Students & Staff**

Under the discretion of the Headteacher and Deputy Headteacher:

* Under the direction of the Deputy Headteacher lead strategically on a key area of School improvement – assessment and reporting.
* Maintain a visible profile around the school, including learning walks, evening and weekend events.
* Contribute to the preparation and review of the whole school SEF.
* Line manage curriculum areas (including core and foundation subjects), physical resources and staff as delegated by the Headteacher.
* Work with SLT and Heads of Departments to ensure a robust and rigours summative assessment process.
* Work with SLT, and Heads of Departments to complete data analysis and plan innovative next steps to ensure excellent pupil progress.
* Be responsible to the Deputy Headteacher for reporting of assessment data analysis.
* Work closely with the Data Manager to ensure the school follows the Trusts summative assessment calendar and completes the relevant KPIs.
* To raise pupil outcomes across the school ensuring all key groups of students achieve targets.
* Contribute to whole school INSET on summative and formative assessment and the importance of responsive teaching.
* Be responsible for the reporting of student progress, attainment and attitude towards learning to parents and carers.

**Systems & Processes**

Under the discretion of the Headteacher:

* To strategically lead and create effective assessment that provides accurate and robust data which are underpinned by effective monitoring and tracking systems
* Develop systems for effective moderation to ensure accurate current and predicted grades are made by all teachers
* Lead of the use of moss pam for data analysis to inform on and improve student progress
* Lead the development of assessment and ensure data provided by teachers is accurate
* Work with staff to ensure that assessment is formative and secures pupil progress
* Lead the data manager to ensure appropriate monitoring and tracking systems are in place
* Lead on establishing staff expertise to use data to effectively plan for lessons.
* To work with heads of department to ensure whole school standardisation practices are in place e.g. standardisation of marking, moderation, context sheets, assessments
* Develop systems for effective moderation to ensure accurate current and predicted grades are made by all teachers
* Coordinate effective communication with parents and carers regarding student performance
* Ensure reports are generated on time and to the highest possible standards.
* Work with the data manager to ensure accurate and robust data is available which clearly identifies any underperforming groups
* Ensure that TRS processes and systems of assessment and reporting are in line with E21C standards
* Create a culture where teachers become best experts and examiners in order to build on departmental successes.
* Manage the finances, stock and resources delegated and justify expenditure of the budget as required.

**The Self-Improving School System**

* To inspire and influence others – within and beyond TRS, including across E21C
* Develop a teaching community who are confident their delivery will enable students to achieve the highest grades.
* To report to the Local Governing Body.
* Regularly consult with Leadership Team about assessment and pupil progress.
* Ensure all curriculum development pays due regard to the schools aims and ambitions for students.
* Regularly review own practice, set personal targets and take responsibility for own professional development.
* Remain up to date with current educational pedagogy and disseminate to staff where appropriate
* Undertake INSET as appropriate to enable ‘best expert’ status in all areas of responsibility.
* Collaborate with other schools and organisations in order to share expertise and bring positive benefits to TRS.
* Maintain a regular consultation with your line manager
* Identify opportunities for moderation, standardisation, training and sharing of best practice across schools within E21C.
* Seek both internal and external opportunities to increase both capacity and growth.

**Other Responsibilities**

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| **Criteria** | **Qualities** |
| Qualifications | * Qualified teacher status
* Degree
* Professional development in preparation for a leadership role
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| Experience | * Successful leadership and management experience in a school
* Teaching experience
* Involvement in school self-evaluation and development planning
* Line management experience
* Experience of contributing to staff development
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| Skills and knowledge | * Data analysis skills, and the ability to use data to set targets and identify weaknesses
* Understanding of high-quality teaching, and the ability to model this for others and support others to improve
* Understanding of school finances and financial management
* Effective communication and interpersonal skills
* Ability to communicate a vision and inspire others
* Ability to build effective working relationships
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| Personal qualities | * A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school
* Ability to work under pressure and prioritise effectively
* Commitment to maintaining confidentiality at all times
* Commitment to safeguarding and equality
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*This job description may be amended at any time in consultation with the postholder*

Last review date:

Next review date:

Headteacher/Line Manager’s signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Postholder’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_