



Role: Assistant Head - Student Progress

Location: Full time, Remote

Salary: £48,000 - £50,000

Start Date: September 2024

Job Description:

We are excited to appoint a new senior leader to join us in championing and overseeing the progress and achievement of our students and help us ensure all students achieve their potential during their time at Minerva's Virtual Academy.

Minerva's Virtual Academy is at an exciting time in its evolution having grown to over 600 students in three years.. We are a continually developing fast-paced online school in pursuit of even better outcomes. To achieve this we are now seeking an incredibly engaged and highly motivated leader to join us in our next phase with a sharp focus on student progress

As an excellent leader and classroom teacher, with a track record of improving outcomes, you will have impressive analytical skills that mean you can identify capacity for progress and work with other leaders to create data-led high-impact strategy that raises standards and accelerates students' progress to enable them to achieve their potential, taking into account their different starting points.

An outward-facing, active approach is required for this role, along with being an excellent communicator to confidently work with staff, students and families in identifying where targeted support is needed. You will have an unstinting belief that every young person, whatever their starting point or circumstances, can make and sustain exceptional progress and that our purpose is to make positive differences to the lives of our young people.

As an Assistant Headteacher/AVP in charge of student progress, your responsibilities are multifaceted and crucial for the academic development and well-being of all students. This is an exciting opportunity to join a highly ambitious team of staff and make a positive impact on our students' lives.

Key Responsibilities:

- Liaise with DH Academic on the direction and support of the monitoring and intervention by Heads of Year and Subject Leaders
- To work with curriculum leads to ensure that outcomes for all students are maximised
- To line manage leaders of the curriculum so that outcomes are maximized and full accountability is met
- To liaise with the DH (Academic) in leading the examination process including exams administration to ensure all examinations are conducted appropriately within the online school
- To ensure the school has up-to-date and relevant information regarding examinations and qualifications
- To lead on the logistical organisation of examinations for all year groups as required
- To support the preparation of students sitting examinations using the external remote invigilation service (RIS)
- To guide and inform on the processes of RIS and in-person examinations so families choose the appropriate approach for their child
- To set and maintain high standards for self and others and take appropriate action to address underperformance
- To attend and support school events, report and present to parents, staff
- Manage own workload and that of others to allow an appropriate work life balance

Operational Management

- Work with the Deputy Headteacher Academic, Headteacher and the SLT to effectively manage the school on a day to day basis
- Develop effective relationships and communications with parents & carers which underpin a professional learning community that enables everyone in the school to achieve.
- Implement established school policies and collaboratively review and make recommendations for change
- Keep the Headteacher fully informed of any critical need affecting the smooth operation of the school and the educational experience of the students and staff

Academic Progress and Assessment for All Students:

- Monitor and track the academic progress of all students, ensuring appropriate progress in learning
- Liaise with the SENDCo and SEND Team to develop strategies to support students with Special Educational Needs (SEN) and other additional needs, collaborating with staff and specialists for personalised learning plans
- Utilise data analysis to set ambitious yet attainable academic targets for students, regularly reviewing progress and providing timely feedback and interventions
- Ensure students are adequately prepared for the challenges of the next educational phase.

Data-Informed Decision Making:

- Use data to inform strategic decision-making processes such as resource allocation and intervention strategies.
- Regularly review the effectiveness of interventions and adjust strategies based on data-driven evidence.
- Identify individuals or groups at risk of underperforming academically and implement targeted interventions
- Provide professional development opportunities for staff to enhance support for students
- Monitor the effectiveness of interventions and adjust strategies as needed to ensure student success
- Involve students in the target-setting process, encouraging ownership of their learning goals.

Policy Development and Assessment Procedures:

- Establish a clear vision and rationale for assessment within the school, aligning with best practices
- Coordinate with the AVP Learning and Teaching, and DH Academic to Implement a variety of assessment methods ensuring validity, reliability, and fairness for all students
- Schedule regular assessment points throughout the year, providing timely feedback and clear communication of assessment criteria
- Design and lead the process of regular, constructive feedback to students and communicate assessment results and progress reports to parents
- Foster strong partnerships with parents, caregivers, and stakeholders, keeping them informed and engaged
- Establish protocols for ongoing monitoring and evaluation of assessment policies and procedures, making adjustments as needed
- Maintain a culture of continuous improvement, regularly reviewing and updating assessment policies and procedures.
- Foster feedback, reflection, and innovation to drive enhancements in assessment practice and policy

Professional Development and Inclusion:

- Provide training and support for staff on effective assessment practices and encourage collaboration among staff members.
- Ensure assessment practices are inclusive and equitable, addressing disparities in achievement outcomes among different student groups.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. The post-holder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher.

Person Specification

As Assistant Headteacher/AVP, you will demonstrate the following qualifications, experience, knowledge, skills and personal qualities.

Education and Qualifications	A good first degree or equivalent Qualified Teacher Status Evidence of continuing professional development
Experience	A track record of successful senior leadership experience in a secondary school, or extensive middle leadership Proven experience in leading and developing systems within a school with demonstrable positive impact School improvement experience and a personal record of contribution to raising standards with measurable outcomes Leading in an online setting and/or a strong belief in online learning and homeschooling
Knowledge and Skills	Inspirational leadership skills An outstanding teacher with the ability to evaluate teaching practice, foster consistency and raise aspirations of both students and teachers The ability to provide clarity of expectations lead with impact
Personal Attributes	Passion, understanding, empathy and, above all, a genuine belief in online schooling Dynamism and high levels of energy to motivate the whole school community Outward-facing and committed to raising aspirations in challenging contexts Resilience, a strong sense of personal integrity and a high level of emotional intelligence Excitement about contributing to the ongoing growth and development of MVA Ability to demonstrate personal impact, presence and humility. Ability to be resilient and calm under pressure Be aware of and manage own wellbeing