

## JOB DESCRIPTION

<b>Job Title:</b> Assistant Headteacher (Data, Assessment and Timetable)	<b>Reporting to:</b> Headteacher
<b>Location:</b> Rockwood Academy	<b>Annual salary:</b> L11 – L15
<b>Contract type:</b> Permanent	<b>Hours of work:</b> Full-time

### Job Purpose and Responsibilities

- To contribute to all aspects of school leadership as a member of the Senior Leadership Team.
- To strategically lead the continual improvement of data, assessment and timetable as part of the wider school improvement strategy.
- To attend SLT meetings and other duties directed by the Headteacher.
- To contribute to raising standards of student attainment.
- To contribute to the whole academy's planning activities and key priorities.
- To play a full part in the life of the academy community.
- To deliver assemblies for students and CPD for staff.
- To liaise with the safeguarding team.
- To work as a member of a designated team and to contribute positively to effective working relations within the academy.
- To monitor and support the overall progress and development of students across both Key Stages.
- To maintain appropriate records and to provide relevant, accurate and up-to-date information about the progress and attainment of students.
- To develop academic intervention programmes.
- Lead as the BTEC Quality Nominee.
- Lead on the progress of High-Ability Prior Attainers.
- Line manage selected curriculum areas.
- To follow agreed policies for communications in the academy.
- To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required.
- To provide or contribute to oral and written assessments, reports and references relating to individual students and groups of students.
- To maintain discipline in accordance with the academy's procedures, and to encourage good practice regarding punctuality, behaviour, standards of work and homework.

- To mark, grade and give written and verbal diagnostic feedback as required.
- To plan and deliver inter-disciplinary projects which bring together knowledge and skills, which are focused on real-world enquiries and which culminate in a high-quality end product.

### Administration

- Lead the coordination of events, such as Parents Evenings and concerts.
- Managing and meeting deadlines.

### Staff Development

- To continue personal development in the relevant areas including subject knowledge, pedagogy, educational developments and teaching methods
- To engage actively in the Performance Management cycle.
- Participate in whole school CPD programmes.

### Safeguarding

- Be keenly aware of the responsibility for safeguarding children and to help in the application of the Safeguarding and Safe Practices policy within the Academy.
- Comply with the Academy's Safeguarding Policy in order to ensure the safety and welfare of children and young persons.

### Communications, Marketing and Liaison

- To communicate effectively with the parents and carers of students as appropriate.
- To lead in marketing and liaison activities or events.

### Communications, Marketing and Liaison

- To play a full part in the life of the academy community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
- To actively promote academy policies and procedures
- To undertake duties during the day as per the rota in times such as break and lunch.
- To attend meetings, staff training and any calendared Academy events as expected
- To set appropriate cover work during any leave of absence.

The above is not exhaustive and may be amended commensurate with the post holder's salary and grade as required by the Headteacher.

## **Special Conditions of Employment Rehabilitation of Offenders Act 1974**

This job is exempt from the provisions of the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant convictions, cautions, and reprimands being considered. Any arrests, convictions cautions or reprimands of relevance, obtained by the jobholder after enhanced DBS clearance has been acquired, must be disclosed to the Headteacher by the jobholder. Failure by the jobholder to do so, or the obtaining by the jobholder of a relevant conviction caution or reprimand, may be managed in accordance with CORE Education Trust Disciplinary Procedure.

## **Health and Safety**

The jobholder is required to exercise their duty of care by taking responsibility for their own health and safety, and the health and safety of other people who may be affected by their acts or omissions (failure to act). Full guidance regarding health and safety is set out in CORE Education Trust Health and Safety Policy, and in any risk assessments relevant to the jobholder's role or circumstances. Both can be accessed via the jobholder's line manager and must be observed.

## **Equality and Diversity**

CORE Education Trust is committed to equality and values diversity. As such, it is committed to fulfilling its Equality Duty obligations and expects all staff and volunteers to share this commitment. This Duty requires the Trust to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age gender, race and faith, and people who do not share them. Staff and volunteers are required to treat all people they encounter with dignity and respect and are entitled to expect this in return.

## **Training and Development**

The Academy has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder is expected to actively contribute to their own continuous professional development and to attend and participate in any training or development activities required to assist them in undertaking their role and meeting their safeguarding and general obligations.

## **Mobility**

The jobholder may be required to transfer to any job appropriate to their grade at such a place as in the service of the Trust they may be required, in accordance with legitimate operational requirements and / or facilitating the avoidance of staffing reductions.

This job description may be subject to review and / or amendment at any time to reflect the requirements of the job. Amendments will be made in consultation with any existing jobholder and will be commensurate with the grade for the job. The jobholder is expected to comply with any reasonable management requests.

**CORE Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS (Disclosure and Barring Services) Check is required for all successful applicants.**

<b>Job Description Reviewed on:</b>	
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