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| **Job title** | **Assistant Head (Data and Progress)** |
| **Salary range** | L10-L14 - 0.8-Full Time |
| **Line management** | The Assistant Head   1. is directly responsible to a member of the Leadership Team 2. regularly line manages the Data Manager and data team, one or more Heads of Faculty or Subject Leaders, and is responsible for their performance management |
| **Purpose of the role** | |
| * Ensure a safe environment that protects and cares for the students and staff. * Continue to develop, maintain and improve the strategic direction of data into information. * Evaluate and further improve the data management system that tracks and supports individual students and student groups, provides timely, accessible and useful data to Subject Leaders, Heads of Learning and any other staff that need it to secure the best progress for all students. * Promote the best possible progress by proactively working with all colleagues to develop, share and monitor best practice in setting appropriate targets, tracking progress within the new assessment system of ‘life without levels’ in order to inform Teaching and Learning. * Provide leadership as part of the Leadership Team in partnership with the Governing Body; contributing to the shared vision for the strategic development of Beaconsfield High School to ensure a happy, high achieving community for all students. * Analyse summative data in a timely fashion and provide training in order to improve the skills that staff have in understanding and interpreting data. * Monitor, collate and analyse the attendance and behaviour data and proactively engage with colleagues for any improvements that are required. * Ensure the progress of vulnerable groups and the most able is in line with expectation * Proactively work with the Senior Assistant Head in some aspects of reporting to parents and SIMS. * Work closely with the Deputy Head to fulfil the ‘Bring Your Own Device’ agenda (BYOD) * Make effective use of resources for the development and wellbeing of staff and students. | |
| **Operational responsibilities** | |
| **Leading teaching and learning –** this will involve helping to inspire and improve the quality of teaching and learning and will be reflected in students’ progress and achievement, making the best use of data management systems, improving systems to be accessible for all colleagues to reflect highest of expectations in monitoring and evaluating the effectiveness of learning. Contributing to the development of an exciting and successful learning culture based on an understanding of targets and progress to enable students to become effective, enthusiastic, independent learners that commits them to life-long learning, promoting excellence, equality and high expectations for all.   * Be an excellent teacher and role model, promote and reinforce high quality education; * Teach approximately 25/50 periods per fortnight; * Provide an overview of student progress and development and inform plans of action to support learning; * Communicate closely with the pastoral lead for enhanced progress of students; * To ensure that data is both useful, accessible and understood by staff; * To have an oversight of the impact of intervention and challenge; * Lead the processes for tracking and monitoring progress and evaluate its effectiveness to reduce within-school variation; * Contribute to the delivery of interesting and developmental CPD for all staff; * Implement strategies to improve the quality of reporting and data management to ensure it is consistently enabling students to achieve their very best outcomes.  Shaping the future – this will involve forward thinking in both an operational and strategic ways to ensure progress for the school and all those within it.  * Proactively communicate the vision, aims and school development plan to motivate and inspire all stakeholders; * Take a leading role in school improvement and self-evaluation; * Have a vision of how data and reporting can help inspire learning and identify realistic and challenging ways for improving and supporting remarkable student achievement; * Analyse and interpret data from other schools and other organisations to inform the process of developing guidance and support; * Proactively work with the Deputy Head to fulfil the ‘Bring Your Own Device’ agenda (BYOD); * In partnership with the Head and Leadership colleagues, effectively manage school resources; * Devise, implement and monitor action plans and other policy developments; * Lead by example to motivate and work with others; * Ensure the school moves forward for the benefit of all students and staff; * Promote a culture of inclusion within the school so that views are valued.  Safeguarding and Promoting the Welfare of Children and Young People  * Ensure a safe and supportive school culture; * Ensure the welfare of children/young people is safeguarded/promoted in line with best practice; * Take responsibility for promoting and safeguarding the welfare of children and young people.  Developing Self and Others - this will involve being part of a professional learning community which develops a positive ethos, celebrates achievement of all and fosters a culture of continuous improvement.  * Build a collaborative learning culture within the school and establish effective partnerships that promote the understanding of progress through the interpretation of data for all; * Support middle leaders in understanding and proactively using data to ensure the best progress for students within their subject and/or faculty teams; * Ensure new staff to the school, beginner and newly qualified teachers are offered appropriate high quality learning experiences that help them understand the systems in use; * Participate as required in the selection and appointment of teaching and support staff; * Take responsibility and accountability for identified areas of leadership and reporting outcomes to Governors.  Managing the Organisation - this will involve helping to provide effective organisation and management of the school and seeking ways of school improvement based on rigorous self-evaluation.  * Be a proactive and effective member of the Leadership Team; * Regularly share close and useful analysis of all data streams eg FFT to support improvement * Be part of regular reviews of all school systems to ensure statutory requirements are being met and improved where appropriate; * Ensure the effective dissemination of information; * Working with the Head or Leadership Team, take part in key activities related to professional, personnel/HR issues and other leadership processes as appropriate e.g. sickness absence, disciplinary, capability etc as required; * Maintain a consistent approaches to all standards of behaviour, attendance and punctuality across the school; * To undertake any professional duties as reasonably delegated by the Head.  Securing Accountability - this will involve working with a wide range of groups, particularly students, parents, carers and agencies and Governors to help make them understand how they are accountable for ensuring that students (or themselves) enjoy and achieve and actively participate in a high quality education.  * Develop effective working relationships within the Leadership Team and with other staff; * Work with others in evaluating the school’s performance; * Identify the priorities for continuous improvement and raising standards ; * Contribute to an ethos across the school that enables everyone to work collaboratively, share knowledge and understanding, celebrates successes and accept responsibility for outcomes; * Promote and protect the health and safety and welfare of the students and staff.  Strengthening Community - this will involve working collaboratively at both strategic and operational levels for the well-being of all students with an understanding that school improvement and community development are interdependent.  * Ensure learning experiences of students are linked and integrated with the wider community; * Foster a positive culture and curriculum that takes account of the richness and diversity of the school’s community; * Organise and conduct meetings where appropriate with parents, carers and other professionals to ensure positive outcomes for all parties. | |

As per part 7 of the Immigration Act 2016, “the ability to converse with ease with members of the public and provide advice in accurate spoken English” is an essential requirement for this role.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken has not been identified.