

Job Description

Post Title:

Assistant Headteacher – Assessment

Grade:

Leadership Scale 13 - 17

Responsible to:

Headteacher

Purpose:

- To develop and lead on the college's assessment strategy
- To develop our systems to monitor and improve rates of student progress

General Duties of Leadership Team Members:

- To take a leading role in establishing and maintaining the ethos of the college.
- To take a leading role in formulating and consolidating the strategic development of the college.
- To deputise for the headteacher and deputy headteacher in their absence.
- To have a leading responsibility for establishing and maintaining the disciplinary framework of the college.
- To have a leading responsibility for matters relating to the social, behavioural and academic progress of students.
- To take a leading role in furthering the professional development of all the staff in the college.
- To take a leading role as a team leader within the performance management procedure.
- To liaise with parents of all relevant matters relating to the college.
- To liaise with outside agencies.
- To have knowledge and understanding of the current use and future potential of software to assist with the collection and analysis of assessment data.
- To attend SLT meetings, supporting the work of the Governing Body by liaising with relevant governors and attendance at the Curriculum and Standards Committee meetings.
- To maintain confidentiality and observe Data Protection guidelines.
- To comply with the requirements of Health and Safety and other relevant legislation and documentation.
- To understand and comply with Governing Body policies.
- To undertake any other reasonable duties within the overall function, commensurate with the grading and level of responsibility of this post.

Specific Duties:

In relation to developing and leading on the college's assessment strategy, be responsible overall for:

- To develop a new assessment strategy incorporating the latest research and the new Ofsted framework
- To work with faculties to develop approaches to assessment which allow for the impact of their curriculums to be evaluated
- To work closely with the Assistant Headteachers for Curriculum and for Teaching and Learning to ensure the college's approach to curriculum intent, implementation and impact is coherent

In relation to monitoring and improving student outcomes, be responsible overall for:

- Developing systems to collect and analyse assessment information
- Ensuring that teachers, Faculty Leaders, Student Progress Leaders, senior leaders, governors, parents and students all receive high quality assessment information
- Managing the work of the data aspects of the work of the Exams and Data Manager
- Producing the college's assessment, recording and reporting calendar and overseeing its implementation
- Developing effective strategies for monitoring progress in consultation with pastoral teams and Faculty Leaders
- Developing the college's strategy to improve outcomes for disadvantaged students, through effective use of pupil premium funding. Write the college's pupil premium plan and review.
- Developing the college's strategy to improve outcomes for high ability students, managing the work of the high ability co-ordinator.
- Organising the college's intervention strategies for students falling behind and evaluating the impact of these.

With regard to the Governing Body:

- To service the Achievement Committee and to attend Full Governing Body meetings as appropriate

Ref: JD/AHT
February 2019
IWI