



Job Description for Assistant Headteacher
Quality of Education: Assessment, Curriculum and Achievement

Salary Grade: L12 – L16

This job description may be amended at any appropriate time, following consultation between the Headteacher and Assistant Headteacher. It will be reviewed annually and performance management objectives will be agreed.

Core of the post

The Assistant Headteacher will report to the Deputy Headteacher (Quality of Education) and support the Headteacher in providing professional leadership for the school, which secures success and improvement, ensuring high quality education, improved standards of learning, progress and achievement of all students.

- Support the Deputy Headteacher to provide the strategic direction for Assessment, Curriculum and Achievement across the school
- Work with the Deputy Headteacher and Headteacher to determine, organise and implement the curriculum and its assessment. Through monitoring and evaluation, identify and act upon areas of improvement
- Provide a safe, calm and well-ordered environment for all students and staff, focussed on safeguarding students welfare and developing good behaviour in the academy and in wider society
- Contribution to teaching
- To lead, organise and direct the teaching of subjects where required

- To ensure a high quality experience for all students
- Analyse data effectively to inform future planning and have an impact on raising standards

The Assistant Headteacher shall carry out the duties of an Assistant Headteacher as set out in the *School Teachers Pay and Conditions Document*.

Strategic direction and development of the school

The Assistant Headteacher, working with the Governors and Leadership Team will contribute to the development of a strategic view for the school in the community and analyse and plan for its future needs and further development.

The Assistant Headteacher will contribute as a member of the Leadership Team to establish; a shared vision for the school, an ethos which promotes effective teaching and learning, a sustained improvement in the development of all students and the development and implementation of a strategic plan.

Duties include:

- Developing policies and procedures, in line with school policy, that will ensure high achievement and effective assessment
- Using data on student performance to inform policy and practice, identify underachieving students and monitor the effectiveness of the curriculum area
- Establishing plans for the development of curriculum areas that support the school improvement plan and ensure that the curriculum area is always seeking to improve
- Work with the leadership team to ensure systematic and rigorous self-evaluation of the work of the school, collecting and using accurate data to understand its strengths and weaknesses
- Support in the creation and implementation of a strategic plan, underpinned by sound financial planning which identifies priorities and targets for ensuring students achieve high standards, increasing teachers' effectiveness and securing school improvement
- Maintain quality assurance systems, including school review, self-evaluation and performance management, presenting an accurate account of the schools performance to a range of audiences
- Allocating students to appropriate teaching groups and where necessary working with other subject leaders to determine groupings.

Assessment, Curriculum and Achievement

The Assistant Headteacher as a member of the Leadership Team and together with the Strategic

Leadership Team and Governing Body will model and plan assessment, curriculum and in order to achieve the highest standards of learning and achievement for all students.

- Management of assessment and the curriculum
- Plan monitor and manage the curriculum within the agreed budget (Integrated Curriculum Financial Planning) whilst ensuring the curriculum offer values the talents and aspirations of all and is appropriate for all students
- Ensure that all students, including disadvantaged and SEND students have equal access to the curriculum
- Develop assessment across the academy and through monitoring and evaluation identify and act on areas of improvement
- Promote and secure an inclusive approach to the achievement and attainment of all students which accurately reflects the priorities of the Academy Improvement plan
- Lead on academy data management, ensuring that data is used to drive achievement, challenge expectations, raise attainment and improve intervention including all identified groups, Pupil Premium SEND, more able etc
- Use data analysis to identify areas where individuals/groups of colleagues, or the whole school may need support in order to improve outcomes for students
- Quality assure the overall progress and development of all students, analysing and evaluating performance data
- Monitor student progress across the school and act as Assessment, Curriculum and Achievement lead within the Leadership Team
- Ensure that parents and students are well informed about the curriculum, assessment, attainment, and progress and about the contribution they can make to achieving the academies targets for improvement
- Management of the Key Stage 4 options system
- Organisation and production of the academy timetable
- Co-ordinate and lead on external and internal examinations, including analysis of performance
- Line Management of the Data and Exams team as well as any other identified staff and act as an appraiser for identified staff

Teaching and Learning

The Assistant Headteacher as a member of the Leadership Team, together with the Governing Body will seek to secure and sustain effective teaching and learning, monitor and evaluate the quality of education and standards of students' achievements and use benchmarks and set targets for improvement.

- Ensuring that the staff are kept up to date in terms of knowledge and skills required for their duties

- Support the Headteacher in securing and sustaining effective teaching and learning by monitoring and evaluating the quality of teaching and standards of achievement using benchmarks and setting challenging targets for improvement, whilst holding teachers to account for student progress and outcomes
- For the general standard of discipline in the classroom, help should be provided when teachers are experiencing disciplinary problems. Coaching should be given to avoid problems as well as help at moments of crisis
- Helping to support, establish and implement clear policies and practices in line with school policy, for assessing, recording and reporting on student achievement and for using this information to recognise achievement and to assist students in setting targets for further improvement
- Ensure that parents and students are well informed about the curriculum, assessment, attainment and progress and about the contribution they can make to achieving the academies targets for improvement

Efficient and Effective Deployment of Staff Resources

The Assistant Headteacher as a member of the Leadership Team will deploy staff and resource efficiently and effectively in line with the school's vision and strategic plan.

Leading and Managing Staff

- Establishing clear expectations and constructive working relationships among staff, including, through team work and mutual support; devolving responsibilities and delegating tasks, as appropriate
- Evaluating practice, appraise staff as required by the school policy and use the process to develop the personal and professional effectiveness.
- Lead, motivate and challenge all staff, providing effective induction, continued professional learning, development and improvement and performance management at all career stages
- Coaching members of staff in order to develop teaching and learning within the school and to enable teachers to achieve expertise in their subject teaching
- Ensuring that trainee and newly qualified teachers are trained, monitored, supported and assessed in relation to the appropriate standards
- Working with the SEND Co-ordinator and any other staff with special educational needs expertise, to ensure that work is matched to individual pupils' needs for the curriculum
- Work with the Leadership Team to distribute leadership throughout the school, forging teams of colleagues who have distinct roles and responsibilities and hold them to account for their decision making

Recruitment

The Assistant Headteacher will work with Governors and SLT to recruit staff of the highest quality, deploying and developing staff effectively to improve the quality of education.

Manage Resources

- Support the Headteacher to manage the resources of the school including people, money, buildings and environment to achieve educational and business objectives
- Establishing staff and resource needs for the area of responsibility and advising the Chief Operating Officer and SLT of likely priorities for expenditure. Allocating available resources with maximum efficiency to meet the objectives of the school and subject plans and to achieve value for money
- Advising the SLT on the deployment of exams and data staff to ensure the best use of technical and other expertise
- Support the Headteacher to plan, monitor and manage the curriculum of the school within the agreed budget, setting appropriate priorities for expenditure, allocating funds and ensuring effective administration and control
- Ensuring the effective and efficient management and organisation of learning resources, including information and communications technology
- Maintaining existing resources and exploring opportunities to develop or incorporate new resources into schemes of work
- Ensuring that there is a welcoming, safe working and learning environment in which risks are properly assessed.

Accountability

The Assistant Headteacher as a member of the Leadership Team will account for the efficiency and effectiveness of the school to the governors, students, parents, staff and other members of the local and wider community. This will include effective communication and advice to the Strategic Leadership Team and Governors and accountability for school performance.

Specific Responsibilities as a member of the Leadership Team

- Membership of the Leadership Team
- Governor support/ link
- Staff appointments as required
- Curriculum/subject link

Other professional requirements

- To consistently promote the Academy in a positive light at all times and to all stakeholders and to show respect to colleagues, students and other stakeholders
- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example
- To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher
- To continue personal and professional development through active engagement in the performance review and development process
- Have a commitment to safeguarding and promoting the welfare of children and young people at all times in accordance with the School's Child Protection Policy and Keeping Children Safe in Education
- To comply with the Academy Health and Safety Policy
- To undertake any reasonable request of the Headteacher and accept any reasonably delegated additional responsibility from the Headteacher.

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

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

This school will endeavour to make any necessary reasonable adjustments to the job and working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

Signed..... Assistant Headteacher
(Quality of Education: Assessment, Curriculum and Achievement)

Signed.....Headteacher

Date.....

Review Date.....

Monkwearmouth Academy
Assistant Headteacher: Quality of Education
Assessment, Curriculum and Achievement
PERSON SPECIFICATION

Area	Essential Criteria		
	Criteria	Attribute	Stage Identified
Qualifications & Education	E1	Recognised Teaching qualification	A/C
	E2	Evidence of commitment to Continuous Professional Development	

Experience & Knowledge	E3 E4 E5 E6 E7 E8 E9 E10 E11 E12 E13	Experience of strategic planning and implementing whole school development A knowledge of effective strategies used to achieve outstanding outcomes A deep understanding of how a curriculum works Leading on curriculum initiatives to raise standards Understanding of what is required to produce an effective assessment system to support progress, in an inclusive environment Effective practices in the promotion and achievement of raising attainment Proven record of tracking and monitoring student progress and implementing effective intervention strategies Able to interpret online data and translate this to priorities for improvement Whole school responsibility where leadership has resulted in managed change to a successful conclusion Ability to provide leadership and management in a school wide setting Successful record of developing colleagues through effective professional development linked to appraisal	A/I/R
Skills	E11 E12 E13 E14 E15 E16	Ability to use information technology to enhance data analysis and make effective use of data and communicate its significance to others Ability to work in a fluid and changing environment Ability to think analytically and creatively and demonstrate initiative in solving problems Evidence of leading change with the ability to motivate, coach and mentor colleagues of varying experience Able to engage in difficult conversations with colleagues about progress and raising standards Sound communication skills and ability to develop strong professional relationships	A/I/R

	E17	Potential for further leadership capacity	
Personal Attributes	E18	Drive, sense of purpose, commitment and perseverance	A/I/R
	E19	Demonstrate resilience, optimism and empathy	
	E18	Ability to inspire, challenge, motivate and empower teams and individuals to achieve	
	E19	Excellent interpersonal skills	
	E20	An educational philosophy that is broad, inclusive and student centred	
	E21	A commitment to safeguarding and promoting the welfare of children and young people	