



Assistant Headteacher – Job Description

- Job title:** Assistant Headteacher – **Learning, Assessment, Data and Progress**
- Salary:** Leadership Scale: L13 - L17
- Job purpose:** To support the Headteacher in planning, leading, developing, supporting, administering and monitoring the religious, academic, pastoral, social and financial life of Archbishop Tenison's, with particular reference to the leadership of staff and pupils at Key Stage 4 and the use of accurate assessment data throughout the school to inform teaching, learning and preparation for public exams.
- Responsible for:** Work with the Headteacher and other members of the Senior Leadership Team to develop a strong and consistent system of assessment through the school and the fruitful use of progress data by staff, pupils, students and parents alike.
Oversight of pupils in Years 10 and 11, and staff working with them, particularly the Heads of Years 10 and 11.
Oversight of the school's programme of assessment, reports and exams, including the analysis and use of the data these generate.
- Responsible to:** The Headteacher

Key accountabilities:

You are required to carry out the duties of an Assistant Headteacher as set out in the School's Ethos Statement (contained in the Instrument of Government) and with the terms and conditions of the current School Teachers' Pay and Conditions Document. The role involves:

1. Assisting the Headteacher

2. Aims and Ethos

- a. Assisting the Headteacher to ensure that the school's aims are realised in all aspects of its life and particularly in relation to developing teaching
- b. Helping to foster the Christian ethos of the school in accordance with the aspirations and intentions of the Foundation to promote Christian education for the pupils; assisting with the leadership of assemblies and the fulfilment of its Christian educational vision.
- c. Being a member of the Senior Leadership Team and contributing actively to its weekly meetings and day-to-day management of the school
- d. Playing an active role in the school's communication with parents.
- e. Liaising with the school's chaplain and local churches as appropriate.
- f. Teaching at least **15/30** periods per week.

3. Planning

- a. Assisting the Headteacher and Deputy Headteachers in fulfilling responsibilities to the Governors for policy and planning, particularly where these relate to the 14-16 phase of education within the school.
- b. Assisting the Headteacher and Deputy Headteachers with the leadership of learning through the school, developing strong routines and practices from Year 7, particularly for independent learning, homework, preparation for external assessments and qualifications and their future life and work.
- c. Being the member of the Senior Leadership Team who oversees formal assessment, recording and reporting through the school, including the assessment calendar and the programme of internal exams; combining this with the oversight of

data collection, analysis and use to inform both teaching and learning, as well as regular communication with pupils, students and their parents.

- d. Being also the member of the Senior Leadership Team who oversees the administration of external exams, other formal qualifications and the work of the school as an Examination Centre.

4. Staffing

Advising and supporting the Headteacher with the deployment of staff through:

- a. Contributing to the recruitment and appointment of new staff
- b. Assisting the Headteacher and Deputy Headteacher in their responsibility for the pastoral care of staff
- c. Helping to carry out the Governors' responsibility for Health and Safety
- d. Actively supporting staff development, training and career progress
- e. Assisting the Headteacher in overseeing, monitoring & evaluating staff performance
- f. Being the SLT Link for the Heads of Religious Studies and Modern Foreign Languages, and of some other subjects which feature strongly at Key Stage 4.
- g. Line managing staff, as agreed, including those responsible for Reports and Exams.

5. Pastoral Care and Discipline

Assisting the Headteacher and other members of the Senior Leadership Team in their responsibility for the school's pastoral care and discipline through:

- a. Helping to ensure that school policies and procedures relating to good discipline are actively followed, modeled and supported by all in the community.
- b. Supporting all Middle Leaders in general and the Heads of Years 10 and 11, in particular, to establish consistent standards of work and conduct across the school
- c. Being the SLT Link for those Heads of Year – able to support them with pupils, staff and parents, as necessary and to guide, strengthen and encourage them as they seek to fulfil the demands of their role
- d. Promoting good relationships between the school and parents.
- e. Giving support to the Headteacher and other staff in handling emergencies or disciplinary problems and ensuring statutory safeguarding procedures are followed.

6. School Development

- a. Strategic oversight of Key Stage 4 – the curriculum offer, the choice of courses, the organisation of preparation for GCSEs, the provision of Personal and Social Development, Careers Education and Guidance and work-related learning as part of the curriculum the pupils receive, the scheduling and use of mock exams and the coordination of preparatory work for the GCSE exams in different subjects.
- b. Leadership of the school's work on assessment and progress data: making sure that is collected in an efficient and sensible way, analysed clearly and simply, and given to teaching staff, pupils and parents in a way that is accessible, informative and motivating for future progress and success.
- c. Co-ordination of target-setting across the school, ensuring that well understood and achievable, but also aspirational targets are in place in each Key Stage.
- d. Development of the school's systems for tracking progress at all three Key Stages: using our own KS3 Curriculum Standards at KS3, Attainment 8 at KS4 and ALPS in the Sixth Form to monitor the attainment, progress and overall progress on individual pupils and groups of pupils in an accurate and timely manner.
- e. Work with other Senior and Middle Leaders on developing a strong understanding of both formative and summative assessment throughout the school.

7. Additional responsibilities

- a. Line management of support staff.
- b. Overseeing mentoring in its different forms through the school.

8. Liaison with external bodies and public relations

- a. Attending meetings of one Governing Body committee.
- b. Meeting with advisors, inspectors and School Improvement Partners, as required.
- c. Being aware of national and local policy changes and commitments.