

Woodhey High School

Assistant Headteacher – Standards (Assessment, Reporting & Strategic Use of Data)

Person Specification and Job Description

Job Title: Assistant Headteacher – Standards (Assessment, Reporting & Strategic Use of Data)

Salary: L14-18

Responsible to: Headteacher

Responsible for: Performing in accordance with the provisions of the School Teacher's Pay and Conditions Document and within the range of teachers' duties set out in that document.

Statement of Purpose

To take responsibility for whole school leadership and management of data. The main aspects of the role involve the strategic leadership of the collection, processing, effective use and reporting of assessment data to drive school improvement as well as being the school's Data Protection Officer. To work alongside the Assistant Headteacher for Teaching & Learning to ensure that the school has effective assessment practices and leading the exam system. All senior leaders carry out daily operational activities and have a teaching commitment commensurate with the scale of the role.

Professional duties:

The successful candidate, in addition to carrying out the professional duties of a teacher and those duties particularly assigned by the headteacher, must:

- Play a major role under the overall direction of the Headteacher in:
 - o Formulating the aims and objectives of the school; o Establishing the policies through which they are to be achieved; o Managing staff and resources to that end; o Monitoring progress towards their achievement;
- Undertake day to day operational duties commensurate with the role;
- Undertake any professional duties of the headteacher reasonably delegated by the headteacher.
- Lead by example, providing inspiration and motivation and embody for all students, staff, academy councillors and parents, the vision, purpose and leadership of the school.

Main responsibilities:

- Lead strategically the school's data management system to drive school improvement;
- Carry out the role of the Data Protection Officer;
- Ensure that assessment activities are appropriate, robust and standardised;
- Oversee external exams and the internal exam system;
- Active use of assessment data to support pupils with their own improvement;
- The school calendar, including the assessment cycle;
- Reporting to parents;
- Reporting to Academy Councillors and any external agencies on whole school outcomes;
- Reporting on assessment data to Academy Council 'Standards Committee'.

Line Manage:

- Act as a Link Senior Leader to 2/3 Heads of Faculty;
- Data Manager;
- Exams Officer;

Principle Duties:

- To effectively lead and manage Curriculum Leaders in the generation of standardised assessment data that can be used to assess progress at pupil, cohort, subject and school level.
- To lead and manage school data management systems that enables the tracking of individual pupil progress and the targeting of appropriate intervention.
- Take full responsibility for the design and allocation of the system of individual and school performance targets, ensuring that targets are appropriately challenging to enable individual and school improvement.
- Lead on all aspects of reporting to parents.
- Analyse the outcomes of public and school examinations in order to identify trends in standards and achievement and advise the Headteacher on strategies for improvement;
- Ensure that channels of communication are used effectively within the school with regards to area of responsibilities and that students and parents are well informed about their progress.
- Ensure the smooth running of the school with effective leadership of cover and the school calendar;
- Carry out all aspects of the role of Data Protection Officer.
- Lead the implementation of the School's Data Protection policies and systems, ensure compliance, respond to information requests, investigate/report on data breaches and keep the Headteacher and Academy Councillors apprised of all data protection expectations.
- Ensure that the school is fully prepared and compliant for all aspects of GCSEs and other external examinations.
- Co-ordinate the internal examination system within the whole school assessment calendar.
- Teach effectively a timetable of lessons commensurate with the role.
- To regularly evaluate the effectiveness of systems within area of responsibilities.

- Ensure that all policies and procedures are up to date, appropriate and followed within the areas of responsibility.
- To provide the Headteacher and Academy Council with relevant information relating to performance and progress as required.
- To attend and report to the Standards Academy Council Committee.

You will be required to carry out the duties of an Assistant Headteacher as set out in Section 48 and the duties of a school teacher as set out in section 50 of the latest Pay and Conditions Document (2020).

For evidence, A = Application, I = Interview, R = Reference. For requirement, E=Essential, D = Desirable

Attributes	Requirement	Evidence
1. <u>Qualifications</u>		
a) Graduate with qualified teacher status (secondary)	E	A
b) Evidence of appropriate professional development and a willingness to undertake relevant additional qualifications.	E	A
c) NPQSL or other appropriate leadership qualification.	D	A
d) Relevant in-service training during the last three years.	E	A
e) GDPR training.	D	A
f) Other relevant qualifications.	D	A
2. <u>Knowledge and Understanding</u>		
a) An understanding of the curriculum across all subjects at KS3 and KS4.	E	A, I
b) A detailed understanding of different forms of assessment and standardisation.	E	A, I
c) Nationally organised data, analysis and accountability tools – S2S, FFT, ISDR.	E	A, I
d) Accountability measures, including Attainment 8, Progress 8 and Performance Tables.	E	A, I, R
e) Target setting, monitoring and flight paths.	E	A, I
f) How to analyse and reduce in-school variation between subjects and/or pupil groups.	E	A, I
g) Methods of reporting to parents effectively.	E	I
h) Effective interventions to reduce underachievement.	E	A, I
i) General Data Protection Regulation and data protection arrangements.	E	A, I

j) Effective leadership skills and strategies.	E	I, R
k) Strategies to lead, manage and motivate staff.	E	I, R
l) National/local educational priorities/developments and their impact on school.	E	A, I
m) Commitment to equal opportunities.	E	A, I
Attributes	Requirement	Evidence
3. Experience		
a) A substantial period of successful teaching experience in secondary education.	E	A, R
b) Working in at least two secondary schools.	D	A
c) Successful leadership and management experience.	E	A, R, I
d) Raising achievement and improving progress through the effective use of performance data.	E	A, R, I
e) Use of effective moderation and standardisation processes.	E	A, I, R
f) Analysing the outcome of external and school examinations in order to identify trends and areas for improvement.	D	A, R
g) Organisation of successful intervention.	E	A, R, I
h) Holding others to account through the targeted use of data.	E	A, R, I
i) Evidence of personal professional development, including in leadership.	E	A
j) Leading change and educational innovation.	E	A, R, I
k) Leading on an initiative which has had an impact across the whole school.	E	A, R
l) Effective improvement planning.	E	A
m) Appraisal, as team leader.	E	A, R
n) Supporting staff welfare.	E	A
o) Financial management (budget area).	E	A, R
p) Evidence of work which has led directly to improved pupil outcomes.		
4. Leadership & Management skills and qualities		
a) <i>Ability to inspire colleagues to support them in</i>	E	I, R
b) Ability to develop a clear strategic vision and direction for areas of responsibility and translate this into practical policies and practice.	E	I, R
c) Capable to lead and inspire teams and commitment to working as a team player.	E	I, R
d) Ability to manage the process of change effectively.	E	A, R
e) Ability to delegate to others while retaining a monitoring role.	E	A, R
f) Ability to contribute to the enrichment and enhancement of pupils' education.	E	A, R
g) Model a strong work ethic and high professional and personal standards.	E	I, R
h) Ability to articulate a sound educational philosophy consistent with Woodhey's aims and values.	E	A, I

5.	<u>Other Skills and Qualities</u>		
a)	Effective organisation and administrative skills, including the use of ICT. Ability to build positive and constructive relationships with pupils and inspire them to high aspirations	E	I, R
b)	Excellent written, verbal and interpersonal communication skills	E	I, R
c)	Ability to communicate with, and relate well to a variety of stakeholders including pupils, staff, parents, governors, the community and external agencies.	E	A, I, R
d)	Resilience, the ability to work effectively under pressure in order to meet a range of deadlines across a complicated work schedule. Enthusiasm and flexibility.	E	A, I, R
e)	Ability to form and maintain appropriate relationships and personal boundaries with pupils.	E	I, R
f)	A firm, fair and appropriate approach to dealing with pupil issues. A commitment to plan and deliver whole-school activities such as parent meetings, staff CPD and assemblies.	E	I, R
g)	Capacity for hard work (and good humour) under pressure	E	R
h)	An excellent record of attendance and punctuality	E	I, R
i)	A commitment to attending school events and involvement in the wider life of the school.	E	A
j)		E	A
k)		E	I, R
l)		E	A, R A
		E	

Woodhey is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.