

JOB TITLE: Assistant Headteacher – Data and Progress

REPORTS TO: Deputy Headteacher

DEPARTMENT: SLT

SECTION: Secondary School

PURPOSE OF JOB

The Headteacher and Governors are seeking to appoint a highly qualified, inspirational and experienced leader to join the Senior Leadership Team.

Principal Accountabilities

Under the direction of the Headteacher the Assistant Headteacher will:

- To develop effective assessment practices and procedures
- To oversee the school and assessment calendar, internal and public examinations
- To ensure that information on student progress is used to improve teaching and learning to inform and motivate students, to inform parents and to aid governors in their future management of the school.
- To be responsible for the quality, accuracy, collection and analysis of internal and external assessment data
- Lead strategically, across all key stages, the systematic tracking and monitoring of student achievement
- To oversee the development and writing of the school timetable, as well as the options process
- To oversee the use of Ai and technologies within the school

General Accountabilities:

In addition, you are required to undertake the following responsibilities:

- Work with, and support, a leadership team which encourages openness, shared and delegated decision-making, and a sense of common purpose
- Contribute to developing a strong and positive vision for the school, helping to shape and promote and communicate the school's aims and values
- Support colleagues in the maintenance of the Stringer Learning Culture and Stringer Way
- Make recommendations through the Headteacher to the Governing Body on School policy matters
- Communicate decisions on School policy to the staff
- Work with the rest of the SLT to review the SDP and completion of the school SEF

- Work with SLT in the formulation, delivery and monitoring of the SDP
- Assist in the day to day running of the school including SLT duties
- Support, with the rest of the SLT, the management of public events
- Share line management with other SLT members of Subject Leaders

Personal and professional conduct:

A teacher is expected to demonstrate consistently high standards of personal and professional conduct.

The following statements define the behaviour and attitudes which set the required standard for conduct throughout a teacher's career.

- Teachers uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school, by:
 - treating pupils with understanding and dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position
 - having regard for the need to safeguard pupils' well-being, in accordance with statutory provisions
 - showing respect for the rights of others and an understanding of diversity and difference
 - working to promote the values of the school and British values
 - not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs
 - ensuring that personal beliefs and experiences are not expressed in ways which are harmful to pupils, exploit pupils' vulnerability or might lead them to break the law.
- Teachers must have proper and professional regard for the ethos, policies and practices of the school in which they teach and maintain high standards in their own attendance and punctuality.
- Teachers must have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities.
- The list of duties in the job description should not be regarded as exclusive or exhaustive.

There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

Your duties will be as set out in the above job description but please note that the Council reserves the right to update your job description, from time to time, to reflect changes in, or to, your job. You will be consulted about any proposed changes.