Job Description
Assistant Headteacher - Data, timetable and systems
Progress, Achievement and Standards
Leadership Range: 11-15
Updated: April 2014

Responsible to: The Headteacher

This post is an opportunity to play a crucial role in ensuring that Bishop Stopford’s School becomes an outstanding school. The Assistant Headteacher will work alongside the Headteacher and SLT in defining and articulating and implementing the shared vision and values of the school through effective communication and engagement with all stakeholders. It is expected that the Assistant Head will demonstrate outstanding leadership skills working with the Headteacher on the implementation of the strategic direction of the school and working with individuals and groups to ensure the provision of a high quality education for all our students.

Purpose of post

To assist the Headteacher in leading and managing the school by:

- Contributing to the vision and strategic direction of the school to ensure school improvement
- Contributing to formulating and reviewing the School Development Plan and the aims and objectives of the school by:
  – developing and reviewing the policies through which they will be achieved;
  – leading and managing staff resources to that end;
  – monitoring and evaluating progress towards their achievement.
- Assisting in the day-to-day running of the school.
- Maintaining a high profile around the school.
- Being a role model for good classroom practice.
- Leading on delegated areas of responsibility.
- Contribute to the safeguarding and promotion of the welfare and personal well-being and care of students with regard to safeguarding procedures.
Key Accountabilities

Strategic Direction and Development
- Contribute to a clear vision for an effective school.
- Contribute to the formulation, monitoring, evaluation and implementation of the School Development Plan.
- Contribute to curriculum design and development ensuring that it meets the needs of our students, enables continuity of learning and effective progression of achievement, including all related policies.
- Initiate and manage change and improvement to develop the school and staff.
- Advise and assist the Governing Body as required in the exercise of its functions, including attendance at meetings and preparation of reports.

Leadership and Management
- Ensuring all students, including SEN, make at least 3 levels of progress and the proportion that exceeds this is above the national average
- Ensure that all whole school targets at all key stages are met
- Line management of exams office, IT technicians, and appropriate middle leaders
- Inspire, challenge, motivate and empower others to attain challenging outcomes.
- Establish clear expectations and constructive working relationships among staff.
- Initiate and manage change and improvement to develop the school and its staff, ensuring positive staff participation and effective communication and procedures.
- Maintain high expectations of all staff and prepared to challenge poor performance.
- Act as line manager and mentor to designated subject areas and Year Leaders, supporting as appropriate and aiding the development of key documentation and implementation of policy.
- Demonstrate high professional standards.
- Support and assist the Headteacher in planning, managing and monitoring the use of finances and resources effectively to achieve the aims of the school.
- Develop and promote effective partnerships with parents, carers, staff and students so they are highly positive about the school in terms of achievement, teaching and learning, behaviour and safety.

Teaching and Learning
- Play a major part in securing outstanding classroom practice across the school.
- Provide leadership and direction for middle leaders (both curriculum and achievement) to enable them to provide targeted and appropriate intervention to raise standards at KS3, 4 & 5.
- 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 have an overview of all areas of underachievement in the school and to identify barriers to learning which may affect achievement.
• To lead on the analysis and dissemination of data across the school and carry out appropriate activities to investigate further the issues affecting achievement
• To develop and implement ways of improving the effectiveness of both teaching and learning, including the delivery of high quality and appropriate in-house training for teaching and support staff.
• To provide regular updates on this to the Senior Leadership Team and Governors
• Encourage innovation, the development of independent learning, cross-curricular initiatives and the further use of technologies.
• Take a lead role in maintaining a positive learning environment amongst all staff and students in which students are able to make a positive contribution, learn and thrive in an atmosphere of dignity and respect.
• Promote and generate high levels of enthusiasm for, participation in and commitment to learning amongst all students.

Specific Responsibilities and Duties
• Standards and Progress for Years 7 - 13
• Lead on all aspects of systems, including staff duty rotas
• Lead on the management of the whole school MIS
• Write and oversee all aspects of the whole school timetable
• Monitor and oversee the production of user friendly and meaningful data for behaviour across the school
• Monitor and oversee the production of user friendly and meaningful data for attendance and punctuality for Years 9, 10 & 11
• Lead strategically, across all key stages, the systematic tracking and monitoring of student achievement
• Through work with the Heads of all Years, ensure that this data is used effectively to raise standards of achievement and attainment at all key stages
• Work closely with AHT Teaching and learning to ensure that this data is used effectively to inform and improve standards and the quality of teaching across the school
• Provide timely data and data analysis to Curriculum Leaders, Heads of Year, SLT and Governors.
• Lead the strategic use of data by Curriculum Leaders, Head of Year and SLT to track, monitor and support groups and individual students.
• Analyse assessment data and liaise with Curriculum and Head of Year with regard to student progress and in particular under achievement.
• Implement tracking systems, monitoring and evaluating their effectiveness and impact in raising attainment.
• Lead on all aspects of assessment and report writing throughout the school
• Analyse all internal and external assessments and progress data (exam results, Raiseonline etc).
• Lead on target setting for whole school and subject areas with Curriculum Leaders and the Headteacher.
• Support teaching staff to develop their use of data to set and achieve challenging targets for all students.
• Monitor and evaluate academic standards, achievement and progress across the whole school.
• Ensure consistency, transparency and effectiveness in the use of data across the school.
Such duties as the Headteacher may reasonably direct from time to time, including:

- Carry out a teaching commitment within the general framework of the school timetable. This will include, as far as possible, teaching the full age and ability range.
- Implement the Authority’s and the governing body’s policies on equal opportunity issues for all staff and students in relation to sex, gender, race, disability and special needs.
- Devise opportunities for student consultation and leadership, specifically related to areas of responsibility.
- Organise and assist in the delivery of parent forums and information evenings.
- Contribute to the gathering and collation of stakeholder views.
- Attend school events and functions, as well as appropriate meetings, with colleagues and parents/carers.
- Assist with the marketing of the school, organising key events as appropriate and acting as an ambassador for the school at high profile functions.
- Engage actively in Performance Management and Continuing Professional Development to ensure professional skills are kept up to date and further developed.

The postholder must be flexible to ensure that the operational needs of the school are met.

Responsibilities will be rotated periodically to provide professional development and to enable preparation for promotion. This job description will be reviewed annually.

**EQUALITY AND DIVERSITY**

We are committed to and champion equality and diversity in all aspects of employment within the London Borough of Enfield. All employees are expected to understand and promote equality and diversity in the course of their work.

**SAFEGUARDING CHILDREN**

Bishop Stopford’s School School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and uphold all relevant procedures.

I have read the Job Description and agree to all the terms and conditions set out. I also agree to comply with all School Policies, Child Protection and Health and Safety regulations. I understand that this Job Description is not an exhaustive list and I agree, when required, to undertake any reasonable request made by the Leadership Team.

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