



# All Hallows Catholic High School

## Job Description

### Assistant Headteacher – Intervention / Data

#### CORE PURPOSE

To work as an Assistant Headteacher responsible for Intervention / Data Analysis, as part of the All Hallows School Leadership Team, and to fulfil responsibilities as determined by the Headteacher to raise standards, maintain the wellbeing of staff and students and to contribute to maintaining and further developing the outstanding learning community

#### KEY RESPONSIBILITIES

- (a) Embed the principles of excellent teaching and learning in the practice of all teachers so that outcomes continue to improve for all cohorts of students across the school
- (b) Contribute to the school's self-evaluation and quality assurance processes to accurately identify key strengths and areas for development and devise an improvement strategy founded on this evidence
- (c) Oversee the school's approach to intervention and data analysis
- (d) Be a role model of outstanding teaching and actively support the ongoing dialogue about teaching and learning with colleagues across the school
- (e) Be a role model of outstanding leadership by taking the initiative, demonstrating a range of leadership styles and by adopting a rigorous approach to all aspects of the work of the Leadership Team
- (f) Support the school's ethos and Mission by supporting extended school activities, including giving assemblies, supporting evening school functions and hosting visitors to the school as required
- (g) Share with members of the Leadership Team the responsibility for the daily administration and good management of the school. This will include line management of middle leaders, communication with parents, participation in gate and other duties, lunchtime supervision and quality assurance activities
- (h) As the school's strategic leader for intervention and data, take responsibility for regularly reporting all developments in data analysis, to the school's Governing Board

#### SPECIFIC RESPONSIBILITIES

- Target setting
- Pupil Reports
- Data Reports for staff and governors
- Assessment Quality Assurance
- Overall Responsibility for Pupil Premium Strategy and Accountability
- Pupil Progress and Small group Cohort Tracking
- Setting and Moves
- Overall responsibility for Intervention and Progress
- Member of the Governors Standards & Effectiveness committee
- Secure knowledge of relevant external agendas

#### GENERAL

- (a) The Assistant Headteacher will report to the Headteacher, and Governing Board, who have the overall responsibilities for standards within the school
- (b) All Hallows expects its employees to work flexibly with the framework of the duties and responsibilities above. This means that the post holder may be expected to carry out work that is not specified in the job profile, but which is reasonably within the remit of the duties and responsibilities.