

JOB DESCRIPTION

School:	Trinity School	Location:	Trinity School
Job Title:	Associate Assistant Headteacher – Data and Reporting	Grade/Salary Range:	L10-14

JOB PURPOSE

To manage the data and reporting systems across the whole school

MAIN DUTIES AND RESPONSIBILITIES

Data & Assessment

- Ensuring the statutory requirements are met for reporting to parents.
- Analysis of key, school, local and national performance data to ensure priority groups are identified and improvement in attainment, progress and quality of teaching is promoted
- To ensure all internal procedures are completed and understood by staff and students and wider stakeholders
- To analyse the impact of interventions across the school and make recommendations
- To analyse and make recommendations on relevant performance data for SLT, Subject Leaders and Board of Trustees
- To provide the Headteacher with relevant information on targets and progress for the Trustees
- Development of student tracking across groups of students
- Development of SISRA as an effective tool offering support within the school where necessary
- Provide support and training for colleagues in developing their classroom practice through the use of attainment and progress data
- Co-ordinate the collection of appropriate student data to set targets, track performance and identify underperforming groups and individuals
- Manage the Data Manager
- Hold staff to account regarding data collection
- Ensure assessment and feedback is effective
- Work alongside the current timetabler with a view to holding this responsibility in the future.

As a senior member of staff:

- Support of self-evaluation by contributing to the programme of whole school termly monitoring.
- To promote equality as an integral part of the role and to treat everyone with fairness and dignity
- To recognise health and safety is a responsibility of every employee, to take reasonable care of self and others and to comply with the Schools Health and Safety policy and any school-specific procedures / rules that apply to this role
- To promote the welfare of children and to support the school in safeguarding children through relevant policies and procedures.

Teaching and Learning

- To teach, students according to their educational needs, including the setting and marking of work to be carried out by the student in school and elsewhere.
- To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required.
- To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students.
- To ensure that ICT, Literacy, Numeracy and school subject specialism(s) are reflected in the teaching/learning experience of students
- To undertake a designated programme of teaching.

- To ensure a high quality learning experience for students which meets internal and external quality standards.
- To prepare and update subject materials.
- To use a variety of delivery methods which will stimulate learning appropriate to student needs and demands of the syllabus.
- To maintain discipline in accordance with the school's procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework.
- To undertake assessment of students as requested by external examination bodies, curriculum and school procedures.
- To mark, grade and give written/verbal and diagnostic feedback as required.
- To assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the Curriculum Area and subject
- To contribute to the Curriculum Area and subject's development plan and its implementation.
- To plan and prepare courses and lessons.
- To contribute to the whole school's planning activities.
- To maintain appropriate records and to provide relevant accurate and up-to-date information for MIS, registers, etc.
- To complete the relevant documentation to assist in the tracking of students.
- To track student progress and use information to inform teaching and learning.
- To communicate effectively with the parents of students as appropriate.
- Where appropriate, to communicate and co-operate with persons or bodies outside the school.
- To follow agreed policies for communications in the school.
- To be responsible for ensuring that the school child protection policy is adhered to and concerns are raised in accordance with this policy.
- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
- To support the school in meeting its legal requirements for worship.
- To promote actively the school's corporate policies.
- To continue personal development as agreed.
- To comply with the school's Health and safety policy and undertake risk assessments as appropriate.
- To undertake any other duty as specified by STPCD not mentioned in the above.

Staff Development and Recruitment/ Deployment of Staff

- To take part in the school's staff development programme by participating in arrangements for further training and professional development.
- To continue personal development in the relevant areas including subject knowledge and teaching methods.
- To engage actively in the Performance Management Review process.
- To ensure the effective/efficient deployment of classroom support
- To work as a member of a designated team and to contribute positively to effective working relations within the school.

Wider Duties

- To be responsible for ensuring that the school child protection policy is adhered to and concerns are raised in accordance with this policy, including logging on CPOMS.
- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
- To undertake any other duties as required by the Headteacher.

Other Specific Duties:

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

The post holder is responsible for ensuring that the school child protection policy is adhered to and concerns are raised in accordance with this policy.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This role has been identified as public facing in accordance with Part 7 of the Immigration Act, and therefore the ability to fulfil all spoken and written aspects of the role with confidence in English will be required. Conversing at ease with the public including students, answer questions and provide advice, including the use of appropriate specialist terminology relevant to the job role/profession and where necessary for an extended period of time.

This job description is current at the date shown, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

May 2025

Safeguarding:

This School is committed to safeguarding children and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. The post holder is responsible for ensuring they adhere to the School's Child Protection Policy and that any concerns are raised in accordance with this policy. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant pre-employment checks.

PERSON SPECIFICATION



Job Title: Associate Assistant Head teacher – Data & Reporting	School: Trinity School
Reports to (job title): Associate Headteacher	Location: Newbury

* E = Essential Criterion (required at point of recruitment) D = Desirable Criterion (can be developed over time)

KEY CRITERIA	* E/D ?
<u>Qualifications & Experience</u>	
Qualified teacher status	E
Experience of leading and managing a team	E
Experience of working with Governors	D
Relevant higher professional qualification	D
<u>Knowledge</u>	
A thorough knowledge and understanding of the secondary curriculum	E
A clear understanding of current curriculum and management initiatives	E
Wide knowledge of data analysis to drive performance	E
Excellent understanding of performance data and target setting	E
A thorough knowledge of data packages e.g. SISRA	E
Timetabling	D
<u>Work-related Personal Qualities</u>	
Personal impact, presence and ability to set standards and provide a role model for staff and students	E
Adaptability to changing circumstance and new ideas	E
Ability to promote and secure the success of students of all abilities and needs	E
Ability to contribute to the development of a high performing team	E
Ability to contribute to strategic planning and management of school priorities	E
Ability to communicate effectively and constructively with a wide audience, including staff, governors, school improvement partners, students and parents, both orally and in writing	E
Ability to use appropriate leadership styles in different situations	E
Ability to recognise and secure outstanding teaching and learning	E
Ability to deal sensitively with a range of people and resolve conflict	E

Ability to identify improvements and initiate and manage change High- level organisational skills	
<u>Other Work-related Requirements</u>	
Suitability to work with Children	E