

Extended Leadership Opportunity: Leader for Assessment, Student Reports & Exams

Post Title: Extended Leadership – Assessment, Reports & Examinations

Responsible to: Assistant Headteacher (Quality of Education)

Salary: L1-L4 (£51,773 - £55,747 per annum)

Raising Standards. Strengthening Practice. Securing Outcomes.

We are seeking a highly organised, analytically minded and values-driven colleague to join our extended leadership team and take strategic responsibility for leading our whole-school approach to **assessment, reporting and examinations**. Working closely with the Assistant Headteacher, you will ensure that every pupil's progress story is understood, communicated and used to shape exceptional teaching, learning and curriculum experiences.

This role is central to the effectiveness of our school. High-quality assessment enables teachers to understand pupils' needs; accurate reporting strengthens partnerships with families; and exceptional exam systems ensure pupils feel confident and supported during high-stakes moments. As part of our leadership team, your work will directly impact pupils' experiences, outcomes and future choices.

The Role

Working collaboratively with the Assistant Headteacher, you will:

Lead Whole-School Assessment

- Oversee the design and implementation of a clear, coherent and purposeful assessment strategy across all key stages.
- Ensure assessment practices align with our curriculum intent, reflect our relational culture, and provide meaningful insights that support pupil progress.
- Analyse whole-school data to identify trends, strengths and areas for development, helping to drive improvements in teaching and learning.
- Support staff to use assessment effectively, providing training, guidance and quality assurance.

Manage and Quality-Assure Student Reports

- Lead the cycle of academic, pastoral and personal development reporting across the academic year.

- Ensure reports are accurate, accessible, personalised and reflective of pupils' learning journeys.
- Support teachers and middle leaders in producing high-quality feedback that informs families and motivates pupils.
- Maintain strong communication systems so parents and carers are well-informed, engaged and supported.

Lead the Examinations Process

- Oversee the planning, organisation and delivery of internal and external examinations, ensuring full compliance with all examination regulations and expectations.
- Lead on timetabling, entries, access arrangements, invigilation, mock exams and exam-day logistics.
- Work closely with SEND, safeguarding and pastoral teams to ensure every pupil is set up for success—academically, emotionally and practically.
- Conduct rigorous review and evaluation of exam seasons to inform future improvement.

Contribute to Strategic Leadership

- Model our core values of **Belonging, Caring, Achieving, Believing** in all aspects of leadership practice.
- Play a key role in monitoring, evaluation and self-evaluation processes across the school.
- Support wider school priorities and contribute to the smooth running of the school day.
- Embed relational, compassionate leadership in every interaction with pupils, staff and families.

About You

You will be:

- Exceptionally organised, detail-driven and calm under pressure.
- Skilled at analysing data and turning it into meaningful action.
- An excellent communicator who can influence, guide and support staff.

- Able to work strategically while maintaining meticulous day-to-day operational oversight.
- Passionate about improving outcomes and removing barriers for every learner.
- Ready to take on extended leadership responsibility and contribute to whole-school improvement.

This role is ideal for someone aspiring to senior leadership or seeking to broaden their leadership portfolio through a role combining strategy, systems leadership and pupil-focused impact.

What We Offer

- A supportive and collaborative leadership culture where your contribution will be valued.
 - Opportunities for training in assessment systems, examinations management and data analysis.
 - A strong emphasis on wellbeing, professional development and relational leadership.
 - The chance to shape crucial systems that directly influence pupils' experiences and life chances.
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