



ST MICHAEL'S CATHOLIC HIGH SCHOOL

**ASSISTANT HEADTEACHER
ACADEMIC MONITORING & PARENTAL ENGAGEMENT**

JOB DESCRIPTION

1. JOB TITLE:

Assistant Headteacher – Academic Monitoring & Parental Engagement

2. JOB PURPOSE:

To be responsible for all aspects of academic data and reporting across KS3 and 4, and to increase positive partnerships between Parents and school.

Members of the Senior Leadership Team must be able to collaborate closely at all levels and sometimes in tasks outside their defined role. They must be equally prepared to substitute for one another and undertake, in the absence of the Headteacher, the professional duties of the Headteacher.

All members of the Senior Leadership Team are expected to:

- participate actively in the spiritual life of the school
- support the wellbeing of colleagues
- role model excellent classroom practice in their own teaching
- take a leading role in reinforcing the highest standards of behaviour and uniform amongst pupils
- line manage colleagues according to the SLT Line Management structure
- contribute to reports and Governors' meetings as necessary
- safeguard and promote the welfare of all pupils and staff

3. ACCOUNTABLE TO:

Headteacher

4. ACCOUNTABLE FOR:

The effective use of academic data and reporting to raise standards across the school. The implementation of an effective Parental Engagement Strategy

5. KEY ACCOUNTABILITIES:

- 5.1. Accountable for the spiritual and academic development of students in line with the mission statement, school motto and school ethos.
- 5.2. Accountable for the setting, maintaining and monitoring of accurate academic data to ensure that students are making excellent progress.

- 5.3. Accountable to ensuring transitions between KS2 and KS3, and from KS3 to KS4 are effective.
- 5.4. Accountable for engaging parents in positive strategies that support the learning and progress of pupils.

KEEPING CHILDREN SAFE

It is the duty and responsibility of every member of staff (teaching and non-teaching) to monitor the welfare of every child and act swiftly in their interests when a need is recognised. The actions of every staff member and responsible adult matter too, for every child.

All members of school staff (teaching and non-teaching) employed to work on school premises and in contact with children must read, understand and comply with the School's policy on child protection and procedures for safeguarding children, including annual updates of Keeping Children Safe in Education (KCSIE).

6. KEY TASKS:

- 6.1. Set robust and ambitious academic targets for all pupils using relevant baseline data (KS2, FFT 20, CATS)
- 6.2. Ensure all baseline data is maintained accurately and updated annually to reflect in student transition.
- 6.3. To utilise tracking data effectively to identify specific students/groups who are underachieving, including:
 - Most able/HPA
 - SEND students
 - Pupil Premium/Disadvantaged Students
- 6.4. To implement appropriate academic intervention strategies in liaison with Subject Leaders.
- 6.5. To coordinate data collection and issuing of PARS and Reports across KS3 and KS4.
- 6.6. To coordinate the KS3 and KS4 Assessment Calendar, including organisation of KS3 exams week(s).
- 6.7. To coordinate KS3 revision programme in line with whole school Dominican Pedagogy strategy.

- 6.8. To oversee the transition process for students moving from Year 6 into Year 7, including:
- Organisation of CATS testing
 - Organisation of Induction Day
 - Organisation of New Yr 7 Parents Welcome Evening
- 6.9. To ensure students joining the school in year are fully inducted into St Michael's routines, and that age-appropriate baseline tests are carried out.
- 6.10. To oversee the transition process from KS3 to KS4, including:
- Organisation of the Subject Options Process
 - Leading the Year 9 Futures Day (including Taster lessons and after-school parental session)
 - Liaising with Year 9 Pastoral Team and Careers Coordinator to ensure appropriate Individual Advice and Guidance (IAG) is delivered to pupils throughout the process
 - Liaising with the DHT i/c of Curriculum to design a Yr 10 Curriculum that is cost-effective, inclusive and satisfies the majority of pupils' preferences.
- 6.11. To plan, implement and lead on a whole school Parental Engagement Strategy to ensure positive and constructive relationships are developed and maintained between parents and school, including:
- Organisation of Subject Contact Evenings
 - Organisation of Academic & Pastoral Review (APR) Day
 - Parental Information Evenings
 - Specific Parental Workshops, eg Literacy, Revision Skills
 - Gathering Parental Voice
- 6.12. To line manage identified departments and year group.
- 6.13. To uphold Catholic Church Teaching in all matters relating to faith and morals and be a role model which reflects the same.
- 6.22. To undertake any other reasonable tasks as directed by the Line Manager or Head teacher.

Note: The Headteacher may vary the duties from time to time without changing their general character or the level of responsibility entailed.

Headteacher/line manager's signature: _____

Date: _____

Post holder's signature: _____

Date: _____