

**St Aidan's Church of England High School**  
**Assistant Headteacher (Key Stage 3 Progress)**

**Job Description**

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The Assistant Headteacher, along with all other members of the School's Leadership Team, will support the Headteacher in the leadership and management of the School. They will carry out their professional responsibilities in accordance with, and subject to, the provision of the School's Teachers' Pay and Conditions Document and within the range of duties set out in that document, the Memorandum and Articles of Association, the policies and requirements of the Governing Body and the current Education Company, Charity and Employment legislation.

The Assistant Headteacher will be accountable to the Headteacher and the Governing Body for the standards achieved and the conduct, leadership, management and administration within the School and with regard to their areas of responsibility. The job description is subject to an annual review and may be renegotiated and modified in respect to the changing needs of the School.

**Generic Assistant Headteacher responsibilities:**

- To work with the Headteacher, School Leadership Team and Governing Body to ensure that the School's vision and ethos are clearly articulated, shared, understood and acted up effectively.
- To work with the School to translate the vision into strategic objectives that ensures School improvement and achieves the highest quality of educational provision.
- To lead by example and demonstrate the School's values and ethos in everyday work and practice with all stakeholders as required.
- To motivate and work with others in creating a caring, stimulating and challenging learning environment.
- To constantly review the work and organisation of the School within the School's Leadership Team.
- To be prepared to perform other duties as may be reasonably required by the Governing Body.
- To play a full, active and prominent role on the School Leadership Team.
- To be in total sympathy with the Christian ethos/foundation of the School.

### **Key Stage 3 Progress responsibilities:**

- To be responsible for the highly effective transition of students into Year 7, including working with all stakeholders, to ensure information and processes are up to date, comprehensive and ensuring that students are properly welcomed and ready to start at St. Aidan's.
- To demonstrate and articulate high expectations throughout Key Stage 3, setting challenging targets for all students to ensure full understanding of the school's ethos.
- To maintain an up to date knowledge and understanding of relevant national developments which impact on student experience and progress at Key Stage 3.
- To maintain and develop systems/structures at Key Stage 3 that enable monitoring, tracking, targeting and reporting to take place smoothly and effectively.
- To be responsible for the assessment and review of all Key Stage 3 assessments, ensuring that they are robust and contribute fully to progression through the curriculum, from Key Stage 2 to Key Stage 4.
- To lead regular progress review meetings, working with the tracking and referral data from Key Stage 3 progress reviews and behaviour management and ensuring highly effective intervention.
- To be responsible for the monitoring of the Key Stage 3 curriculum, to ensure that effective interventions are in place and are successful in closing gaps identified from Key Stage 2.
- To be responsible for the development of behaviour for learning as students progress through Key Stage 3, in all aspects of student experience, recognising that progress is the product of whole-school initiative and investment.
- To ensure effective baseline assessments are in place to support target-setting and progress tracking at Key Stage 3.