JOB DESCRIPTION – ASSISTANT HEADTEACHER ASSESSMENT, EXAMINATIONS AND REPORTING

Post: Assistant Headteacher
Salary: L11 – L15
Location: Ysgol Dyffryn Conwy
Accountable to: The Headteacher and the Governing Body

Purpose of the Post:

- To work collaboratively with the Headteacher, Deputy Headteacher, and Assistant Headteachers in all aspects of the school's work;
- To provide effective leadership and management;
- To manage whole-school projects that raise learner expectations and standards;
- To support and develop teamwork at all levels;
- To work effectively with staff, governors, parents, and the wider community to ensure the highest possible standards;
- To promote good behaviour through example and day-to-day practice;
- To promote the Welsh ethos of the school and its extracurricular activities;
- To motivate all pupils to reach their full potential;
- Responsibility for the school in the absence of the Headteacher and Deputy Headteacher.

Specific Duties: To lead on specific whole-school areas (see below) by:

- Offering guidance, support, and training to staff as relevant within the focus area;
- Contributing to self-evaluation and improvement planning within the area of responsibility;
- Representing the school at forums, meetings, networks, and training relevant to the area;
- Developing expertise, knowledge, and skills in the focus area that contribute to the individual's professional development and the school's improvement pathway;
- A teaching commitment of approximately 8 lessons;
- Continuing with any existing duties already held by the member of staff.

Specific Areas:
Assessment and Reporting

- Formulating, reviewing, and updating policies and procedures relating to the specific areas of responsibility of the Assistant Headteacher;
- Leading on external examination systems, progress tracking, and pupil assessment in collaboration with the Data / Examinations Officer;
- Leading on whole-school use of data (WJEC, ALPS, CATS, PLASC, MAT, FSM, ALN, Immersion) in collaboration with the Data / Examinations Officer;
- Overseeing reporting systems to Parents (Interim reports, Annual reports, and Parents' Evenings);
- Leading Literacy and Numeracy assessments;

- Responsibility for producing the School timetable;
- Staff duties (transport);
- Timetabling internal Examinations / Tests;
- Acting as a link member for specific departments/coordinators (see new accountability structure following appointment), operating in accordance with whole-school self-evaluation, improvement planning, and performance management processes;
- Contributing to the school's Self-Evaluation, specifically responsibility for Assessment, Examinations, and Reporting.

Marketing and Ethos

- Collaborating with the Headteacher to raise the profile of the school in the community and beyond by leading on publicity and electronic communications (school website, social media), and collaborating with the school's partners in the community.

General Duties:

- Collaborating professionally as a member of the school's Senior Leadership Team, leading by example;
- Contributing to the day-to-day work of the SLT, particularly promoting good behaviour and the Welsh and inclusive ethos of the school;
- Contributing to the school's Self-Evaluation and Improvement Planning cycle by taking a role in whole-school self-evaluation activities such as lesson observations, book scrutiny, consulting with pupils and parents, and taking responsibilities within the school improvement plan;
- Attending and leading staff meetings;
- Representing the school on local, regional, and national forums and networks in accordance with the brief;
- Attending school activities/events;
- Collaborating on compiling the weekly bulletin, and the school's termly and annual calendar;
- Any reasonable requirements at the request of the Headteacher or the Governing Body.

Knowledge/Experience/Personal Requirements:

- Experience of leading and inspiring staff on Departmental / Area / Whole-school matters;
- Experience of leading cross-school projects;
- The ability to collaborate as a member of a team wholly committed to the highest standards;
- Enthusiasm and effective interpersonal skills;
- Clear awareness of the demands and challenges of the current educational landscape and the vision to respond to them;
- A firm understanding that the school works towards ensuring that every pupil, regardless of their background and needs, reaches their potential, and what we as a school can do to realise this;
- The ability to plan strategically, and to lead and manage effectively while motivating others to

ensure the success and development of the school;

- Fluently and confidently bilingual – both orally and in writing – and able and willing to work using Welsh as an everyday working language;
- Possessing experience in and the ability to manage IT and accounting systems;
- Collaborating smoothly and flexibly with stakeholders in accordance with the expectations and ethos of the school; the ability to respond appropriately when liaising with different people – from internal colleagues to external agencies – and to guide and support the work of others in a respectful, sensitive, positive, and effective manner;
- Ability to handle sensitive or confidential information appropriately;
- Ability to work under pressure, knowing how to work flexibly and respond as needed; demonstrating the ability to prioritise, take responsibility, and delegate effectively;
- Eager to develop personally and professionally in order to respond to the changing demands of the role. Investment will be made in the successful candidate to continue developing professionally.

Contract

- Permanent from September 2027

Date of Appointment: .....

Update Agreed: .....

Signed: .....

Date: .....