

**Job Description: Assistant Headteacher (Achievement & Inclusion)**  
**Wrotham School**

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**Job Title: Assistant Headteacher – Achievement & Inclusion**

**Reporting to: Deputy Headteacher / Headteacher**

**Salary: Leadership Scale (L9-L13)**

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## **Purpose of the Role**

The Assistant Headteacher will provide strategic leadership for **whole-school achievement and inclusion**, ensuring that all students, particularly vulnerable groups, make strong progress and achieve highly.

The postholder will lead on the **tracking, monitoring, and analysis of attainment and progress (KS3 and KS4)**, ensuring that timely and effective interventions are in place. A key focus will be on **raising attainment and Progress 8 outcomes** for exam cohorts.

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## **Key Responsibilities**

### **1. Strategic Leadership of Achievement**

- Lead the development and implementation of the school's **achievement strategy**
  - Drive improvements in **attainment and progress across KS3 and KS4**
  - Ensure a sharp focus on **Progress 8 outcomes** and examination performance
  - Report regularly to SLT and Governors on progress, attainment, and impact
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### **2. Inclusion (Whole-School Responsibility)**

- Champion a **whole-school inclusive approach to achievement**, ensuring no student group is left behind
  - Ensure all **vulnerable groups** are effectively tracked and supported, including:
    - Disadvantaged pupils (FSM)
    - Pupils with SEND
    - Pupils with SEMH needs
  - Work collaboratively with SLT to embed inclusive strategies that remove barriers to achievement
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### 3. Data Tracking, Monitoring and Analysis

- Lead the design and implementation of robust systems for **tracking attainment and progress at KS3 and KS4**
  - Oversee **data drops**, ensuring accuracy, consistency, and timely analysis
  - Analyse performance data to identify:
    - Underperformance at cohort, subject, and individual level
    - Gaps between key groups
  - Ensure all staff use data effectively to inform teaching and intervention
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### 4. Raising Attainment and Progress (KS4 Focus)

- Lead strategies to improve **outcomes for exam groups**, with a strong focus on Progress 8
  - Identify underperforming subjects and cohorts and implement targeted support
  - Monitor the impact of teaching, intervention, and curriculum on outcomes
  - Work closely with Heads of Department to secure improved results
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### 5. Accountability and Line Management

- Hold **Heads of Department** to account for:
    - Student outcomes
    - Quality of data
    - Effectiveness of intervention strategies
  - Lead regular **progress review meetings** with middle leaders
  - Ensure clear action planning and follow-up
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### 6. Intervention and Student Support

- Design and oversee a **whole-school intervention programme**
  - Ensure interventions are:
    - Timely
    - Targeted
    - Evaluated for impact
  - Coordinate additional support for identified students, particularly those at risk of underachievement
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### 7. Examinations and Assessment

- Oversee the organisation and delivery of **internal and external examinations**
- Ensure all assessment processes are robust, compliant, and well-managed

- Work with the Exams Officer to ensure smooth running of all exam series
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## 8. Parental Engagement

- Lead and organise **information evenings for parents**, particularly for key year groups (e.g. Year 10 and Year 11)
  - Communicate clearly with parents regarding:
    - Student progress
    - Intervention strategies
    - Expectations and support
  - Strengthen partnerships with parents to support student achievement
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## 9. Teaching and Learning Collaboration

- Work closely with the **Teaching and Learning Lead** to ensure:
    - High-quality teaching supports strong progress
    - Data informs classroom practice
    - Staff development is aligned with school priorities
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## Person Specification (Summary)

- Proven leadership experience in a secondary school
  - Strong understanding of **data, assessment, and school performance measures (including Progress 8)**
  - Experience of improving outcomes at KS3 and KS4
  - Ability to analyse data and drive rapid improvement
  - Strong leadership and interpersonal skills
  - Commitment to inclusive education and high expectations for all
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## Key Outcomes / Success Criteria

- Improved attainment and progress across KS3 and KS4
  - Positive Progress 8 outcomes for exam cohorts
  - Gaps between vulnerable groups and peers reduced
  - Effective and impactful intervention programmes
  - High-quality, accurate data systems embedded
  - Strong accountability across departments
  - Increased parental engagement in student achievement
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## **Whole-School Expectation**

All Assistant Headteachers will actively promote **inclusion and high expectations**, ensuring that every student is supported to achieve their full potential.

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**This job description may be amended in consultation with the postholder to reflect the evolving priorities of the school.**