



GORDONSTOUN

Broader experiences, broader minds.

ASSISTANT HEAD STUDENT ACHIEVEMENT AND QUALITY ASSURANCE (SENIOR SCHOOL)

Reports to: Deputy Head Curriculum

Job Purpose: Gordonstoun has been leading the way in character education for more than 80 years. Our uniquely broad curriculum provides challenge in the classroom, at sea and in the mountains, on the stage and on the sports fields and enables students to discover the truth in our motto – Plus Est En Vous – there is more in you. The key focus of this role is to be the lead for student achievement both in the classroom and across the breadth of our curriculum. You will work to ensure policies and procedures are in place to allow all students to achieve success, and that appropriate quality assurance systems ensure we are able to evaluate progress and improve outcomes.

Responsibilities of all members of staff:

- Comply with Gordonstoun's policies and procedures on Child Protection and Health and Safety.
- Contribute in a positive way to the ethos of the school in line with Gordonstoun's values: Safe; Positive; Improving.
- Carry out any other task as required from time to time in order to support the School.

Major responsibilities

Leadership

- Support the Head of Senior School and Deputy Head in the day-to-day management of the school.
- Communicate the school's vision compellingly and support the executive strategic leadership.
- Lead by example, focusing on providing excellent education for all pupils.
- Lead on whole-school strategies and policy areas.
- Build positive relationships with members of the school community.
- Keep up to date with developments in education.
- Work closely with all of the Assistants Heads in the senior and junior schools to promote a one school culture.

Managing staff

- Assist with the selection and recruitment of new curriculum and pastoral staff.
- Be responsible for the Performance Review and Development of designated faculty groups.
- Create an ethos within which your direct reports are motivated and supported to develop their skills and knowledge.
- Implement strategies and initiatives to share best practice with others in the school, developing confidence and skills in others.

Specific Areas of Responsibility

- Lead development of assessment and reporting, ensuring efficient and effective communication with students and parents regarding progress and subsequent developments.
- Lead on the development of behaviour and attitudes for learning ensuring the emulation of Gordonstoun values across the curriculum.
- Develop the tracking and use of data from iSAMS, including rewards and conducts and registration, to improve systems and processes.
- Liaise with the Assistant Head – Teaching and Learning to ensure data is provided in a timely manner to allow appropriate interventions can be planned and implemented.
- Lead staff training focused on assessment, reporting, data, exams and behaviour for learning.
- Support the work of those involved in Higher Education and Careers to ensure students get the best possible support in making decisions about their future
- Oversee the academic aspects of the admissions process, ensuring efficient sharing of information and dealing with enquires.
- Support the Exams and Data Manager with coordination of exams and baseline testing.
- Lead the development of BTEC qualifications and act as the BTEC quality nominee.
- Support the work of the KS3 and KS4 Leaders with regards their curriculum duties

General

- The post holder has a responsibility for promoting and safeguarding the welfare of children and young people. This includes children that they are responsible for and come in contact with. The post holder must adhere to and ensure compliance with the school's Child Protection Policy and Procedures at all times.
- Contribute in a positive way to the ethos of the school in line with Gordonstoun's values.
- Teach a reduced timetable.
- Carry out any other task as required from time to time in order to support the school.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Assistant Headteacher will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Head of Senior School.

Depending on the candidate we will consider this to be either a fixed two year or a more permanent appointment.

PERSON SPECIFICATION

Attributes	Essential	Desirable	Assessment Method
Experience	<ul style="list-style-type: none"> ● Significant and relevant breadth of experience ● Managing staff teams ● Consistently outstanding teacher who has achieved excellent outcomes 	<ul style="list-style-type: none"> ● Led a whole school initiative or working party ● Involvement in school self-evaluation and development planning. ● Experience of managing and delivering change with a significant group of people. 	Application form Sight of qualifications at interview Interview
Education & qualifications	<ul style="list-style-type: none"> ● Good first degree in or closely related discipline ● Postgraduate Certificate in Education or equivalent in secondary education ● Registered with the GTCS 	<ul style="list-style-type: none"> ● Recent further qualifications in relevant areas 	Application form Sight of qualifications at interview
Skills/abilities (general)	<ul style="list-style-type: none"> ● Ability to communicate effectively with a range of audiences. ● Enthusiastic, diplomatic and calm under pressure. ● Flexible, with a can-do attitude to manage a high volume of work. ● Someone who creates a positive and cooperative working environment. ● A commitment to Gordonstoun's unique educational ethos. ● Knowledge of issues affecting student outcomes. 	<ul style="list-style-type: none"> ● Hold people to account for delegated responsibilities. 	Application form References Interview
Safeguarding	<ul style="list-style-type: none"> ● Suitable to work with children ● A full PVG check will be completed on the successful candidate 		References PVG check

Equality Act 2010 - Occupational Requirements with regard to age:

As our students are aged up to 18 years, the School has set an age requirement of 21 or over for all applicants for this post. Applying these requirements is a proportionate means of achieving a legitimate aim in line with the Equality Act 2010.