



BMAT EDUCATION - JOB DESCRIPTION

Executive Head Teacher – KS3 Assessment

REPORTS TO	Chief Executive Officer (CEO)
SALARY	Commensurate with previous experience
LOCATION	Sir Frederick Gibberd College and Secondary Academies across BMAT
WORKING PATTERN	Permanent, Full Time, Start Date is negotiable

Responsible for:

- Strategic leadership of the BMAT KS3 Assessment Practices at SFG and across the Secondaries
- Supporting the delivery of high academic standards at SFG and across the Secondaries.

Main Purpose

To lead the strategic development, implementation, and evaluation of KS3 assessment practices across at SFG and all secondary schools within the Trust. This includes ensuring assessment frameworks are aligned with the Trust's vision, improving student outcomes, and driving consistency, innovation, and excellence in assessment practices.

Key Accountabilities

Strategic leadership of KS3 Assessment

- Develop and oversee a KS3 assessment strategy at SFG that aligns with the Trust's educational vision and values.
- Provide expert guidance on assessment policy, frameworks, and practice to school leaders and teaching staff.
- Drive innovation in formative and summative assessment methods to enhance learning outcomes.
- Monitor and evaluate the impact of assessment practices on student progress and attainment.

Collaboration and Capacity Building

- Work closely with Heads of Departments, Curriculum Leaders, and other stakeholders to ensure assessment approaches are integrated with curriculum planning.
- Facilitate cross-school collaboration to share best practices and promote consistency in assessment standards.
- Provide professional development and training for staff to enhance assessment literacy and data-informed decision-making.

Data and Impact Analysis

- Lead on the analysis of KS3 assessment data to identify trends, strengths, and areas for improvement.
- Support schools in using data to drive interventions and close achievement gaps.
- Report on assessment outcomes and impact to the Trust Board and Education Executive leadership team.

Quality Assurance

- Develop and implement robust quality assurance processes for KS3 assessment at SFG and across the Secondaries.
- Ensure compliance with national standards and statutory requirements for assessment.
- Regularly review and refine assessment practices based on evidence and feedback.

Key Outcomes

- Improved consistency and quality of KS3 assessment at SFG and across the Secondaries.
- Enhanced staff confidence and capability in effective assessment practices.
- Measurable improvements in student progress and attainment at KS3.

Confidentiality

- Ensure that statutory responsibilities are maintained, e.g., Data Protection, Freedom of Information, etc.

Equality and Equity

- Ensure that BMAT reflects a vibrant and inclusive ethos with actively values and promotes diversity, unity, and community cohesion, and supports pupils to become successful, integrated citizens.
- Challenge and address discrimination in all its forms.
- Ensure a continual focus on equity as measured by pupil outcomes.

Safeguarding Children

BMAT is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.

The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment. The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

The person undertaking this role is expected to work within the policies, ethos and aims of BMAT and to carry out such other duties as may reasonably be assigned. The post holder will be expected to have an agreed flexible working pattern to ensure that all relevant functions are fulfilled through direct dialogue with employees, contractors and community members.

English Duty

This role is covered under part 7 of the Immigration Act 2016 and therefore the ability to speak fluent spoken English is an essential requirement for this role.

The duties above are neither exclusive nor exhaustive and the post-holder may be required to carry out appropriate duties within the context of the job, skills and grade.

General responsibilities common to all members of staff

All staff are responsible for the safeguarding and wellbeing of pupils and must follow BMAT guidance and policies.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post-holder.

Person Specification - Executive Head Teacher - KS3 Assessment

		Essential	Desirable
Qualifications	<ul style="list-style-type: none"> Educated to degree level or equivalent Qualified teacher status Evidence of continuing professional development Postgraduate qualification in education or leadership (e.g., NPQSL, NPQEL, or equivalent). 	<ul style="list-style-type: none"> ✓ ✓ ✓ 	<ul style="list-style-type: none"> ✓
Experience	<ul style="list-style-type: none"> Experience working across multiple schools or within a MAT structure. Substantive Secondary School Middle or Leadership Experience. Expertise in curriculum and assessment development, particularly at KS3. Demonstrable track record of improving student outcomes through effective assessment strategies. Challenging and supporting senior teams to optimise attainment and progress of students. Experience with digital assessment tools and technologies. Excellent organisational skills. Well-developed interpersonal and communication skills. 	<ul style="list-style-type: none"> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ 	<ul style="list-style-type: none"> ✓
Teaching & Learning	<ul style="list-style-type: none"> Deep understanding of national curriculum requirements and assessment frameworks for KS3. Authentic leadership of teaching and learning that generates outstanding outcomes Ability to deliver exceptional outcomes in a broad and rigorous curriculum framework 	<ul style="list-style-type: none"> ✓ ✓ ✓ 	
Strategy and Leadership	<ul style="list-style-type: none"> Vision and values aligned with BMATs high aspirations and expectations Excellent leadership and interpersonal skills, with the ability to inspire and influence others. Ability to provide operational support whilst ensuring progress to agreed strategic outcomes Understanding of school improvement Rigorous and efficient use of data to inform teaching and learning The ability to motivate school/academy leaders but also hold them to account for outcomes with proven ability to lead and manage change across multiple settings. Strong analytical skills with the ability to interpret complex data sets and translate findings into actionable insights. Exceptional written and verbal communication skills, including the ability to present complex information clearly and effectively. A deep commitment to the safeguarding and wellbeing of all students 	<ul style="list-style-type: none"> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ 	
Relationships with Stakeholders	<ul style="list-style-type: none"> Skillful management and understanding of how to inspire and secure strong relationships with stakeholders at all levels including school/academy leaders, LGBs, parents and external partners 	<ul style="list-style-type: none"> ✓ 	
Personal Qualities	<ul style="list-style-type: none"> Strategic thinker with a proactive and innovative approach. Resilient and adaptable, with the ability to manage competing priorities effectively. Commitment to the Trust's vision and values, with a passion for improving educational outcomes. Strong collaborative ethos and a commitment to building capacity within teams. Demonstrate personal enthusiasm and commitment to system leadership Demonstrate personal and professional integrity, including modelling the BMAT values and vision Flexible and able to manage deadlines, prioritising appropriately Evidence of commitment to and understanding of collective responsibility 	<ul style="list-style-type: none"> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ 	