

Role Description for Assessment Leader

Responsibility

- Develop a budget for Assessment across the school outlining priority areas
- Have a deep understanding of effective assessment that informs teaching F – 6
- Audit current assessment resources
- Develop a Whole School Professional Development Plan that ensures whole school understanding of using assessment to inform teaching at each level
- Develop and implement assessment schedules at each level and monitor the progress
- Liaise with each team to ensure there is consistent understanding of assessment for learning
- Liaise with Leadership Team to adapt reporting structures to align with assessment procedures
- Ensure parents and school community are kept informed with regard to assessment and provide opportunities for feedback regularly
- Liaise with Leadership Team regularly to consult on assessment processes and improved practices
- Promote assessment strategies in newsletters, webpage and local newspapers to improve communication and community understanding

Success Criteria

- All staff have an improved capacity to use assessment strategies to inform teaching and provide for a differentiated curriculum
- Assessment resources up to date and accessible for each team teaching pair
- Improved communication processes with school community
- Budget and priorities outlined and adhered to
- Professional Development implemented regularly
- Improved feedback processes to and from parent community
- Parent satisfaction improved on parent opinion survey with assessment and reporting