

Job Description

Assistant Head – Pastoral and Welfare

Salary/Grade	Leadership Scale 12 - 16
Reporting to:	Headteacher
Purpose:	<p>The Senior Lead for Pastoral and Welfare is a significant senior leadership position. You will have excellent leadership qualities, creativity and energy and will work alongside the existing senior leadership team to make continued, sustainable improvements.</p> <p>The core purpose of the role is to maximise the provision of strong leadership for Behaviour, Welfare, Ethos and Culture in the Academy.</p> <ul style="list-style-type: none"> • Lead student welfare and wellbeing, guidance and links with external agencies • Lead on raising standards: Social and Personal Growth • Embed SIAMS inspection framework, Christian Ethos and Collective Worship • Lead on current strategies, and further develop, to improve behaviour for learning, attendance, punctuality, and uniform • Embed the Wessex Learning Trusts graduated response and effectively use behaviour stages • Implement clear and systematic behaviour stage reviews • Develop and promote 'readiness to learn' across all students, including rewards and sanctions • Develop parental engagement • Develop and lead the Kings' vision for alternative provision • Co-ordinate bespoke education plans for the learners that may have behavioural, emotional or social barriers to their learning ensuring that this is communicated effectively • Promote, lead and monitor alternative curriculum pathways • Chair and lead the Provision Review Panel • Attend and support the Welfare and Intervention Panel • Lead on bespoke packages of education that will deliver mainstream education for Kings' most vulnerable students, communicating with subject teachers for guidance on curriculum content. This will include core subjects as well as options to maintain a broad and balanced curriculum as possible whilst producing a more creative and diverse learning experience for our students • Chair effective welfare and inclusion team meetings <ul style="list-style-type: none"> • Develop and lead staff, student and parent/carer voice to help shape and direct the vision of the Academy • Develop and promote an ethos and culture within the Academy which meets the PRIDE values

	<ul style="list-style-type: none"> • Develop and lead the House system including the promotion and systemisation of Interhouse Competitions, House Cups and student voice within Houses • Lead on the promotion and systemisation of student leadership within Houses including the clarification of House leadership roles for students • Further develop communications in House areas including display, notice boards and routine communication • Co-ordinate and provide leadership to the Head of House Team • Lead on OFSTED readiness and outcomes for Behaviour and Attitudes • Be a member of Kings' Senior Leadership Team (SLT) and undertake associated tasks/responsibilities • Establish constructive relationships with parents/carers. This may include regular meetings, reports and feedback • Maintain accurate files for all learners, to monitor and review progress for each individual learner • Line manage designated curriculum and / or House areas • Carry out professional duties in accordance with the relevant government guidance (School Teachers' Pay and Conditions document if qualified teacher)
<p>Key Responsibilities:</p>	<p>Strategic</p> <ul style="list-style-type: none"> • As a member of SLT you will be responsible for Behaviour, Welfare, Ethos and Culture across the whole school <p>Shared Responsibilities</p> <ul style="list-style-type: none"> • Formulate the aims and objectives of the Academy • Establish the policies and practice through which aims, and objectives should be achieved • Lead staff and manage resources • Monitor and evaluate progress towards achieving aims and objectives • Maintain effective links with Middle Leadership and the wider staff body • Challenge underperformance and promote and utilise effective improvement strategies <p>Operational</p> <ul style="list-style-type: none"> • If a qualified teacher, teach a subject in the main school timetable, using this to model good practice and credibility • Ensure evidence and records for an Ofsted inspection are regularly updated • Ensure safeguarding and health and safety regulations are observed, with safe working practices followed and reporting all concerns to an appropriate person <p>Leadership</p> <ul style="list-style-type: none"> • Ensure all students have equal access to opportunities to learn and develop • Contribute to the overall ethos/work/aims of the Wessex Learning Trust • Support the role of other professionals • Carry out duties and have a visible presence around the Academy, including before and after school, during the school day and break and lunchtimes as required • Attend all relevant associated meetings as required, for example, Senior Leadership Meeting and Parents' evenings • Participate in training and other learning activities and performance development as required • Accompany teaching staff and students on visits, trips and out of school activities

<p>Skills Required</p>	<ul style="list-style-type: none"> • Maintain a Behaviour, Welfare, Ethos and Culture vision and direction, which secures effective and successful learning and sustained improvements by students to prepare them for adult life and the best life chances • Work in collaboration with Senior and Middle Leaders to ensure outstanding leadership and management of Behaviour and Welfare within the Academy • Lead, track and monitor the enrichment program as part of the personal development curriculum • Contribute to the day-to-day leadership of the Academy as a member of the Senior Leadership Team • Support the Headteacher in providing clear direction for the development of the Academy • Foster the growth of the Christian distinctiveness and ethos in Academy activities as a mechanism for hope, love, respect and belonging • Contribute to management decisions on all aspects of policy, development and organisation by playing a significant role in the preparation, implementation and monitoring of the Academy’s development priorities and other improvement plans • Support the work of the Partnership Board and be accountable to them. Attendance at Partnership Board meetings will be required <p>The Academy recognises that the following skills are required for this post:</p> <p>Leading</p> <ul style="list-style-type: none"> • Flexibility: the ability and willingness to adapt to the needs of a situation and change tactics • Holding people accountable: the drive, resilience and ability to set clear expectations and parameters and to hold others accountable for performance • Leading people: the drive and ability to provide clear direction to students and staff, and to enthuse and motivate them • Passion for learning: the drive and ability to support students in their learning, and to help them become confident, independent, aspirational learners <p>Relating to others</p> <ul style="list-style-type: none"> • Impact and influence: the ability and the drive to produce positive outcomes by impressing and influencing others • Team working: the ability to work with others to achieve shared goals • Understanding others: the drive and ability to understand others, and why they behave as they do <p>Developing people</p> <ul style="list-style-type: none"> • Encourage staff to work together and share expertise within and across teams • Use coaching skills to help staff achieve their potential <p>Reflecting</p> <ul style="list-style-type: none"> • Reflect on personal and professional development • Use feedback from all stakeholders of the Academy to help improve the way you lead, manage and develop staff • Be aware of your own skills of self-management as regards time and prioritising workload <p>Inspiring</p> <ul style="list-style-type: none"> • Be able to inspire staff and students with the highest standards and expectations • Be able to take the initiative and lead from the front
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Additional duties and information	<p>Senior Leaders make a significant and sustained wider contribution to the Academy. The responsibilities outlined in this job description are in addition to those covered in the generic teachers' job description.</p> <p>The Wessex Learning Trust and Kings Academy are committed to safeguarding and promoting the welfare of students and staff. All staff working within the Wessex Learning Trust are expected to share a commitment to this. You will be expected to lead, follow and promote the procedures in the child protection policy and report any concerns.</p> <p>Whilst every effort has been made to explain the main duties and responsibilities of the post, not all individual tasks undertaken will necessarily have been identified. The postholder will be expected to comply with any reasonable request as directed by the Headteacher to undertake work of a similar nature that is not specified in this job description. This may include being the Headteacher's representative for meetings and events.</p> <p>Carry out any other duties appropriate to the grade as reasonably requested by the Chief Executive of the Wessex Learning Trust.</p> <p>Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers and to maintain a professional standard of demeanour and dress.</p> <p>Act as a positive representative and advocate of the Wessex Learning Trust at all times.</p> <p>Ensure that the aims priorities and policies of the Wessex Learning Trust are adhered to.</p> <p>This job description is current at the date shown but will be reviewed annually as part of the appraisal process or at other appropriate times as determined by the Academy.</p>

- Ability to chair meetings and be a good ambassador for the Academy in external meetings
- A good sense of humour and the ability to remain calm under pressure
- Excellent punctuality and attendance
- A can-do attitude

Application form/interview

Strategic Direction – Leadership and Management

Essential

- The ability to identify future problems and suggest solutions
- To be able to support the Headteacher in developing a broad range of strategies for improvement
- To be able to prioritise, be efficient and meet deadlines
- To be an effective team player with the capacity to lead and influence others
- The ability to set high expectations and challenge underachievement whilst retaining a positive and encouraging working relationship

Desirable

- To have experience of running a budget

Experience

Essential

- Evidence of whole school impact in a secondary school
- Evidence of successful team leadership
- Evidence of having led and implemented change
- Evidence of engaging effectively with parents/carers
- Evidence of significantly improving achievement levels of young people

Desirable

- Experience of working with the wider community

Application form/interview