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**JOB DESCRIPTION**

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| **Post Title:** | | Assistant Headteacher – Pastoral Leadership Lead Role |
| **Purpose:** | | The Assistant Headteacher will support in the leadership, operational day to day running,  strategic development and school improvement of Orchard Meadow Primary.  The Assistant Headteacher will work collegiately, as a key part of the Senior Leadership Team under the direction of the Headteacher & Executive Principal to support, challenge and influence the key stakeholders to realise the strategic vision of Orchard Meadow School.  The Assistant Headteacher will have specific responsibilities and line management but will work flexibly as the needs of the academy emerge and develop.  This role will be responsible for pupil personal development, behaviour and wellbeing; to effectively lead and manage the pastoral life of the school, ensuring the delivery of a safe and secure environment for the school community, and holding responsibility for all aspects of the welfare of all students including raising aspirations and preparing them for life in modern Britain. |
| **Reporting to:** | | Headteacher |
| **Salary/Grade:** | | Leadership Spine |
| **Hours:** | | Full time |
| **Disclosure level** | | Enhanced |
| **MAIN (CORE) DUTIES** | | |
| **Qualities and Knowledge** | * Demonstrate the highest quality of teaching, learning and assessment through own practice * Working with the leadership Team to develop the shared vision and strategic plan for his/her areas of responsibility. * Write and implement coherent action plans around their area of responsibility * Articulate both strategic vision and the operational needs with conviction and clarity, so that the academy leadership teams, staff and students understand the direction of school improvement. * Sustain a current knowledge of developments in strategy, thinking and practice in their key areas. * Take responsibility for his/her own professional development by actively engaging with and seeking opportunities for learning and development. * Plan strategically the steps needed, in their areas, on Orchard Meadow journey to excellence * Plan, implement, monitor and evaluate the impact of work within the key responsibilities. * Articulate the academy’s strategic development plan in a with clarity and conviction to outside audiences such as the Academy Directors, LA representatives, DfE and OFSTED. * Maintain documents which track and evaluate progress against key area | |

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| **Pupil and Staff** | * Work with the leadership team and staff to ensure the successful implementation of the school improvement strategy. * Be a visible presence around the Academy, promoting positive behaviour and ensuring the smooth running of the academy day. * Demonstrate effective leadership and coach teachers and learning mentors to engender best practice. * Line mange key staff providing them with support and challenge to instil a strong sense of accountability(e.g. FSW/DSL Team). * Demand ambitious standards for Orchard Meadow Pupils to positively improve their life chances. * Model creativity, integrity and resilience, with a mindful view of his/ her own wellbeing and that of those around them |
| **Systems and Processes** | * Work with key stakeholders to implement well considered, efficient and effective systems and processes within the given areas of responsibility. * Modelling effective leadership of key teams where appropriate and monitoring the performance of these teams. |
| **Leading School Improvements** | * Forge links with other mainstream schools and the local Teaching School Alliance with a view to sharing best practice and finding CPD opportunities for Orchard Meadow staff. * Champion best practice in their given area and create opportunities for Orchard Meadow to work with other schools and organisations. * Inspire, challenge, motivate and empower others to attain ambitious outcomes |
| **Specific Duties and responsibilities**  Personal Development, behaviour and welfare of all students/Safeguarding Lead, SMSC, Pupil Premium  Behaviour and attendance | * Coordinate and lead pastoral and intervention meetings, ensuring that appropriate strategies are implemented, monitored and reviewed * Lead the care, support and guidance for all pupils, liaising with parents and all external professionals as appropriate * Work with all staff to ensure that the Orchard Meadow policy and practices are consistently adhered to across the academy * To monitor behaviour data and respond to the changing need of the students * Lead on attendance; monitoring and responding to attendance issues and devising individual attendance plans for individuals (LMM Attendance Officer) * Ensuring that the academy systems for rewards and sanctions are effective. * To take the role of Designated Safeguarding Lead for the academy and ensure that all due processes are adhered to in regards to Child Protection, Looked After Children and all other vulnerable groups * To supervise the work of the Safeguarding Team * Ensure that the Headteacher and Governors are informed of all safeguarding issues * Respond immediately to all safeguarding and child protection concerns brought to your attention * To oversee and coordinate through line management the PSHE and SMSC programme across the academy * To ensure SMSC and British Values are embedded, tracked and analysed throughout all aspects of academy life and curriculum * To support pupil’s welfare, by working closely with and by accessing support from a variety of outside agencies including the SENCO/Director of Inclusion * To take a leading role in improving the involvement of parents, carers and the community in the life of the academy * Deliver high quality CPD to staff as required * Ensure that the needs and aspirations of each child, is addressed through personalised learning and mentoring. * Line manage key staff as directed. |
| Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.  Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description  Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.  Employees are expected to maintain a standard of dress conducive to their position as professionals and in setting an example to students. | |
| This job description is current at the date shown, but following consultation with you, may be changed by the Principal to reflect or anticipate changes in the job which are commensurate with the salary and job title. | |
| We are committed to safeguarding and promoting the welfare of children, and expect all staff to share this commitment.  Due to this post having access to children, candidates will be required to undertake a Disclosure and Barring Service check. | |

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| *I confirm that I have read and understood the details contained within this job description.*  *I understand that by signing this document, I agree to the terms and conditions contained within it.* | |
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| **Signed**  **Print Name** |  |
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| **Dated** |  |