**POST TITLE: ASSISTANT HEAD TEACHER - PASTORAL**

**LINE MANAGER: DEPUTY HEAD TEACHER**

**Key relationships:** Leadership Team; Directors of Learning; Heads of Subjects; Data Manager; Examinations Officer; Headteacher and staff; Academy Trust and Governing Body; Academy community including parents/carers, external agencies, local community and other schools

**Role:**

To support the vision and strategic direction of Eden Park High School by providing outstanding pastoral care that reduces barriers to learning and educates students on contextual situations.

**Main responsibilities**

* Create a positive and ambitious pastoral team ethos with Year Leaders, Deputy Year Leaders and Pastoral Assistants.
* Monitor, challenge and support the work of the Pastoral Teams and maintain the highest standards
* Assist the Deputy Headteacher in developing policies and procedures with regard to pastoral provision for all learners
* Be an exemplary leader in dealings with staff, learners, parents, and outside agencies
* Lead, facilitate and front assemblies
* Facilitate and manage the running of Friday after school detentions where necessary
* To enable outstanding progress and attainment by ensuring that attendance of all year groups is good and at least in line with the National Average.
* To lead the pastoral care of all year groups through the promotion and co-ordination of effective teamwork leading to high standards.
* Plan, coordinate and evaluate the effectiveness of Parents’ Consultation and information evenings.
* In liaison with the Deputy Headteacher plan and deliver and effective induction of new staff for the role of the form tutor and Pastoral roles.
* Undertake the line management of the Year leaders and Behaviour Leads
* Support the transition process at all key phases.
* Support the introduction of In -Year transfer students to allow them to feel secure in their new surroundings.

**Attendance:**

1. Take the strategic lead in managing the attendance and safety of all learners.

2. Be responsible for the implementation of the school’s systems, procedures and policies in relation to attendance and punctuality.

3. Develop and monitor the information system for the registration process and persistent absenteeism.

4. Be responsible for a rapid response system for failing or poor attendance and punctuality including the monitoring of first day contact procedures for absent learners.

5. Be responsible for challenging condoned absence including the responsibility for home visits to investigate and challenge non-attendance.

6. Manage the interface and referral systems for Local Authority Education Welfare Service and formal non-attendance procedures including Fixed Penalty Notices.

7. Work with appropriate staff to develop individual action plans to improve attendance with individual learners where their attendance gives cause for concern.

8. Work to raise the profile of improved attendance throughout the school.

9. Be responsible for all enquiries relating to attendance - learners, parents/carers and staff.

10. Develop specialist knowledge of attendance issues and best practice and present at SLT.

**Safeguarding:**

1. Promote and safeguard the welfare of the children and young people at Eden Park High School
2. To work closely with designated staff for Safeguarding
3. To make referrals to and to liaise and collaborate in multi-agency work with other practitioners, educational colleagues, local agencies and community groups.
4. To establish constructive relationships and communicate with other agencies/professionals to support achievement and progress of learners
5. Support learners and encourage positive attitudes to learning in and around school
6. Support the anti-bullying work, PSHCE form time curriculum in school in liaison with the Director of School Culture
7. In liaison with Director of School Culture, develop the Contextual safeguarding and education about the wider world through PSHCE and Themed Days.
8. Developing an E-Safety programme and promote the Saferschools app for parents and children

**Behaviour:**

1. Develop a structured and consistent behaviour process which tracks interventions and identifies impact.
2. Develop a recording system which is user friendly and overarches behaviour incidents, showing sanctions and rewards.
3. Develop a behaviour surgery which identifies student poor behaviour, and structures targets and plans to rectify and improve individual behaviour.
4. Complete timelines for students on a PEX trajectory
5. Support all staff through behaviour insets to become expert behaviour practitioners
6. Be the front face to the community re: all things to do with behaviour off-site
7. Maintain high visibility and presence around school: all duties, learning walks and referral rotas.
8. Prepare and review data and actions for the termly SIP and SEF