

SAPIENTIA EDUCATION TRUST
FRAMINGHAM EARL HIGH SCHOOL JOB DESCRIPTION
ASSISTANT HEADTEACHER
(Attendance, Behaviour and Safeguarding)

Line Managers job title:	Headteacher
Salary:	Leadership scale points 9-13
Tenure:	Permanent
Contract type:	52 weeks
% of FTE	Full-time or part-time – please specify upon application

THE POST

Framingham Earl High School is a member of the Sapientia Education Trust (SET). SET is an expanding multi-academy trust with 10 primary and 7 secondary schools.

The Assistant Headteacher Attendance, Behaviour and Safeguarding is responsible to the Headteacher for leading attendance, behaviour and safeguarding, taking into account the School's mission statement and ethos. This postholder will also be the school's Designated Safeguarding Lead. In addition, they will hold the post of a teacher under the standard contract for teachers at Framingham Earl High School.

The first six months of employment shall be a probationary period and employment may be terminated by the Trust during this period at any time on one week's prior written notice. The Trust may, at its absolute discretion, extend this period for up to a further six months. During this probationary period, performance and suitability for continued employment will be monitored.

PERSON SPECIFICATION

Experience

A proven track record of outstanding teaching and learning including excellent knowledge of strategies for raising achievement and achieving excellence.	Essential
Successful middle or senior leadership that motivates, challenges and develops students and staff and includes excellent knowledge of how to build and sustain a learning community.	Essential

Evidence of working productively with students, parents, Trustees and Local Authority.	Essential
Evidence of creating successful school to school, community and business partnerships.	Essential
Building successful systems to monitor and evaluate performance.	Essential
Building and sustaining programmes of study to support school's aims and ethos.	Essential
Managing performance of staff and understanding the relationship between CPD and sustained school improvement.	Essential
Strategic planning processes including leading change, creativity and innovation.	Essential
Evidence of ability to ensure best value for school budget via strategic financial planning and budgetary management.	Desirable
An understanding of safeguarding and experience of working within a safeguarding team.	Desirable

Skills

Qualified to degree level.	Essential
Qualified Teacher Status.	Essential
Designated Safeguarding Lead.	Essential
Professional Development in preparation for Leadership, NPQH or equivalent.	Desirable
Lead, inspire, challenge and empower teams / individuals to perform outstandingly.	Essential
Demonstrate personal and professional integrity and an ability to model the values and vision of the school.	Essential
Excellent communication skills with a range of audiences.	Essential
Think strategically, build and communicate a coherent vision in a range of compelling ways.	Essential
Emotional resilience in working through challenges.	Essential
Ability to form and maintain appropriate relationships and personal boundaries with children.	Essential
Demonstrate personal enthusiasm for and commitment to the learning process including a capacity for sustained hard work with energy and enthusiasm.	Essential
Give and receive effective feedback and act to improve personal performance.	Essential
Excellent skills of collaboration and networking for the benefit of pupils.	Desirable
Demonstrate 'political' insight and anticipate trends.	Desirable

Personal Attributes

Passionate about education and educational issues.	Essential
Constant drive for improvement.	Essential
Ability and energy to inspire the best in others.	Essential
Exceptional personal integrity and character.	Essential
Evidence of commitment to significant continuous professional development.	Essential
Culturally agile and adaptable.	Essential
Personal confidence, determination and resilience.	Essential
Personal impact and presence.	Essential
Displays sensitivity.	Essential
Sense of humour and approachability.	Essential
Keen for the potential of further career development.	Desirable

Both a team player and a leader.	Essential
Displays emotional resilience.	Essential

JOB SPECIFICATION

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The post holder will be responsible to the Headteacher, for teaching classes in the School using their skill, experience and best endeavors. They will abide by the Code of Conduct for Staff and Volunteers at Framingham Earl High School. A contribution to the wider life of the School by supporting extra-curricular activities is an expectation of all staff.

A non-exhaustive list of specific responsibilities for the role is below and you will be required to undertake other duties and responsibilities as may reasonably be required.

General Senior Leadership Team Responsibilities

- To be an ambassador for the School;
- To model the core values of the School in your professional life;
- To be visible throughout the School – leading and supporting the School community to commit to the core values of the School. This includes participating in and supporting duty teams, emergency cover, and ensuring excellent behaviour, attitudes and standards of students ;
- To lead the monitoring, review, and evaluation of your areas of responsibility and with the Senior Leadership Team identify the priorities that will lead to continuous improvement and the raising of standards in all areas of School life. Ensure Trustees with responsibility for your own areas are fully briefed and able to contribute effectively;
- To establish a culture that promotes excellence, equality, and high expectations for all students;
- To contribute positively to discussions leading to the development of effective policies, practices and structures;
- To ensure that resources are efficiently and effectively used to achieve the aims of the School and to facilitate its day to day operation;
- To respond professionally to unplanned situations, crises, and emergencies whenever they arise to ensure the safety and efficiency of staff and students of the School and to maintain good discipline;
- To attend meetings of the Senior Leadership Team and other School management meetings;
- To act as SLT Link to specific subject departments. This includes providing support and acting as critical friend, together with monitoring, reviewing, and evaluating the work of the departments ;
- To foster and support extra-curricular activities in the interest of the School community e.g. School productions, concerts, sports activities, trips, and excursions;
- To attend meetings of the Trust when requested as an observer and to give advice as requested. To communicate at least termly within the Headteacher's Report linked to your area of responsibilities;

- To take an equitable share of lunchtime and other duty supervision.
- To take on additional responsibilities as directed by the Headteacher and/or CEO.

Specific Responsibilities (To be updated annually or when required)

To be the school's named Designated Safeguarding Lead and oversee the DSL team ensuring provision is compliant with all aspects of KCSIE and is effective in all areas.

To have overall responsibility for attendance aiming for our Trust target of 96% for all working closely with staff members including our Child Protection and Attendance Officer, SENDCO and Directors of Learning.

To lead the Guidance team (Child Protection and Attendance Officer, Pastoral Workers, Directors of Learning) across the school to ensure that high quality support is given via the school's pastoral system.

To lead on issues of behaviour and reward across the School building on best practice and taking into account needs of our community.

To lead school systems to educate students on effective behaviour for learning and build a positive learning culture throughout the School.

To liaise with external services in relation to areas of responsibility such as Norfolk Inclusion, Police/Safer Schools Officers, Medical Needs Team Attendance Team and Fair Access Panel.

To work in partnership with families to build positive relationships to enable young people to flourish within school.

To lead on elements of the school CPD programme to ensure that behaviour, attendance and safeguarding are consistently managed within the school and are always compliant with statutory guidance.

The post-holder will be required to comply with the Trust Code of Conduct. The post holder will have access to and be responsible for confidential information and documentation. They must ensure confidential or sensitive material is handled appropriately and accurately.

The post holder shall participate in the Trust's programme of Performance Management and Continuing Professional Development.

NOTES

The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the school at the reasonable discretion of the Headteacher.

REMUNERATION

This post is paid on the Leadership Scale Point 9 – 13.

All payments are pensionable under the Teachers' Pension Scheme.

DRESS CODE

The post-holder will be expected to wear appropriate business attire. All staff will be supplied with appropriate Staff ID. This must be worn at all times to ensure that students, staff and visitors are able to identify employees.

PRE-EMPLOYMENT CHECKS

Sapientia Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All staff must be prepared to undergo several vetting checks to confirm their suitability to work with children and young people. The Trust reserves the right to withdraw offers of employment where checks or references are deemed to be unsatisfactory.