

## Job Description - Assistant Headteacher Behaviour and Welfare and Safeguarding (DSL)

<b>Post:</b>	Assistant Headteacher
<b>Overview:</b>	The Assistant Headteacher will support in the leadership, operational day to day running, strategic development and school improvement of the Rowhill School
<b>Salary:</b>	Leadership 10 -13
<b>Responsible to:</b>	The Headteacher - Rowhill School

### Core Purpose

The Assistant Headteacher shall carry out the professional duties as described in the School Teachers Pay and Conditions Document.

The Assistant Headteacher will work collegiately, as a key part of the Senior Leadership Team under the direction of the Headteacher to support, challenge and influence the key stakeholders to realise the strategic vision of Rowhill School.

The Assistant Headteacher will ensure that the strategic vision for his/her areas of responsibility and beyond are a reality at Rowhill School. They will lead by example, provide inspiration and motivation and embody, for all staff, the vision, core values, purpose and leadership of the Rowhill School.

They will work with and line manage the middle leadership and direct their work within the School. The Assistant Headteacher will have specific responsibilities and line management but will work flexibly as the needs of the school emerge and develop.

### The Role

A dynamic and innovative Assistant Principal to be responsible for welfare, behaviour, attitudes 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 pupils including attendance, quality of programmes. As the DSL the role holder will manage writing the school's Safeguarding and Child Protection Policies and Training for all stakeholders.

### 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 and policies, around their area of responsibility especially ensuring that action plans follow the Behaviour Policy, Safeguarding Policy, Child Protection Policy, The Whistleblowing Policy and The Staff Code of Conduct Policy.
- Articulate both strategic vision and the operational needs with conviction and clarity, so that the school leadership teams, staff and pupils 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 Rowhill School's journey to outstanding
- Plan, implement, monitor and evaluate the impact of work within the key responsibilities.
- Articulate the school's strategic development plan in a with clarity and conviction to outside audiences such as the Management Committee, Consortium Schools, LA representatives, DfE and OFSTED.
- Maintain documents which track and evaluate progress especially having plans to reduce suspensions for vulnerable pupils
- Will be able to work with colleagues from social services, children's' services, the police and the medical profession to work in a holistic manner to safeguard pupils.
- To manage the DDSLs and attend meetings when necessary for every pupil on the safeguarding register.

## **Pupils 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 school, promoting positive behaviour and ensuring the smooth running of the school day, meeting daily with the behaviour manager to analyse behaviour trends in order to modify behaviours in the longer term.
- Demonstrate effective leadership and coach teachers and learning mentors to engender best practice in behaviour management and safeguarding.
- Line manage key middle leaders providing them with support and challenge to instil a strong sense of accountability.
- Demand ambitious standards for all pupils to positively improve their life chances by learning how to self-regulate and manage their behaviour.
- Model creativity, integrity and resilience, with a mindful view of their wellbeing and that of those around them.

## **Systems and Process**

- 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 Improvement**

- Forge links with mainstream schools with a view to sharing best practice and finding CPD opportunities for staff.
- Champion best practice in their given area and create opportunities for us 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 pupils | | 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 staff to ensure that the Rowhill behaviour policy and practices are consistently adhered to across the school
- To meet daily with the Behaviour Manager and Headteacher to discuss behaviours and attitudes and actions needed for improvement
- To monitor behaviour data and respond to the changing need of the pupils
- Lead on attendance; monitoring and responding to attendance issues and devising individual attendance plans for individuals.
- Ensuring that the school systems for rewards and sanctions are effective.
- To do surveys termly to gauge pupil wellbeing and parent satisfaction with Rowhill's provision.
- To be visible around the school as the SLT member in charge of Behaviour and Attitudes

### **Safeguarding**

- To take the role of Designated Safeguarding Lead for the school and ensure that all due processes are adhered to in regards to Child Protection and Safeguarding
- 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 manage CPOMs and respond to all concerns raised
- To monitor the Single Central Record which is maintained by the Admin Team

- To make sure risk assessments are in place for pupils who need it and that risks are communicated with staff
- To use the bespoke teachers to make sure that pupils on reduced hour provision are receiving core education and that parents understand the need to safeguard pupils on reduced hour provision.
- To train staff and Governors annually with termly refreshers in person and ensure that all other statutory training is done on the SSS Suite.
- To ensure that Safer Recruitment guidelines are followed
- To ensure that external stakeholders all understand Safeguarding Policies of our school
- To induct new staff so that they understand policies in our school
- To ensure that the attendance team schedule visits to see pupils who are persistently absent, to see them and gauge their safety

### **Personal Development and well-being of pupils**

- To ensure that the Personal Development Curriculum covers the Safeguarding Curriculum in the school, including Peer on Peer abuse, Online Safety, Prevent, Protected Characteristics Bullying and Sex and Relationships Education.
- To oversee, monitor, coordinate and evaluate the SEMH data across the school as recorded on class charts
- To support pupils' welfare, by working closely with and by accessing support from a variety of outside agencies including the SENDCO and Designated Teacher in school
- To take a leading role in improving the involvement of parents, carers and the community in the life of the school
- 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.

### **COACHING and Pupil Voice**

- To act as a coach to group of staff identified as needing support with behaviour management
- To act as coach for pupils who are receiving high suspensions
- To use pupil voice to influence pupil well-being
- To run assemblies in small groups in areas of responsibility

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.