# The Leathersellers’ Federation of Schools: Prendergast School

Assistant Headteacher – Behaviour and Welfare (incl DSL)

Salary/Grade

Leadership Group Spine

Post held

Assistant Headteacher: Behaviour and Welfare (incl DSL)

Responsible for

The strategic leadership of student behaviour and attitudes towards their engagement with learning, including the relationship with parents and carers. The strategic leadership of inclusion with responsibility for safeguarding across the school. Assisting the Head of School and Senior Leadership Team with the overall management and development of the school.

Responsible to

The Head of School

Purpose of the job

To assist the Head of School, Headteacher and Governors in ensuring the achievement of the highest possible educational standards and attainment, by creating an atmosphere and structures in which pupils feel valued, staff have high expectations of them and standards of behaviour for learning are impeccable.

Liaising with

Leadership Team, Faculty/Subject Leaders, Pastoral Managers, Progress Leaders, Pupil Support Services, the Governing Board, external agencies including LA representatives and parents.

Duties

The Teachers’ Pay and Conditions Document specifies the general professional duties of staff on the Leadership Spine including Deputy Headteacher. In addition, certain particular duties are reasonably required to be exercised and completed in a satisfactory manner.

Key functions

* To deputise for the Head of School and take responsibility for the day-to-day running of the school in his/her absence.
* To lead the development of student access and inclusion, personalisation and support in school in liaison with the AHY Inclusion and the School Leadership Team.
* To be responsible for the school’s behaviour policy and ensure that a high standard of behaviour is maintained in lessons and around the school site so that high quality teaching and learning takes place throughout the curriculum.
* To lead the monitoring of the pupil’s access to learning, personalisation of pupil learning, ensuring that underachievement is identified and acted on is systematic ways and to provide appropriate support for pupils.
* To ensure that there are access and inclusion procedures for all pupils that enable them to feel valued and able to achieve.
* To ensure that pupils have a strong voice in the continued success of their school.

Specific responsibilities

The main responsibilities of the post are to:

* Take responsibility for the day-to-day running of the school in the absence of the Head of School as required.
* Lead the relationship with parents and carers, so that they are informed about their children’s lives in school and are able to contribute positively to their success.
* Lead the Safeguarding training for all stakeholders, including sessions for parents/carers on relevant areas.
* Be the Designated Safeguarding Lead, lead and monitor the deputy safeguarding leads and the reporting of safeguarding concerns.
* Lead the strategy that ensures pupils have an effective and powerful voice for success within the school community, including their roles as mentors and prefects.
* Liaise with the Leadership Team, Faculty/Subject Leaders, Pastoral Managers, Progress Leaders, tutors and other staff as required on the care and protection of students.
* Line manage the SENCO and the Inclusion Faculty, and ensure that all statutory duties are met.
* Liaise with outside agencies and providers of services for pupils to ensure students are properly placed and their needs are met.
* Seek out and identify appropriate provision to support learners.
* Be responsible for maintaining the agreed school attitude to dress, behaviour and discipline in liaison with the Head of School and Leadership team.
* Liaise with the Local Authority, and line manage the Attendance Officer and EWO, monitoring the operation of the Attendance Policy and its systems to support high levels of attendance and punctuality.
* Prepare a termly report to issue to the Governing Board on Attendance, Punctuality, Safeguarding, Inclusion and Behaviour and Attitudes.
* Strategically lead the Pastoral managers and progress leaders in monitoring pupil performance and work closely with subject and support staff to provide appropriate support for pupils who underachieve.
* To oversee pastoral systems, the tutor program, assemblies and manage the Pastoral managers and Progress leaders in monitoring pupil behaviour, attendance and academic achievement.
* Ensure that staff are able to achieve exceptional behaviour for learning in their curriculum areas and that lessons are challenging and exciting.
* To line manage the school nurse and oversee that all students with medical needs have up to date IHPs and access to medicine on site as required.
* Strategically lead, monitor and support the effective use of the whole school Behaviour Management Systems including the rewards system, on-call system and the work of the Pastoral Managers and Progress leaders.
* To lead the whole school approach to restorative justice and trauma informed schools.
* Lead and manage all directions to alternative provision and exclusion protocol.
* Lead and manage reintegration of students following exclusions and the schools PSP process.
* Work with the Leadership Team to produce a broad and balanced curriculum that takes account of the needs and aspirations of all our students and equips them for society
* Work with and advise the Leadership Team to ensure that there are appropriate transitions and inclusion arrangements at each stage of a pupil’s development
* Budget management
* Lead the induction of casual admissions and the managed moves protocol to ensure legal compliance, and that effective processes and procedures are adhered to.
* Participate in and support the Performance Management Policy
* Assist in the development of the School Improvement Plan and Self Evaluation and its review mechanism
* Be a key member of the Leadership Team

Conditions of employment

The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the Contract of Employment).

The postholder is required to support and encourage the school’s ethos and its objectives, policies and procedures as agreed by the governing body.

S/he shall be subject to all relevant statutory requirements as detailed in the most recent School Teachers Pay and Conditions Document.

The postholder may be required to perform any other reasonable tasks after consultation.

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 constructed.

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 at any time after consultation with the postholder.

All staff participate in the school’s performance management scheme.