

## ROBERTSBRIDGE COMMUNITY COLLEGE JOB DESCRIPTION

<b>Job Title:</b>	Assistant Headteacher: Culture & Aspirations
<b>Pay Scale:</b>	Leadership L12 – L17
<b>Date commencing:</b>	September 2024
<b>Hours per week:</b>	32.5 (full-time)
<b>Contract type:</b>	Permanent
<b>Responsible to:</b>	Headteacher

### Key Accountabilities:

#### Leadership

- To work as a member of the Senior Leadership Team to ensure that the aspirational aims and objectives of the College are realised and that policies are consistently applied.
- To gain and maintain the commitment of all stakeholders, inspiring individuals to contribute positively to shared ideas.
- To provide challenge and support to develop capacity and drive to ensure high and consistent standards of work and behaviour from staff and students within the school community.
- To establish and maintain an excellent learning environment, demonstrated by regular and robust evidence, that encapsulates the overall vision for the College.
- To ensure that day-to-day operational aspects of the College community run smoothly and efficiently.
- To provide evidence of impact within all line management responsibilities and provide strategic reports as and when required by the Headteacher.
- Be a role-model for students and staff through personal presentation and professional conduct.
- Ensure that expectations are high and College policies are delivered consistently.
- To ensure a high quality of guidance and support for students within the learning community through effective leadership and management.
- To provide leadership, professional support and guidance for staff, ensuring that all are treated fairly, equitably and with dignity and respect to create and maintain a positive culture.
- To participate in a programme of continued professional development in support of the College's vision.
- To carry out all activities in such a manner that data protection requirements are met and are in line with the College's policies for Health & Safety, and Equal Opportunities.
- Undertake such other duties as reasonably correspond to the general character of the post and commensurate with membership of the senior leadership team.
- Maintain confidentiality inside and outside the College.

#### Pastoral and Student Support

- Leadership and self-evaluation of pastoral provision, safeguarding, attendance and student well-being within the school.
- Ensure high standards of care and student support including liaising with external agencies and parents where needed.
- Line management of the wider Pastoral Support Team.
- Ensure high standards of behaviour, conduct and attendance throughout Years 7 to 11 and that effective strategies and systems are in place to support this.
- Ensure that provision of mentoring and tutor activities are of a high standard and quality assurance of pastoral provision.

#### Student Progress and Welfare

- Support all staff in understanding the needs of disadvantaged pupils and ensure the objectives to develop are reflected in improvement plans.
- Oversee the Mentoring process to ensure accurate identification and relevant support for pupils with their individual progress.

- Oversee the pastoral and student support systems in College and liaise with relevant stakeholders re student welfare.
- Lead the KS2-3 transition process at the College.
- Have an oversight of the monitoring of Attendance and Behaviour Management policies.
- Lead College representation at County level on Fair Access Protocol.
- Lead the College's Behaviour and Relationships Policy.

### **To be the Deputy Designated Safeguarding Lead (DDSL)**

- Support the implementation, promotion and review of the College's Safeguarding and Child Protection Policies and Procedures.
- Act as a point of contact within the College, receiving and acting upon any reported concerns. This includes ensuring that the completed paperwork is accurate, correct, fully completed and reviewed as necessary and stored in a secure and safe place.
- Support the DSL in ensuring that all staff are familiar with, and adhere to the College's Safeguarding and Child Protection Policies.
- Support the DSL in ensuring that all relevant contact names and numbers are known to staff and displayed in an accessible place at all times.
- Keep abreast of developments and understanding the latest information on data protection, confidentiality and other legal issues that impact on the protection of children, including attending appropriate regular training and ensuring all staff have appropriate and up to date training.
- Provide guidance on relevant matters to all staff members as appropriate and promote best safeguarding practice at all times.
- Advocate the importance of Safeguarding and Child Protection to parents.
- Monitor child attendance, accidents logs, pre-existing injury reports, concern forms and incident forms to exclude any possible child protection issues. Ensure any relevant information is recorded and acted upon accordingly.
- Represent the key link to statutory agencies during and following any formal investigations that may have to take place.
- Liaise with local children's services as necessary.
- Advocate the importance of Safeguarding and Child Protection to parents, staff, volunteers and students.

### **Support**

- Establish effective working relationships with professional colleagues and associate staff.
- Support colleagues to be successful in their own leadership role through mentoring, coaching and line management.
- Use positive management of behaviour in an environment of mutual respect that allows students to feel safe and secure and promotes their self-esteem.
- Promote and create a positive climate for learning for students and staff.
- Ensure that day to day operational aspects of the school community run smoothly and efficiently.
- Participate in the development and delivery of extended enrichment provision using the widest range of resources within the College and the wider community.
- Perform particular duties in accordance with directions by the Headteacher to ensure students' safety and well-being.

## Child Protection / Safeguarding Policy

It is the post holder's responsibility for promoting and safeguarding the welfare of children. You will comply with the College's Child Protection and Safeguarding Policy, and the requirement to report to the Safeguarding Team any concerns relating to the safety or welfare of children.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Therefore, the postholder will be subject to an Enhanced Disclosure and Barring check.

This Job Description is correct at the time of print and gives the main responsibilities and tasks of the role. These may however be changed or added to as appropriate.

There may also be the need for staff to undertake additional duties from time to time, appropriate to the level of the post. Should these additional tasks become a frequent part of the role, the job description will be revised through consultation with the post holder.

<b>Signed:</b>	<b>Post Holder:</b>	<b>Date:</b>
<b>Signed:</b>	<b>Headteacher:</b>	<b>Review Date:</b>