

# Job Description:

## Assistant Headteacher (Culture & Ethos)



### Post Details

**School/setting:** Poole High School  
**Post type:** Teaching Staff  
**Grade/Pay Level:** Leadership L15 – L19  
**Responsible to:** Deputy Headteacher

### Main Purpose

- To take strategic responsibility for the efficiency and effectiveness of the pastoral systems and structures to ensure excellent attendance, behaviour and punctuality.
- To provide strategic oversight of the development of a world-class education through the delivery of an exceptional pastoral system.
- To be responsible for ensuring that students behave with consistently high levels of respect for others, demonstrating high levels of self-control and consistent positive attitudes to their education.
- To be ultimately responsible for the implementation of an expertly designed 'personal development curriculum' and assembly programme that fosters a sense of belonging to the school community and which supports the visions, values and ethos of the school.
- To lead and inspire excellence throughout the school.

### Duties and Responsibilities

#### Standards

- To work closely with other senior leaders to ensure a calm and orderly environment across the school during both lesson and social times.
- To work as part of the wider leadership team to ensure the smooth operational running of Poole High School.
- To work as part of the senior leadership team to ensure that health and safety policies and practices, including risk assessments, are implemented.
- To work as part of the senior leadership team to plan and deliver high-quality training and CPD for staff.

#### Culture & Ethos

- To take significant responsibility for the development and articulation of the culture and ethos of the school, leading others to deliver an environment which is highly aspirational, supportive, inclusive and caring.
- To be responsible for the implementation of clear and effective behaviour policies and systems with clearly defined consequences that are applied consistently and fairly by all staff.
- To be responsible for the oversight and implementation of clear routines and expectations for the behaviour of students across all aspects of school life, not just the classroom.
- To provide accurate and timely reporting to the School Ambassador Committee and other senior leaders on all aspects related to the attendance, behaviour and attitudes of students.
- To ensure attendance across the schools exceeds the targets set by the Headteacher and School Ambassadors through the development of robust systems and processes that are thoroughly understood and consistently implemented as a result of timely and accurate tracking and monitoring.
- To work closely with the SEND and Inclusion teams alongside other schools, the LA and external agencies to ensure that students who present with specific challenges are able to access a suitable and effective education.
- To be ultimately responsible for the development of Student Voice, distributing leadership of this where necessary, but ensuring that student views and opinions are gathered frequently and considered when effecting change.
- To create the environment in which bullying is not tolerated, and that, should it occur, incidents are dealt with quickly and effectively and are not allowed to spread.
- To ensure the effective implementation of the prefect system and other aspects of student leadership.

## Staffing

- To line manage, lead, and motivate the Directors of Behaviour, Attendance and Personal Development to deliver exceptionally high standards of behaviour and pastoral care across the school.
- To work with the Director of Behaviour on exclusions, developing policy and systems to ensure that fixed-term exclusions are used appropriately and that students have an effective reintegration process that ensures their behaviour is managed effectively.
- To foster a sense of team belonging within each staff member, and derive an overall positive and aligned culture that is in sync with the wider school ethos.
- To promote teamwork and to motivate staff to ensure effective, inclusive, and collaborative working relations.

## Leadership

- To contribute significantly to the development, implementation, monitoring and evaluation of the SIP and SLEP, taking responsibility for key areas within these.
- To take responsibility for their own professional development, CPD and wider reading as expected of an Assistant Headteacher, in addition to maintaining a sharp focus and awareness of current educational thinking and policy.
- To work closely with the Deputy Headteacher and other pastoral leaders to ensure a joined-up approach to supporting the mental health and well-being of young people.
- To have oversight of student events that support the culture and ethos of the school.
- To take on subject line management responsibilities, as agreed with the Headteacher.

## Safeguarding Duties and Responsibilities

- To act as one of the deputy DSLs for the school.
- Promoting and safeguarding the welfare of children and young people in accordance with the school's Safeguarding and Child Protection policies.

## Other Duties

All Twynham Learning staff may periodically be expected to carry out tasks and duties within their area of competence that are not listed herein, as directed, to meet the needs of the trust. The particular duties and responsibilities may vary from time to time.

## Twynham Learning Attributes for all Staff

Ambition for excellence  
Professionalism  
Humility  
Championing change

Inclusiveness  
Positivity  
Community-mindedness  
Being collaborative

## Qualifications, Knowledge, Skills and Attributes Required

### Essential:

- Qualified teacher status and statutory induction completion.
- An outstanding classroom practitioner across all key stages.
- A high-energy and passionate individual with a clear moral purpose, who is driven by a desire to improve the life chances of young people.
- Able to evidence outstanding teaching and learning in current role
- A reflective practitioner with a history of expertise in classroom pedagogy and the ability to improve outcomes for students
- Demonstrates high levels of professionalism at all times and is a role model for others
- Is able to communicate effectively and positively with all stakeholders at all levels
- Is committed to the wider aspects of school life, including extra-curricular activities
- An ability to inspire and relate well to the whole community.

- An emotionally intelligent colleague who can adapt to a range of situations and communicate with various stakeholders, including students, parents and other colleagues and professionals.
- A team player who is comfortable in both providing and responding to professional challenge.
- A commitment to and evidence of professional development of both yourself and others
- A commitment to engaging with evidence and research to inform practice
- Outgoing and enthusiastic with a positive “can-do” attitude and a solution-focused approach.
- Highly emotionally resilient

**Desirable:**

- A good sense of humour

### Notes

This job description may be amended at any time in consultation with the postholder.

### Glossary

Explanations of any abbreviations or jargon contained in this job description can be found in our [Twynham Learning Glossary](#).