

## Gosforth Central Middle School



### Job Description

<b>Post Title:</b>	Assistant Headteacher
<b>Pay Scale:</b>	Leadership Scale L8 – L12
<b>Responsible to:</b>	Headteacher
<b>Responsible for:</b>	To provide professional, strategic and dynamic leadership to support successful outcomes for all students.
<b>Job Purpose:</b>	As above

### Main Purpose of the Role

The Assistant Headteacher will play a crucial role in supporting the Headteacher in leading and managing Gosforth Central Middle School, a high-performing middle school with a strong commitment to developing and embedding a Restorative and Relational Approach. The Assistant Headteacher will contribute to the strategic direction, vision, and values of the school, ensuring the delivery of exceptional pastoral and academic support for all students.

### Key Responsibilities and Duties

#### Strategic Leadership and School Development

- Support the Headteacher in leading and managing the school through effective strategic and resource planning, and the creation and implementation of a school development plan
- Lead safeguarding, child protection and attendance across the school (including online safety)
- Monitor progress towards the school's objectives and evaluate the impact of initiatives
- Work closely with the Headteacher, other senior leaders, and school colleagues to ensure a cohesive and collaborative approach
- Actively support the Headteacher/SLT, and staff in the promotion and achievement of the aims and objectives of the school

#### Operational Management

- Support the day-to-day running of the school, ensuring smooth and effective operations
- Contribute to staff deployment, timetabling, and resource management
- Work with administrative teams to ensure efficient school systems

## **Safeguarding and Child Protection**

- Lead safeguarding and child protection across the school (including online safety)
- Ensure the safety and well-being of children across the school
- Provide advice, training, and support to enable the school community to have the knowledge and understanding of all safeguarding policies and practises, and ensure they are adhered to
- Lead whole-school training, advise and support other members of staff on child welfare, safeguarding and child protection matters, and liaise with relevant agencies such as the local authority and police
- Provide relevant and appropriate training to all stakeholders and keep abreast of contextual issues
- Monitor and evaluate the school's internal online monitoring system 'Smoothwall' and the pupil comments online reporting system Tootoot
- Ensure all safeguarding records are kept up to date on CPOMS
- Manage the CPOMS system to ensure appropriate levels of confidentiality are maintained
- Provide advice and support to staff on child well-being, safeguarding and child protection matters
- Train all staff on safeguarding on an annual basis and provide further routine update training at key points in the year
- Lead/contribute in strategy discussions/inter-agency meetings, provide relevant information and share information with key people
- Encourage a culture of listening to children and take into account their wishes and feelings within safeguarding guidelines
- Understand the difficulties that children may have in approaching staff about their circumstances and consider how to build trusted relationships which facilitate communication
- Understand the culture of the school's families and the local community
- Coordinate early help referrals
- Refer cases of suspected abuse and neglect to the local authority children's social care using appropriate systems and procedures and be confident to challenge where appropriate

## **Attendance and Pupil Wellbeing**

- Develop, implement and evaluate strategies to improve pupil attendance, working closely with key stakeholders
- Work closely with the deputy headteacher to identify and evaluate strategies for improved well-being of students in school
- Assist the Headteacher/SLT in maintaining and developing positive and constructive partnerships with parents and the local community
- Work closely with senior leaders responsible for pastoral care and teaching and learning to ensure the highest standards of learning and pastoral care are achieved

## **Other Responsibilities**

- Lead on Looked after children and Post Looked after children, engaging with multi-agency teams
- Oversee educational trips and visits
- Monitor progress towards the school's objectives and evaluate the impact of initiatives
- Lead on Health and Safety areas- e.g. Fire Risk assessments/Health and Safety Audits
- Represent the school at external meetings and events as required

## **Skills and Competencies**

- Proven track record of successful leadership and management experience in a secondary/middle/primary school setting
- Excellent understanding of safeguarding legislation, policies, and procedures, and the ability to lead and coordinate effective safeguarding practises
- Strong communication and interpersonal skills, with the ability to build positive relationships with students, staff, parents, and external agencies
- Ability to work collaboratively with the Headteacher, senior leadership team, and colleagues to drive school improvement
- Excellent analytical and problem-solving skills, with the ability to monitor progress, evaluate impact, and implement effective strategies
- Commitment to promoting the school's Restorative and Relational Approach and supporting the diverse and inclusive learning environment

- Ability to lead and manage staff, providing support, training, and professional development opportunities
- Strong understanding of curriculum development, teaching and learning, and student progress and attainment

### **Professional Development**

The school is committed to supporting the professional development of all staff, including the Assistant Headteacher. The successful candidate will have access to a range of training and development opportunities, both within the school and through external providers, to enhance their skills and knowledge, and to support their career progression.

### **Safeguarding**

Safeguarding and promoting the welfare of children is of the utmost importance. The Assistant Headteacher will be responsible for leading and coordinating all aspects of safeguarding and child protection across the school, ensuring that the school's policies and procedures are implemented effectively, and that all staff are trained and supported to fulfil their safeguarding responsibilities. The Assistant Headteacher will work closely with the Deputy Designated Safeguarding Leads, the Headteacher, and other senior leaders to ensure that the school provides a safe and nurturing environment for all students.

**March 2025.**