

Headley Park Primary School

Assistant Headteacher - Pastoral

Job Description

Job title	Assistant Headteacher - Pastoral
Location	Headley Park Primary School
Salary	L5 - L8 (£52,074 - £56,082)
Responsible to	Headteacher and Governing Body
Contract type	Full-time, permanent

Role summary

This job description should be read alongside the range of duties set out in the current School Teachers' Pay and Conditions Document.

This document summarises the range of responsibilities of the Post Holder and provides a framework for professional development. The specific nature of the responsibilities to be undertaken by the successful candidate will be modified over time to meet the needs of the school.

The post holder will be required to undertake some regular teaching responsibilities each week.

Main purpose:

Headley Park Primary School exists to ensure that **all children** enjoy their education, achieve excellence and develop character as part of a strong community. Everything we do at HPPS is led by four key drivers: excellence, community, character, equity.

The role of the Assistant Headteacher is to develop and lead safeguarding and pastoral care across the school, including behaviour, attendance and well-being. The Assistant Headteacher will oversee provision for children in receipt of the pupil premium and act as designated teacher for looked after children. They will be a visible presence in the school, supporting colleagues in embedding the behaviour curriculum and leading on safeguarding as the designated safeguarding lead (DSL).

Duties

Main activities

Excellence

- Demonstrate excellent classroom teaching in order to establish credibility, act as a role model and leader to teaching and support staff, and foster the high expectations to which the school aspires.
- Support the Headteacher and other members of the leadership team in establishing a learning environment that promotes high standards of behaviours for learning, engagement and independence.
- Work with the Headteacher and Deputy Headteacher in setting, nurturing, promoting and maintaining a high standard of behaviour and mutual respect throughout the school ensuring that all staff play an active role in the pursuit of these standards.

- Lead on the behaviour and attitudes area of the ofsted framework across the school.
- Be a visible presence in the school supporting children and colleagues throughout the day.
- Provide training and support which ensures that the behaviour curriculum is embedded and consistent across the school, with a focus on seeing behaviour as communication.
- Analyse data on behaviour, putting in place changes in provision and support alongside the SENCO, Phase Leaders, pastoral leader and class teachers as appropriate.
- Work with the attendance officer to monitor attendance records and ensure that whole school strategies are in place to encourage good attendance.
- Work with the pastoral team and class teachers as appropriate to identify and act to improve attendance of persistent absentees.
- Support in coordinating core group and pupil progress meetings in order to set targets and make individual plans for raising achievement for specific children or groups.
- Take responsibility for collating evidence for specific sections of the school's Self Evaluation Form and Development Plan.
- Support the appraisal process for teachers and support staff as required and use the process to develop personal and professional effectiveness.
- Take responsibility for coordinating provision for Pupil Premium Funded Children and Looked After and Previously Looked After Children (LAC and PLAC).
- Ensure policies related to pupil premium, LAC and PLAC, and behaviour are up to date, communicated and distributed correctly.

Community

- Support and secure the commitment of others to the vision, values and policies of the school and promote high levels of achievement across the school.
- To be the designated safeguarding lead for the school and maintain levels of training and qualification as needed to ensure that this role is carried out effectively and in line with all statutory guidance.
- To have a strategic overview of safeguarding in the school, working with the Trust safeguarding lead when appropriate.
- To promote the welfare of children in all aspects of safeguarding.
- Be responsible for keeping up to date on all latest legislation regarding Keeping Children Safe in Education and training/updating staff accordingly.
- Be responsible for ensuring policies are in line with current legislation and are communicated and distributed effectively to all.
- Lead, attend and contribute to meetings with other professionals involved in the welfare and development of children as well as formal and informal conferencing with parents and carers where required.
- Support the appraisal process for teachers and support staff as required and use the process to develop personal and professional effectiveness.
- Take responsibility for inducting new staff and students and keeping the contents of the staff handbook up-to-date.
- Report to governors, the headteacher and SLT, and the Cathedral schools Trust executive team on safeguarding, behaviour, pupil premium, LAC and PLAC trends.
- Take a lead on mental health and wellbeing school strategies (for staff and pupils).
- Liaise effectively with parents, governors and other parties linked to the school and develop effective working partnerships.
- Attend and contribute to meetings with other professionals involved in the welfare and development of the children as well as formal and informal conferencing with parents and/or carers, where required.
- Take assemblies regularly and teach classes or groups when required to ensure the smooth running of the school.

- Work closely with colleagues across the Cathedral Schools Trust, representing the school when required.
- Act as the headteacher, undertaking all the duties and responsibilities that the role requires, in the absence of the headteacher and/or deputy headteacher, where required

Character

- Support the headteacher and other members of the leadership team in establishing a learning environment that promotes high standards of behaviour, behaviour for learning and independence.
- Work with the headteacher and assistant head in setting, nurturing, promoting and maintaining a very high standard of behaviour and mutual respect throughout the school ensuring that all staff play an active role in the pursuit of these standards.

Equity

- Act in accordance with school policy on equal opportunities and anti-discrimination.
- Act in a way that shows respect for other adults as valuable contributors to the effectiveness of the whole school. This implies conduct that demonstrates a commitment to participation in a shared school venture and a respect for boundaries and confidentiality.
- Set a good example in terms of dress, punctuality and attendance.
- Carry out the role of Designated Teacher for looked after children and previously looked after children. Maintain appropriate records.
- Liaise with the virtual school for children in care and other professionals, as appropriate.
- Be the champion for all children in receipt of pupil premium and take responsibility for coordinating provision for them.
- Write the annual pupil premium report to share with governors and ensure that it is shared on the website and evaluated.
- Monitor the effectiveness of interventions in place for pupil premium children and keep up to date with research on best practice in this area.
- Analyse key performance data for children in receipt of pupil premium.
- Develop understanding and practice amongst staff about effective ways of removing barriers and raising achievement for disadvantaged children.

Other Duties and Responsibilities

- Take on specific tasks related to the day to day administration and organisation of the school.
- Take on any additional responsibilities agreed with the headteacher.
- Challenge the headteacher, in a professional manner, if he/she acts in a manner which may be deemed inappropriate or ineffective.

This list of duties is not exhaustive. The post holder will be expected to adopt a flexible attitude to the duties which may have to be varied subject to the needs of the school and in keeping with the general profile of the post and commensurate with the grade.

General accountabilities

- So far as is reasonably practicable, the post holder must promote safe working practices by employees, and in premises/work areas for which the post holder is responsible, to maintain a safe working environment for employees and service users. These are defined in the corporate health, safety and welfare policy and codes of practice
- Work in compliance with the codes of conduct, regulations and policies of the Cathedral Schools Trust and its commitment to equal opportunities

- Ensure that output and quality of work is of a high standard and complies with current legislation/standards.

Safeguarding

We are committed to safeguarding and promoting the welfare of children, young people and adults and expect all staff and volunteers to share this commitment.

All posts at Cathedral Schools Trust are subject to pre-employment checks including, but not limited to, initial and periodic enhanced level checks with the Disclosure and Barring Service.

The duties outlined in this job description may be modified by the Headteacher, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.

This document does not form part of your contract of employment with the school and is not a comprehensive statement of procedures and tasks but sets out the main expectations in relation to the post holder's professional responsibilities and duties.

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Cathedral Schools Trust recognises the strength in diversity. Our schools have a wide range of cultural, socio economic and religious influences and we use this to ensure that we broaden our understanding of each other and the world. We welcome applications from people of all backgrounds, but particularly welcome those from BAME backgrounds, as we recognise that our staff team does not currently reflect the diversity of our student body.

As part of our commitment to equal opportunities, all applications are to be made using our application form and we would be grateful if they could be accompanied by an equal opportunities monitoring form. The equal opportunities form is anonymous and is not shared with the shortlisting panel.

Headley Park Primary School

Assistant Headteacher (Pastoral)

Person Specification

Responsible to: Headteacher, Headley Park Primary School
Salary: L5-L8
Start date: 2nd September 2024

Person Specification

The successful candidate will be an inspiring and empathetic leader, able to build strong relationships with colleagues, children and families. They will be an organised leader of pastoral systems and processes and provide impactful leadership and support to colleagues. They will have high expectations of our children and work hard to ensure that barriers to their future success are removed. They will be kind, committed and curious.

Personal Qualities and Attributes
Excellent written and verbal communication skills.
Adaptable to changing circumstances and new ideas.
Approachable and enjoys being highly visible to children and parents.
Capacity to express optimism & positivity, passion & drive, empathy & intuition, emotional intelligence and resilience.
Self-motivated with a high level of organisational skills and the ability to prioritise workload effectively.
Inquisitive, curious and able to think creatively, solve problems and make decisions based on sound judgement.
Passionate about delivering high quality education to children and their families.
Values diversity and the unique contribution every individual makes to the learning community.
Demonstrates professionalism, loyalty and integrity.
Able to learn quickly and an active commitment to professional learning, reading and development.
Qualifications and experience
A qualified, experienced, excellent teacher with experience of success in more than one key stage.
A strong understanding of EYFS, KS1 and KS2 curriculum.
Recent professional development that prepares the applicant for this pastoral leadership post.

Experience of having led on school improvement priorities and having demonstrated a positive impact.
Experience of successfully leading a team and line managing people.
A thorough understanding of the importance of safeguarding and the role of designated safeguarding lead.
Strategic direction, leadership and shaping the future
Demonstrate the ability to think strategically.
Ability to inspire, challenge and motivate others and communicate effectively with different audiences.
Track record of providing inspirational and strong collaborative leadership to teaching staff, governors and parents.
Evidence of using data, benchmarks and feedback to monitor progress in children's learning and development to inform personalisation.
Evidence of leading innovative approaches to learning and inclusion.
Developing self and working with others
A track record of fostering an open, fair and equitable culture.
Collaborates and networks with others within and beyond the school to improve outcomes and provision, particularly for disadvantaged children.
Has high expectations of self and others and effectively holds others to account.
Gives and receives effective feedback and acts to improve personal performance.
Experience of working effectively with different teams and colleagues.
Managing the organisation
Ability to deputise for the headteacher and deputy headteacher as needed and to help manage the school efficiently and effectively on a day-to-day basis.
Thinks creatively to anticipate and solve problems.
Strengthening Community
<p>Is committed to:</p> <ul style="list-style-type: none"> • Working with external agencies for the effective safeguarding and wellbeing of all pupils and their families. • Involving parents and community in supporting the learning of children and in defining and realising the school vision.
Show an ability to build good relationships with vulnerable children and families.

A good understanding of a relationships based approach to behaviour management and the impact of adverse childhood experiences.

Safeguarding children

Knowledge of current legislation and the requirements of the role of designated safeguarding lead.

Proven track record of promoting the safeguarding of children.

References

Two fully supportive references, one of which must be from your current employer.

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