

HEREFORDSHIRE PUPIL REFERRAL SERVICE



JOB DESCRIPTION

<p>Job Title: Assistant Headteacher</p> <p>Organisation: Herefordshire Pupil Referral Service (HPRS)</p> <p>Location: Initially based at St. David's Centre, but may be required to work across HPRS sites.</p>	<p>Grade: L1-5</p>
<p>Organisational information: Responsible to: Head of HPRS</p>	
<p>Key relationships/Functional links with: Schools, Council Services (e.g., education, HR, social care, public health) Housing, Police, community health, Youth Offending Service, Independent Careers Advisers, etc.</p>	
<p>Main Purpose of Job:</p> <p>The Assistant Headteacher will carry out the professional duties commensurate with the appointment and in the exercise of these duties will be responsible to the Head of HPRS as appropriate. They will be responsible for the operational running of St. David's Centre in the absence of the Head of HPRS.</p>	
<p>Main Responsibilities / Accountabilities</p> <p>The jobholder will be expected to complete the responsibilities / accountabilities effectively.</p> <ul style="list-style-type: none">• To secure effective teaching, successful learning and achievement by pupils and sustained improvement in their spiritual, moral, cultural, emotional and physical development;• To be an outstanding role model for all colleagues and to make a contribution to the maintenance of high standards in all areas of school management and organisation; <p>In conjunction with the Head of HPRS:</p> <ul style="list-style-type: none">• To organise the effective and efficient management of St. David's Centre;• To be responsible for the management of teachers, teaching support and administrative staff within St. David's Centre;• To be responsible for the safety and well-being of St. David's pupils and staff;• To provide information requested by Head of HPRS for a variety of audiences;• To work with the management committee to provide direction and development for HPRS with pupils, parents and the local community. <p><u>Core Generic statements for all posts within CYPD</u></p> <p>All staff are;</p> <ul style="list-style-type: none">• Expected to make significant contributions to the development and/or implementation of the Herefordshire Children's and Young People's Plan in their area of service delivery / work.• Accountable for their work and should ensure that work output and quality is of the highest quality and in accordance, where appropriate, with current regulations/legislation/Council standards.	

HEREFORDSHIRE PUPIL REFERRAL SERVICE



- Responsible for their own continuous self-development in order to enhance their own performance and expected to undertake relevant training and development.
- Expected to promote the Council's employment policies, with particular reference to diversity, equality of access and treatment in employment and service delivery and to support /develop a working culture within these services that reflect the Council's vision.

Job Activities:

- To teach pupils appropriate to their age, aptitude and ability, taking particular account of their special needs;
- To establish a creative, responsive and effective approach to learning and teaching;
- To review, manage and develop the curriculum, as required;
- To lead the promotion of excellent standards of pupil behaviour and attendance
- To ensure a consistent and continuous school-wide focus on monitoring pupil progress, academically, socially and emotionally through effective use of data, developing the use of benchmarks to monitor progress in every child's development;

- To promote the health, safety and wellbeing of pupils
- To communicate and consult with parents, carers and other appropriate agencies;
- To liaise with schools, alternative provision and other professionals, to arrange appropriate educational packages for pupils within DfE guidance;
- To co-ordinate the recording and reporting of the attendance, exclusions, development, progress and attainment of pupils;
- To monitor and evaluate the work of staff;
- To attend appropriate operational and multi-agency meetings as required;
- To oversee the general maintenance and security of the building in conjunction with the site manager, the business manager and the Head of HPRS;
- To undertake any other duties commensurate with the post and as directed by the Head of HPRS.

NOTES:

- This job description should be read in conjunction with the Statutory Conditions of Employment for Teachers detailed in the extant School Teachers Pay and Conditions document.
- The Assistant Headteacher may be required to travel around the county in order to carry out various responsibilities of the post.

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Other Information

- Disclosure type: enhanced

Safeguarding – The post holder needs to be trained to the appropriate level in the HSCB training structure. The post holder is responsible for ensuring they receive refresher training at intervals specified in local policy.

General information:

The post holder will be required to comply with organisation's policies and procedures.

The organisation has a no smoking policy. Staff are not permitted to smoke on any of the organisation's premises nor in any vehicle used on organisation business.

The post holder will promote the organisation's Health and Safety work policies and ensure that these are implemented effectively within his/her areas of responsibility.

This Job Description covers the main duties and responsibilities of the job and will be subject to review and amendment, in consultation with the post holder, to meet the changing needs of the organisation.

Other activities commensurate with this Job Description may from time to time be undertaken by the post holder.

Line Manager Name:
Beverley Blower

Line Manager Signature:

Date: 4th June 2024

Date Job Description last reviewed:

June 2024



PERSON SPECIFICATION

Job information as shown on organisation chart

Job Title: ASSISTANT HEADTEACHER		Grade: L1-5
Organisation: Herefordshire Pupil Referral Service (HPRS)		
Location: HPRS / St. David's Centre (& the ability to work across all HPRS sites)		
All candidates will be considered on their ability to meet the requirements of the person specification	Essential criteria	Method of Assessment*
Experience	<ul style="list-style-type: none"> • Evidence of significant successful teaching • Teaching experience that includes behaviour management of pupils with emotional, social or behavioural difficulties; • Experience of managing a unit / leading a department / middle-management; • Experience of working with other adults in stressful situations; • Experience of inter-agency work 	AF, S, I
Skills and Abilities <i>Including personal attributes</i>	<ul style="list-style-type: none"> • Excellence in classroom practice • Expertise in subject area • Good interpersonal skills; • Ability to motivate others and team build; • Ability to plan, prioritise and make decisions; • Organisational skills; • Management skills; • High Level of professionalism in difficult situations; • Creativity; • Calm response to crises; • Understanding of disaffected pupils. 	AF, S, I
Qualifications and Training <i>including professional qualifications</i>	<ul style="list-style-type: none"> • Qualified Teacher Status • Educated to degree-level • Record of appropriate in-service training 	AF, S, I
Other Factors <i>e.g. ability to work shifts, physical requirements (with adaptations where appropriate), ability to drive, agility to travel around county etc.</i>	<ul style="list-style-type: none"> • Genuine care and respect for, and ability to ensure, the welfare of pupils • Flexible working hours; • Good communication skills; • Enthusiasm; • Sense of humour. 	AF, S, I

*Method of Assessment: AF = Application Form; I = Interview; S = Selection Method; P= Presentation

Date Person Specification last reviewed

June 2024
