



# Job Profile - Assistant Head

## *Job Purpose*

To provide strategic leadership across the school for behaviour, attendance and safeguarding, ensuring a safe, inclusive and disciplined environment in which all students can thrive.

As Designated Safeguarding Lead (DSL), the postholder will take lead responsibility for child protection and safeguarding, ensuring statutory compliance and promoting a strong culture of vigilance and care.

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## *Key Accountabilities*

### **1. Strategic Leadership**

- Contribute to the overall leadership and management of the school as a member of the Senior Leadership Team
- Lead on the development, implementation and evaluation of policies relating to behaviour, attendance and safeguarding
- Promote a culture of high expectations, inclusion and student wellbeing
- Use data and evidence to inform strategic planning and school improvement

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### **2. Behaviour & Culture**

- Lead and oversee the school's behaviour policy and systems
- Ensure consistency in behaviour management across all staff
- Monitor behaviour data, identifying trends and implementing targeted interventions
- Support staff through coaching, training and modelling best practice
- Oversee systems for rewards, sanctions and restorative approaches
- Manage serious behaviour incidents and ensure appropriate follow-up

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### **3. Attendance**

- Lead the development of whole-school attendance strategy
- Monitor attendance and punctuality, ensuring robust tracking and reporting systems
- Identify students at risk of persistent absence and implement targeted interventions
- Work with families, external agencies and staff to improve attendance outcomes
- Ensure compliance with statutory attendance requirements

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#### **4. Safeguarding & Child Protection (DSL)**

- Act as the Designated Safeguarding Lead, taking responsibility for safeguarding and child protection
- Ensure all safeguarding policies and procedures are compliant with statutory guidance
- Manage safeguarding concerns, referrals and casework effectively
- Liaise with external agencies including social care, police and other professionals
- Maintain accurate, confidential safeguarding records
- Ensure all staff receive appropriate safeguarding training and updates
- Promote a strong safeguarding culture across the school

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#### **5. Inclusion & Student Support**

- Support vulnerable and at-risk students to overcome barriers to learning
- Work closely with pastoral, SEN and inclusion teams
- Promote equity, diversity and inclusion in all aspects of school life

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#### **6. Line Management**

- Line manage pastoral leaders, attendance staff and safeguarding team members
- Set clear expectations and hold staff accountable for performance
- Support professional development through coaching and appraisal

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#### **7. Partnership with Parents & External Agencies**

- Develop positive relationships with parents/carers to support behaviour and attendance
- Work collaboratively with external professionals and agencies
- Represent the school in multi-agency meetings where appropriate

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#### **8. Compliance & Safeguarding Duties**

- Ensure the school meets all statutory safeguarding, behaviour and attendance requirements
- Maintain up-to-date knowledge of relevant legislation and guidance
- Act as a Deputy Designated Teacher for Looked After Children if required

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#### **9. General Responsibilities**

- Support the day-to-day running of the school
- Undertake duties as directed by the Headteacher
- Participate in school events, meetings and wider life of the school

- Promote and safeguard the welfare of children and young people at all times
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### ***Key Relationships***

- Headteacher and Senior Leadership Team
  - Teaching and support staff
  - Students and parents/carers
  - Governing body
  - External agencies (e.g. social care, education welfare, police, health services)
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### ***Performance Indicators***

Success in this role will be demonstrated by:

- Improved behaviour standards and reduction in incidents
- Improved attendance and reduced persistent absence
- Effective safeguarding systems and positive outcomes for vulnerable students
- Strong staff confidence and consistency in behaviour and safeguarding practice

The details of the job description may be subject to change to meet the changing needs of the school, but always through mutual agreement and discussion.

*The Hythe Community Primary School are committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The appointment will be subject to an enhanced DBS disclosure and the successful applicant will be registered, if required, with the relevant body.*

*All members of staff have a responsibility for promoting and safeguarding the welfare of children and young persons they are responsible for, or come into contact with.*