# **Woodhey High School**

**Assistant Headteacher – Inclusion (Safeguarding & Pastoral)**

**Person Specification**

**Job Title:** Assistant Headteacher – Inclusion (Safeguarding & Pastoral)

**Salary:** L14-18

**Responsible to:** Headteacher

**Responsible for:** Performing in accordance with the provisions of the School Teacher’s Pay and Conditions Document and within the range of teachers’ duties set out in that document.

**Statement of Purpose**

To take responsibility for whole school pastoral care which includes behaviour, attendance and safeguarding. The main aspects of the role involve the strategic leadership of our pastoral system and being the Designated Safeguarding Lead. To work alongside the Assistant Headteacher for Inclusion (SEND and Vulnerable Groups) to ensure that the school covers follows inclusive practices. All senior leaders carry out daily operational activities and have a teaching commitment commensurate with the scale of the role.

**Professional duties:**

The successful candidate, in addition to carrying out the professional duties of a teacher and those duties particularly assigned by the headteacher, must:

* Play a major role under the overall direction of the Headteacher in:
  + Formulating the aims and objectives of the school;
  + Establishing the policies through which they are to be achieved;
  + Managing staff and resources to that end;
  + Monitoring progress towards their achievement;
* Undertake day to day operational duties commensurate with the role;
* Undertake any professional duties of the headteacher reasonably delegated by the headteacher.
* Lead by example, providing inspiration and motivation and embody for all students, staff, academy councillors and parents, the vision, purpose and leadership of the school.

**Main responsibilities:**

* Lead strategically the school’s pastoral systems and structures;
* Implementation of Behaviour Policy and all associated policies and systems including Rewards & Sanctions systems
* Lead member of staff delegated by Headteacher for all Safeguarding issues including Child Protection (Designated Safeguarding Lead)
* Attendance;
* Oversee Parents’ Evenings;
* Assembly coordination;
* Whole School Home-School Communications;
* Transition (including Open Day);
* PHSE and CEIAG;
* Alternative Provision;
* Attendance and reporting to Academy Council ‘Standards Committee’ .

**Line Manage:**

* Pastoral leadership Team (Heads of Year);
* Pastoral Manager;
* Attendance Officer;
* PHSE/CEIAG Co-ordinator.

**Principle Duties:**

* To effectively lead and manage, school Pastoral Leaders and ensure that the work of pastoral support staff is directed effectively and appropriately.
* Manage, implement and review the school pastoral and support systems, including review school rewards and sanction systems including staff roles within each.
* To lead the implementation of the School’s Behaviour Policy, and lead and model strategies for behaviour for learning across the school, providing training, mentoring and coaching for other staff as required alongside SLT.
* Ensure that channels of communication are used effectively within the school with regards to area of responsibilities and that students and parents are well informed about the code of conduct and behaviour.
* To regularly evaluate the effectiveness of systems within area of responsibilities.
* To lead on school standards of uniform and personal presentation, and ensure that all Pastoral Leaders encourage their teams to consistently and fairly apply school rules and procedures in relation to uniform and appearance.
* To lead on school assembly organisation including ensuring along with key staff that students’ achievement is recognised and celebrated through a coordinated approach of assemblies and activities.
* To be accountable with Pastoral Leaders, with reviewing relevant school data to identify potential disaffection, underachievement and any trends in progress, either positive or negative.
* To ensure relevant staff identify students for whom curriculum diversification, vocational provision, focused work experience, additional motivational provision might be appropriate, and to work alongside key staff in supporting the implementation of any alternative curriculum.
* To be a lead professional in matters of Safeguarding, including Child Protection, being aware of, and complying with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection.
* To lead and manage the attendance strategy within school, ensuring that attendance and punctuality is properly monitored by relevant staff and appropriate strategies are put in place.
* To lead transition programmes with key staff.
* To provide the Headteacher and Academy Council with relevant information relating to performance, progress and development as required.
* To attend and report to the Standards Academy Council Committee.