



Midsomer Norton
Schools Partnership



Norton Hill
School

Home School: Norton Hill School

Job Description: Assistant Headteacher

Personal Development/Inclusion and Safeguarding including overall DSL responsibility

Accountable to: The Local Governing Body, Headteacher, Deputy Headteacher

Salary Grade: Leadership Scale (L12 – L16)

Job Purpose

- Assist the headteacher as required
- Designated Safeguarding lead: Lead on all elements of Safeguarding including staff training and oversight of the single central record
- Lead the improvement in the personal development and well-being of all students from their application to the school and throughout their time with us.
- Oversee the transition process including any enhanced transition from primary to secondary school and liaise with the pastoral staff and SENCO
- Responsible for the pastoral care of children throughout their first year (Year 7) at school
- Attend pastoral meetings and lead personal development and well-being agenda items
- Lead on:
 - Careers/WEX
 - Monitoring and development of extra curricular provision
 - Student voice/ house/ school councils
 - PSHE
- Support all other aspects of leadership where required by the headteacher
- School Self Evaluation (shared)

KEY TASKS:

Generic Duties and Responsibilities

- To carry out the duties which may be reasonably assigned by the Headteacher
- To promote and participate in assessing, recording and reporting on the development, progress and attainment of students
- To share in the corporate responsibility for the wellbeing and discipline of all pupils and contribute to the pastoral work in the school
- To liaise closely with parents/carers to ensure effective home/school partnership, communicating and consulting with the parents/carers of students
- To participate in arrangements made for appraisal and that of other staff where necessary
- To participate in further training as identified in the School Improvement Plan and for your own professional development
- To attend meetings, training and development days planned for the whole school by the Headteacher and colleagues, and contribute to such meetings as appropriate
- To carry out a reasonable share of supervisory duties including lunchtimes where necessary
- To maximise the potential of each student in all areas of his/her development

- To line manage and conduct the appraisal reviews of middle leaders as delegated by the Headteacher
- To contribute to the development of the school improvement plan and self-evaluation document
- To share expertise across the federation of schools
- Meet with governors as required
- Develop positive working relationships with all stakeholders

SPECIFIC RESPONSIBILITIES:

Pastoral

- Lead anti bullying initiatives
- Lead on rewards system
- Work alongside pastoral lead on pastoral interventions in relation to mental health and personal development within the bridge and external agencies
- Work with external agencies in supporting well-being for pupils (such as CAMHs, HERs, Off The Record etc.) as well as providing/organising CPD well-being opportunities for staff

Personal Development

- Develop a learning to lead schemes that encourages all students to play their part in the improvement of the school environment and community
- Develop and oversee the extra-curricular provision and monitor the levels of participation
- Oversee the organisation of Activities Week
- Line Manage EVC and Outdoor Education Coordinator(s) and liaise with Deputy Head in charge of calendar/cover as to feasibility of Educational visits/activities (Headteacher will continue to oversee final sign offs in Evolve)
- Line manage the well-being and community coordinator

Departmental Line Management

Line manage PSHE and possibly one other department (as yet to be confirmed).

The post holder will:

- Comply with the requirements of the Data protection Act and maintain strict confidentiality
- Further develop her/his knowledge, skills and experience whilst in post

Safeguarding and Promoting the Welfare of Children

- Midsomer Norton Schools Partnership is committed to safeguarding and promoting the welfare of children in the school. We expect all staff, including teaching, support, temporary, casual, supply and volunteers to share this commitment.
- All staff involved with children (teaching and non-teaching) have a responsibility to be mindful of issues related to children's safety and welfare and a duty to report and refer any concerns.

This post is subject to enhanced clearance by the Disclosure and Barring Service.

This job description is current at the date shown, but in consultation may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the salary grade and post title.

Post Holder

Name:

Signature:

Date:

Line Manager

Name:

Signature:

Date: