

**JOB DESCRIPTION**

**ASSISTANT HEADTEACHER – Pastoral and Attendance**

**Reports to: Headteacher**

**Salary: L8-12**

**Duties and key result areas:**

Professional Duties to be carried out in accordance with the terms and conditions of the current School Teachers’ Pay and Conditions Document issued by the DFE.

**Purpose of Job**

To work with the Headteacher and other members of the Senior Leadership Team to ensure the very best education for the pupils, through achieving the school’s aims and objectives. In particular, to lead on attendance, behaviour, inclusion, pastoral team, develop CPD and assume responsibility for the discharge of the Headteacher’s functions at any time when the Headteacher and deputy are absent from the school.

The professional duties of the Assistant Headteacher will include:

**Strategic Development of the School**

* Work with the Headteacher in formulating the overall aims and objectives of the school and policies for their implementation
* Work with the Headteacher to produce, monitor and evaluate a school improvement plan, underpinned by sound financial planning, which identifies priorities and targets for ensuring that pupils achieve high standards and make progress, increasing teachers’ effectiveness and securing school improvement
* Participate in activities outside the school community e.g. Continued Professional Development, behaviour, attendance and inclusion networks etc and be responsible for feedback to SLT, whole school community and taking appropriate action
* Raise standards across the school, with particular reference to academic performance, so that all pupils achieve to the very best of their ability.
* Lead the provision of behaviour, attendance and inclusion.
* Ensure that safeguarding and protecting children is a core priority to the school’s work within a culture of vigilance

**Teaching and Learning**

* Promote and secure good teaching, effective learning, high standards of achievement, good behaviour and discipline within a safeguarding culture
* Monitor and evaluate the quality of teaching and standards of learning and achievement of all pupils, including those with special educational needs, in order to set and meet challenging, realistic targets for improvement
* Develop and maintain an appropriate and inclusive behaviour system which meets the needs of all pupils including those with special needs.
* Work with the Senior Leadership Team to determine, organise and implement an efficient behaviour monitoring process in order to identify and act on areas for improvement.
* To line manage the attendance officer making sure attendance and punctuality are the highest they can be.
* Develop a supportive team ethos amongst the inclusion and pastoral teams. Leading on the interventions and rewards required to create a supportive system.
* To develop and maintain high quality transition from first schools and to high schools, with pastoral continuity and maximised student progress.
* Create and maintain an effective partnership with parents, ensuring they are well informed about their child’s behaviour, rewards and attendance, to support and improve pupils’ achievements and personal development
* Implement a rewards system which recognises the progress made by pupils.
* Undertake a teaching commitment at a level consistent with the needs of the school and the demands of the post

**Leadership**

* Deploy and manage teaching and non-teaching staff and allocating particular duties, including such duties of the Headteacher as may be properly delegated, in a manner consistent with conditions of employment.
* Deploy and develop all staff effectively in order to improve the quality of education provided
* Implement and sustain effective systems for the management of staff performance, incorporating targets for teachers, including targets relating to pupils’ achievement
* Challenge underperformance at all levels with effective corrective action
* Motivate and enable all staff in the school to carry out their respective roles to the highest standard, through high quality continuing professional development based on assessment of needs.
* Ensure all staff, volunteers and others that work with children are safe, by following appropriate procedures*.*

**Management**

* Manage and organise accommodation and facilities efficiently to ensure that it meets the needs of the curriculum and health and safety regulations
* Manage, monitor and review the range, quality, quantity and use of all available resources in order to improve the quality of education, improve pupils’ achievements, ensure efficiency and secure value for money
* Take responsibility for the day to day running of the school as appropriate
* Manage and oversee the CPD of staff and keep up to date records

**Accountability**

* Provide information, advice and support to the governing body to enable it to meet its statutory responsibilities
* Help develop an organisation in which all staff recognise that they are accountable for the success of the school
* Present a coherent and accurate account of the school’s performance in a form appropriate to a range of audiences
* Regularly report directly to the directors providing information on strategic development planning
* Ensure that parents and pupils are kept informed about the contribution that they can make to help achieve the school’s targets for improvement.

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the school.