# **Job Description –Assistant Headteacher (pastoral and behaviour leader)**

**Post:**  Assistant Headteacher

**Overview:** The Assistant Headteacher will support in the leadership, operational day to day running, strategic development and school improvement of The Angmering School

**Salary:** Leadership 10-14

**Responsible to:** The Headteacher, The Angmering School

## **Core Purpose**

The Assistant Headteacher shall carry out the professional duties as described in the School Teachers Pay and Conditions Document.

The Assistant Headteacher will work collegiately, as a key part of the Headship Team under the direction of the Headteacher to support, challenge and influence the key stakeholders to realise the strategic vision of The Angmering School.

The Assistant Headteacher will ensure that the strategic vision for their areas of responsibility and beyond are a reality at The Angmering School. They will lead by example, provide inspiration and motivation and embody, for all staff, the vision, core values, purpose and leadership of The Angmering School.

They will work with and line manage the middle leadership and direct their work within the school. The Assistant Headteacher will have specific responsibilities and line management but will work flexibly as the needs of the school emerge and develop.

## **The Role**

A dynamic and innovative Assistant Headteacher to be responsible for student personal development, and behaviour; to effectively lead and manage the pastoral life of the school, ensuring the delivery of a safe and secure environment for the school community, and holding responsibility for all aspects of the welfare of all students including raising aspirations and preparing them for life in modern Britain.

## **Qualities and Knowledge**

* Demonstrate the highest quality of teaching, learning and assessment through own practice.
* Engage with research and evidence to develop their own practice and lead innovations within their areas of responsibility.
* Working with the Headship Team to develop the shared vision and strategic plan for their areas of responsibility.
* Write and implement coherent action plans around their area of responsibility.
* Articulate both strategic vision and the operational needs with conviction and clarity, so that the school leadership teams, staff and students understand the direction of school improvement.
* Sustain a current knowledge of developments in strategy, thinking and practice in their key areas.
* Take responsibility for their own professional development by actively engaging with and seeking opportunities for learning and development.
* Plan strategically the steps needed, in their areas, on The Angmering School’s journey to Outstanding.
* Plan, implement, monitor and evaluate the impact of work within the key responsibilities.
* Articulate the school’s strategic development plan with clarity and conviction to outside audiences such as the Governing Board, LA representatives, DfE and OFSTED.
* Maintain documents which track and evaluate progress.

## **Students and staff**

* Work with the Headship Team and staff to ensure the successful implementation of the school improvement strategy.
* Work closely with parents and carers to ensure effective partnerships and two-way communication.
* Be a highly visible presence around the school, promoting positive behaviour and ensuring the smooth running of the school day.
* Demonstrate effective leadership and coach teachers and other staff to engender best practice.
* Line mange key middle leaders providing them with support and challenge to instil a strong sense of accountability.
* Demand ambitious standards for the school- to positively improve the life chances of our students.
* Model creativity, integrity and resilience, with a mindful view of his/ her own wellbeing and that of those around them.

## **Systems and Process**

* Work with key stakeholders to Implement well considered, efficient and effective systems and processes within the given areas of responsibility.
* Modelling effective leadership of key teams where appropriate and monitoring the performance of these teams.

## **Leading School Improvement**

* Forge links with mainstream schools and the local Teaching School Alliance with a view to sharing best practice and finding CPD opportunities for our staff.
* Champion best practice in their given area and create opportunities for our staff to work with other schools and organisations.
* Inspire, challenge, motivate and empower others to attain ambitious outcomes.

### **SPECIFIC DUTIES AND RESPONSIBILITIES**

**Personal Development, behaviour and welfare of all students**

**Behaviour and attendance**

* Coordinate and lead pastoral and intervention meetings, ensuring that appropriate strategies are implemented, monitored and reviewed.
* Lead the care, support and guidance for all pupils, liaising with parents and all external professionals as appropriate.
* Work with staff to ensure that the behaviour policy and practices are consistently adhered to across the school.
* Ensure that there is regular and clear communication with staff and governors over behaviour data and individual student needs, circumstances and support.
* To monitor, evaluate and act upon behaviour data and respond to the changing need of the students.
* Ensuring that the school systems for rewards and sanctions are effective.
* Ensure the effective assessment, planning, application and review of intervention and provision in partnership with pastoral, SEMH and SEND teams.
* Work closely with parents and carers to maintain effective communication and ensure partnership in the establishment and understanding of consequences, plans, interventions and provision.
* Work with the pastoral, SEMH, SEND, leadership teams and external partners to ensure the effective application and review of alternative provisions outside of school.

**Safeguarding**

* To be part of the Safeguarding Team for the school and ensure that all due processes are adhered to in regards to Child Protection, Looked After Children and all other vulnerable groups.
* To contribute to the work of the Safeguarding Team.
* Respond immediately to all safeguarding and child protection concerns brought to your attention.

**Personal Development and well-being of students**

* To oversee the PSHE and SMSC programme across the school.
* To oversee, monitor, coordinate and evaluate the SEMH offer across the school.
* To ensure SMSC and British Values are embedded, tracked and analysed throughout all aspects of school life and curriculum .
* To support students’ welfare, by working closely with and by accessing support from a variety of outside agencies including the SENDCO.
* To take a leading role in improving the involvement of parents, carers and the community in the life of the school.
* Deliver high quality CPD to staff as required.
* Ensure that the needs and aspirations of each child is addressed through personalised learning and mentoring.
* Line manage key staff as directed.

**Coaching**

* To act as a coach to selected staff and students.

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.