

### **Job Description**

**Harwich and Dovercourt High School**

**ASSISTANT HEADTEACHER - PASTORAL & PROGRESS**

**Pay Range: Leadership Pay Scale**

**Start Date: 1st January 2024**

### **The Role**

Harwich and Dovercourt High School is looking for an exceptional Assistant Headteacher - Pastoral and Progress, to join us in January.

This is a fantastic opportunity to extend and refine the quality of pastoral care at the High School, ensuring that we continue to offer our students outstanding support. We're committed to providing first-rate training and development to all of our staff, as well as excellent career advancement opportunities within the Sigma Trust.

We believe that every child matters and by working collaboratively we can transform lives and allow all students the same opportunities.

Harwich and Dovercourt High School is a co-educational, fully comprehensive 11-18 school and college with a PAN of 240. It is an oversubscribed school which is held in high regard in the community.

Visits to the school are welcomed.

### **Some of your key responsibilities will include:**

- To provide strategic and operational leadership to secure and embed high standards of behaviour for learning, attendance, safeguarding and pastoral care in school.
- Ensure that students are ready to work, learn and read.
- Working alongside the Deputy Head Behaviour, Welfare & Achievement, set the direction and implement the school improvement plan for behaviour and attitudes.
- To promote and safeguard the welfare of our children.
- Set direction, support and monitor Pastoral Leaders across the KS3 & KS4 Teams.
- Deploy effectively other pastoral staff to support Pastoral Leaders and pastoral life of the school.
- Ensure excellent pastoral support for all students, internally and via effective collaboration with parents and external agencies.
- Work with the Senior Assistant Headteacher as well as other Senior Leaders to ensure high quality tutor and assembly programmes throughout the year.
- Work with the community should they express a concern about behaviour outside of the school and ensure that students are aware of the expectations on them when travelling to and from the site.
- Develop and implement policies and practices which reflect the school's commitments to the highest standard of attendance.

- Work alongside the Deputy Headteacher (Behaviour, Welfare & Achievement) to lead on strategies for addressing issues associated with attendance, absence and persistent absence.
- To be part of the school's safeguarding team.

**We're looking for you if you have:**

- Leadership experience, including managing staff and students
- Demonstrable experience of high-quality teaching and learning
- Demonstrable experience of improving student outcomes
- Demonstrable experience of effective performance management and quality improvement within a school environment
- Knowledge of the National Curriculum and OFSTED Framework regarding effective leadership, management and self-evaluation
- Knowledge and understanding of strategies to raise standards and achievement of students.

**Why work for The Sigma Trust, Harwich and Dovercourt High School?**

**We can offer you:**

- A Competitive Salary
- Robust school CPD training programme that enables you to flourish
- Opportunities to work with colleagues across the Trust to share resources, ideas and build collaborative relationships
- Employee Benefits: Employee Assistance Programme, Pension Scheme, Perkbox, Cycle to Work Scheme and Discounted Gym Membership at selected local gyms

**Please note that an integration period applies to all new staff joining the Trust, to support introduction into the organisation.**

**Additional Information:**

For additional information about the Trust and this school, please visit our website [www.sigmatrust.org.uk](http://www.sigmatrust.org.uk)

## **Job Outline**

Assistant Headteacher Pastoral & Progress

Responsible to: Deputy Head Behaviour, Welfare & Achievement

Salary Grade: L

Full time/Part time: Full time

### **Job Purpose**

The Assistant Headteacher (Pastoral & Progress) will provide the strategic and operational leadership to secure and embed high standards of behaviour for learning, attendance, safeguarding and pastoral care in the school, fulfilling our school vision of 'Working, Learning and Reading Together'. The key responsibilities of this post relate to making sure that students are 'Prepared to Achieve, Belong, Connect & Develop'. Working alongside the Deputy Headteacher (Behaviour, Welfare & Achievement) you will set the direction and implement the school improvement plan for behaviour and attitudes.

### **Safeguarding Responsibilities**

- Demonstrate a commitment to keeping children and young people safe
- Report any disclosure made to you to the appropriate person
- Report any safeguarding concerns in the workplace to the appropriate person
- Maintain an awareness of the Trust policies in relation to safeguarding

The Sigma Trust is committed to safeguarding and protecting the children and young people that we work with. As such, all posts are subject to safer recruitment process, including the disclosure of criminal records and vetting checks. We ensure that we have a range of policies in place which promote safeguarding and safer working practice across our schools.

### **Key Responsibilities**

- To assist the Headteacher, together with other members of the School Leadership Team, in providing leadership and managing the school.
- To provide strategic and operational leadership for specified whole school priorities relating to behaviour for learning, attendance, pastoral care and safeguarding.
- To actively support the vision, ethos and policies of the School and Trust.
- To promote and safeguard the welfare of our children.

### **Specific Responsibilities**

Leadership of Pastoral Teams across the KS3 and KS4 Hubs.

- Set direction, support and monitor Progress Leaders.

- Deploy effectively other pastoral staff to support Pastoral Leaders and pastoral life of the school.

- Ensure high quality team meetings, briefings, line management and pastoral training.

Lead the strategic direction and day to day oversight of admissions and attendance across the school including chairing the Attendance Strategy Group.

### **Leadership of Other Pastoral Areas**

- Ensure excellent pastoral support for all students, internally and via effective collaboration with parents and external agencies.

- Ensure high quality, structured, daily tutor time.

- Work with the Senior Assistant Headteacher as well as other Senior Leaders to ensure high quality tutor and assembly programmes throughout the year.

- Ensure high quality celebration of student achievement.

- To be part of the school's safeguarding team.

Leadership of Behaviour for Learning including the monitoring and action planning of prejudice logs and behaviour incidents.

- In conjunction with other pastoral leaders, develop a behaviour curriculum to ensure the highest standards of behaviour are implemented and maintained in line with our core values to be 'Prepared to Achieve, Belong, Connect & Develop'

- Ensure high standards of behaviour, care, guidance and support throughout the school through the implementation of effective and efficient whole school monitoring and evaluation of school procedures and protocols; ensure relevant policies are updated and trends are analysed to ensure sustained improvement

- Communicate effectively with Subject Leaders to ensure a clear understanding and application of the school's standards and expectations of behaviour for learning

- Ensure excellent communication with SLT, other staff, parents etc. so all are aware of the implications of the school's behaviour policy and that this policy is effectively and consistently implemented and monitored

- Work with the community should they express a concern about behaviour outside of the school and ensure that students are aware of the expectations on them when travelling to and from the site

- Ensure excellent 'systems' are in place

- Work alongside Deputy Headteacher (Behaviour, Welfare & Achievement) on the leadership of investigations of all serious behaviour incidents

- Work with the pastoral and attendance teams to coordinate mid-year admissions and

ensure appropriate induction is provided for students who join the school at the start of the academic year and during mid-year.

### **Leadership of Attendance**

- Ensure the highest levels of whole school student attendance via the effective management of relevant colleagues and systems
- Develop and implement policies and practices which reflect the school's commitments the highest standard of attendance
- Work alongside the Deputy Headteacher (Behaviour, Welfare & Achievement) to lead on strategies for addressing issues associated with attendance, absence and persistent absence.

### **Leadership Team Responsibilities**

- Take a lead role in creating positive relationships across the school and the wider community
- Contribute to the school's rigorous and on-going self-evaluation cycle and quality assurance procedures across the school
- Maintain a high-profile presence and to be accessible to, and supportive of, students, staff, parents/carers and the wider community.

### **Professional Development**

- Keep up to date with current research in school improvement.
- Lead professional development activities, as appropriate, to update and develop the skills of colleagues.
- Participate in performance management in accordance with school policy.

#### Teaching Duties

- Plan and teach lessons to the classes they are assigned to teach within the context of the school's plans, curriculum and schemes of work.
- Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils.
- Contribute to the development, implementation and evaluation of the school's policies practices and procedures in such a way as to support the school's values and vision.
- Work with others on curriculum and/or pupil development to secure coordinated outcomes.

- Supervise and so far as practicable, teach any pupils where the person timetabled to take the class is not available to do so.

### **Safeguarding**

Fulfil personal responsibilities, and support the Headteacher in securing compliance by those working in school, for safeguarding as set out in the Children's Act, Statutory Guidance and by the Local Children's Safeguarding Board. These include:

- Operating a culture of listening to children and taking account of their wishes and feelings, both in individual decisions and development of services;
- Operating clear whistleblowing procedures,
- Sharing information with other professionals,
- Operating safe recruitment practices,
- Ensuring appropriate supervision and support for staff, including undertaking induction, safeguarding training and review practice.
- Operating and monitoring clear policies for dealing with allegations against people who work with children.

The Board of Trustees are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this

Commitment. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task needing to be undertaken may not be identified. The post holder will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified within this job description. This job description may be amended at any time following discussion with the Head Teacher/or Executive Headteacher/CEO and will be reviewed annually.

### **Safeguarding Responsibilities**

- Demonstrate a commitment to keeping children and young people safe
- Report any disclosure made to you to the appropriate person
- Report any safeguarding concerns in the workplace to the appropriate person
- Maintain an awareness of the Trust policies in relation to safeguarding

The Sigma Trust is committed to safeguarding and protecting the children and young people that we work with. As such, all posts are subject to safer recruitment process, including the disclosure of criminal records and vetting checks. We ensure that we have a range of policies in place which promote safeguarding and safer working practice across our schools.