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| **Assistant Headteacher – Pastoral (Behaviour and Attitudes or Personal Development):**  **Job Description**  **Salary Grade:** L12 – L16  This job description may be amended at any appropriate time, following consultation between the Headteacher and Assistant Headteacher. It will be reviewed annually and performance management objectives will be agreed. |
| **Core of the post**  The Assistant Headteacher will report to the Senior Assistant Headteacher (Pastoral) and support the Headteacher in providing professional leadership for the school, which secures success and improvement, ensuring high quality pastoral care, high standards of learning, progress and achievement of all students.   * Support the Senior Assistant Headteacher to provide the strategic direction for student pastoral development within the school * To be Designated Safeguarding Officer carrying out the role in accordance with Keeping Children Safe in Education and other relevant legislation under the direction of the DSL * Advise the Senior Assistant Headteacher and Strategic Leadership team of pastoral matters * Provide a safe, calm and well-ordered environment for all students and staff, focussed on safeguarding students welfare and developing good behaviour in the school and in wider society * Contribution to teaching * To ensure a high quality experience for all students * Analyse data effectively to inform future planning and have an impact on raising standards   The Assistant Headteacher shall carry out the duties of an Assistant Headteacher as set out in the *School Teachers Pay and Conditions Document.* |
| **Strategic direction and development of the school**  The Assistant Headteacher, working with the Governors and Leadership Team will contribute to the development of a strategic view for the school in the community and analyse and plan for its future needs and further development.  The Assistant Headteacher will contribute as a member of the Leadership Team to the establishment of a shared vision for the school; the establishment of an ethos which promotes effective teaching and learning, which sustains improvement in the development of all students; and the development and implementation of a strategic plan.   * Developing policies and procedures, in line with school policy, that will ensure high achievement and effective pastoral care * Using data on student performance to inform policy and practice, identify underachieving students and monitor the effectiveness of intervention * Establishing plans for the development of pastoral as directed in the school improvement plan and ensure that the school is always seeking to improve * Work with the leadership team to ensure systematic and rigorous self-evaluation of the work of the school, collecting and using accurate data to understand its strengths and weaknesses * Support in the creation and implementation of a strategic plan, underpinned by sound financial planning which identifies priorities and targets for ensuring students achieve high standards, increasing teachers’ effectiveness and securing school improvement * Work with the leadership team to develop and implement clear evidence based school improvement plans and policies for the development of the school * Engage in the systematic and rigorous self-evaluation of the work of the school, collecting and using accurate data to understand the strengths and weaknesses of the school * Develop and drive quality assurance systems, including school review, self-evaluation and performance management, presenting an accurate account of the schools performance to a range of audiences * Liaise with the leadership team to ensure that the link between the work of the pastoral team and the key objectives of the school are firmly established * Ensure that the needs of all children are met both pastorally and academically |
| **Pastoral Care**  The Assistant Headteacher as a member of the Leadership Team and together with the Strategic Leadership Team and Governing Body will oversee pastoral care within the school.   * Support the Senior Assistant Headteacher with the strategic management of the Pastoral System * Act as a Designated Safeguarding Officer, carrying out duties as set out in Keeping Children Safe in Education and other relevant legislation, under the direction of the DSL * Management of either Personal Development within the school or Behaviour and Attitudes * Work with the Senior Assistant Headteacher to manage all aspects of school improvement with regard to pastoral issues including behaviour, attendance, safety and the academic progress of students * Development of Pastoral strands supportive of the academic progress of students * Set high expectations for student behaviour, engagement and attendance and ensure these are promoted by all staff so that the academy is an ordered and respectful community * Safeguarding of students * Review and amendment of policies relating to pastoral programmes (Personal development or Behaviour and Attitudes) * Liaison with partner primary schools and organisation of the transition programme * Contribute to school improvement plan * Lead on the organisation of assemblies * Leadership responsibility for identified pastoral staff * Development and maintenance of programmes and effective use of guidance time * Contribute the development of the school MIS and other relevant systems eg Class Charts. |
| **Pastoral**  The Assistant Headteacher as a member of the Leadership Team, together with the Strategic Leadership Team and the Governing Body will seek to secure and sustain effective teaching and learning, monitor and evaluate the quality of education and standards of students’ achievements and use benchmarks and set targets for improvement.   * Ensuring that the staff are kept up to date in terms of knowledge and skills required for their Pastoral duties * Support the Headteacher in securing and sustaining effective teaching and learning by monitoring and evaluating the quality of teaching and standards of achievement using benchmarks and setting challenging targets for improvement, whilst holding teachers to account for student progress and outcomes * For the general standard of discipline in the classroom, help should be provided when teachers are experiencing disciplinary problems. Coaching should be given to avoid problems as well as help at moments of crisis * Helping to support, establish and implement clear policies and practices in line with school policy, for assessing, recording and reporting on student achievement and for using this information to recognise achievement and to assist students in setting targets for further improvement * Ensure that parents and students are well informed about the curriculum, attainment and progress and about the contribution they can make to achieving the schools targets for improvement |
| **Efficient and Effective Deployment of Staff Resources**  The Assistant Headteacher as a member of the Leadership Team will deploy staff and resource efficiently and effectively in line with the school’s vision and strategic plan.  **Leading and Managing Staff**   * Establishing clear expectations and constructive working relationships among staff, including, through team work and mutual support; devolving responsibilities and delegating tasks, as appropriate * Evaluating practice, appraise staff as required by the school policy and use the process to develop the personal and professional effectiveness * Lead, motivate and challenge all staff, providing effective induction, continued professional learning, development and improvement and performance management at all career stages * Coaching members of staff in order to develop teaching and learning within the school and to enable teachers to achieve expertise in their subject teaching * Ensuring that trainee and newly qualified teachers are trained, monitored, supported and assessed in relation to the appropriate standards * Working with the SEND Co-ordinator and any other staff with special educational needs expertise, to ensure that work is matched to individual pupils’ needs for the curriculum * Work with the Leadership Team to distribute leadership throughout the school, forging teams of colleagues who have distinct roles and responsibilities and hold them to account for their decision making |
| **Recruitment**  The Assistant Headteacher will work with Governors and SLT to recruit staff of the highest quality, deploying and developing staff effectively to improve the quality of education. |
| **Manage Resources**   * Support the Headteacher to manage the resources of the school including people, money, buildings and environment to achieve educational and business objectives * Establishing staff and resource needs for the area of responsibility and advising SLT of likely priorities for expenditure. Allocating available resources with maximum efficiency to meet the objectives of the school and subject plans and to achieve value for money * Support the Headteacher to plan, monitor and manage the curriculum of the school within the agreed budget, setting appropriate priorities for expenditure, allocating funds and ensuring effective administration and control * Ensuring the effective and efficient management and organisation of learning resources, including information and communications technology * Maintaining existing resources and exploring opportunities to develop or incorporate new resources into schemes of work * Ensuring that there is a welcoming, safe working and learning environment in which risks are properly assessed.   **Accountability**  The Assistant Headteacher as a member of the Leadership Team will account for the efficiency and effectiveness of the school to the governors, students, parents, staff and other members of the local and wider community. This will include effective communication and advice to the Strategic Leadership Team and Governors and accountability for school performance. |
| **Specific Responsibilities as a member of the Leadership Team**   * Membership of the Leadership Team * Governor support/ link * Staff appointments as required * Pastoral   **Other professional requirements**   * To consistently promote the school in a positive light at all times and to all stakeholders and to show respect to colleagues, students and other stakeholders * To play a full part in the life of the School Community, to support its distinctive mission and ethos and to encourage staff and students to follow this example * To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher * To continue personal and professional development through active engagement in the performance review and development process * Have a commitment to safeguarding and promoting the welfare of children and young people at all times in accordance with the School’s Child Protection Policy and Keeping Children Safe in Education * To comply with the school Health and Safety Policy * To undertake any reasonable request of the Headteacher and accept any reasonably delegated additional responsibility from the Headteacher.   Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.  Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.  This school will endeavour to make any necessary reasonable adjustments to the job and working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.  This job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title. |
| **Signed............................................................... Senior Assistant Headteacher (Pastoral)**  **Signed................................................................Headteacher**  **Date................................................................**  **Review Date....................................................** |