BROOKFIELD COMMUNITY SCHOOL

# Assistant Headteacher (Pastoral)

Job Description

**Location:** Brookfield Community School, Chatsworth Road, Chesterfield S40 3NS

**Salary:** Redhill Academy Trust Leadership Scale L12-L16

**Hours of work:** Full Time/Permanent

**Responsible to:** Deputy Headteacher

## Job Purpose

The Assistant Headteacher (Pastoral) will provide strategic leadership for behaviour, culture, rewards, student leadership and the wider pastoral culture across Brookfield Community School. As a key member of the Senior Leadership Team (SLT), the postholder will champion high standards, ensure a safe and orderly learning environment, and drive a culture where all students can thrive academically and personally. They will contribute to whole-school improvement, uphold Trust values, and model exemplary professional conduct.

## Key Responsibilities

### Strategic Leadership

- Lead the strategic development, implementation, and evaluation of the school's behaviour and attitudes strategy in line with Redhill Academy Trust policies and expectations.
- Contribute to whole-school self-evaluation, improvement planning, and regulatory compliance (including Ofsted frameworks).
- Analyse behaviour and attendance data to identify trends, address patterns, and shape impactful interventions.
- Work collaboratively with SLT to ensure behaviour systems support high-quality teaching and outstanding student outcomes.

### Behaviour & Culture

- Lead and quality-assure the school's behaviour systems, sanctions, rewards, and restorative practices.
- Ensure consistency of behaviour expectations across all classrooms and communal areas.
- Lead on behaviour incidents, ensuring timely resolution and high-quality communication with families and external agencies.
- Provide professional development, coaching, and support to staff on behaviour management, classroom climate, and relational practice.
- Maintain and regularly update the Behaviour Policy and associated documentation.

**Pastoral & Inclusion Leadership**

- Line-manage Heads of House, House Support Officers and behaviour support staff as required.
- Coordinate accessibility, inclusion, and engagement for vulnerable groups, working closely with SEND, safeguarding, and attendance leads.
- Ensure behaviour processes align with safer schools practice to strengthen the school's culture of safeguarding.
- Oversee internal provision such as the RESET room and adjusted provision.
- Lead and co-ordinate the school assembly programme.

**Rewards**

- Lead the strategic development and consistent implementation of the school's rewards system, ensuring it recognises achievement, effort, progress and positive conduct.
- Promote a culture of high expectations and motivation by using rewards to reinforce the school's values and ethos.
- Monitor the impact and equity of rewards across different groups of students, using data to inform improvements.
- Support staff in applying rewards fairly and effectively, and contribute to whole-school behaviour and culture initiatives.
- Celebrate student success through assemblies, communications with families, and wider school events.

**Student Leadership**

- Develop and oversee student leadership opportunities, including school council, prefects, ambassadors and other leadership roles.
- Ensure student voice meaningfully informs school improvement, policy development and daily practice.
- Promote inclusive leadership opportunities that encourage participation from a diverse range of students.
- Support students to develop leadership skills such as responsibility, communication, teamwork and resilience.
- Work with staff and external partners to provide enrichment, training and leadership experiences for student leaders.

**Attendance & Student Welfare**

- Work collaboratively with the Attendance Lead to support whole-school attendance and punctuality initiatives.
- Contribute to the development of a positive, respectful, and aspirational school culture where student welfare is prioritised.
- Promote student voice and participation in shaping behaviour expectations and community values.

**Teaching & Learning Contribution**

- Maintain a high-quality teaching commitment, modelling exemplary practice in line with the Redhill Academy Trust Teaching Standards.
- Support whole-school approaches that strengthen engagement, positive relationships, and readiness to learn.

### Leadership & Management

- Contribute to the line management, recruitment, performance management, and professional development of pastoral staff.
- Act as SLT lead during duty rotations, school events, and at key points in the school day.
- Deputise for members of SLT as required.
- Line manage on one or more subject areas.

## General Information

### Staff

- Support all members of staff in the performance of their work by providing clear expectations and guidance, encouraging responsibility in their own management and valuing each individual's contribution and responsibility
- Implement our policies, providing guidance, support and training to ensure all members of the school's staff are held to account, thus ensuring a positive framework for staff development and achievement
- Ensure that there are clear procedures for recruitment and retention of staff and that these comply with 'best practice' and all legal requirements
- Ensure that staff are responsible for promoting and safeguarding the welfare of children for whom they are responsible or with whom they come into contact
- Support staff development to enable all staff to achieve their professional potential

### Other

- Maintain links with organisations representing staff.
- Liaise as necessary with other recognised bodies or agencies in the furtherance of the school's needs or those of any child, employee or parent/carer.
- Maintain the school's vision to aspire to create a learning community built and sustained by a culture of citizenship, respect, trust, honesty, wellbeing and financial independence.
- Maintain an environment where all members of the school and its community actively demonstrate their care and concern for everyone and fulfil the requirements of our shared vision.
- Maintain high morale by setting an example in terms of professional standards and leadership

### Equality of Opportunity

- To take individual and collective professional responsibility for reinforcing and promoting a working environment free from discrimination, victimisation, harassment and bullying.
- Ensure the development and progression of equality within the sphere of responsibility of this post and the fair and equal treatment of all colleagues, children, parents/carers and visitors.

### Confidentiality and Data Protection

- To treat all information acquired through employment, both formally and informally, in strict confidence.
- To be aware of the school's responsibilities under GDPR and the Data Protection Act 2018 for the security, accuracy and relevance of personal data held on such systems and ensure that all processes comply with this.

**To contribute as an effective and collaborative member of the whole school team**

- To work closely with the Headteacher and Senior Leadership Team to ensure that the school's targets for student and subjects are met.
- Any other duties as reasonably required of any senior leader.
- To have a leading knowledge in the ongoing development, implementation and monitoring of the school improvement plans.
- To create a climate which enables staff to develop, challenge and support each other, resulting in positive professional growth.
- To attend regular meetings as required and make a positive contribution during meetings.

**Communication and Marketing**

- To attend parents' evenings, open evenings and guided choices evenings and other evenings as appropriate.
- To liaise directly with parent/carers maintaining a manner that is friendly, helpful and professional.

**Trust Development**

- To support the Trust's aims and to carry out its policies.
- To support the Trust in implementing its Development Plan.

## Person Specification

**Qualifications & Experience**

- Qualified Teacher Status (QTS).
- Substantial experience in teaching within a secondary setting.
- Proven track record in raising standards of behaviour, pastoral care, and student outcomes.
- Experience of leading and managing teams effectively.

**Knowledge & Skills**

- Deep understanding of behaviour management, statutory guidance, safeguarding, and inclusion.
- Strong data literacy, able to interpret and use behaviour data to drive improvement.
- Ability to motivate and inspire staff and students, modelling professionalism at all times.
- Excellent communication, interpersonal, and organisational skills.

**Personal Attributes**

- High expectations of students and staff.
- Resilience, integrity, and a commitment to continuous improvement.
- Ability to build positive relationships with students, families, staff, and external partners.
- Alignment with the Redhill Academy Trust values of High Expectations, Strong Discipline, and Academic Excellence.

**Additional Responsibilities**

- Participate fully in SLT responsibilities.
- Engage in Trust CPD, leadership development programmes, and collaboration initiatives.
- Contribute to the broader life of the school, including extracurricular and community engagement activities.