

JOB DESCRIPTION

Job Title: Assistant Headteacher - Pastoral
Reporting to: Deputy Headteacher - Pastoral

Grade/Salary Range: L10 – L14

JOB PURPOSE

- Lead and develop the PSHE curriculum across the school from years 7-13 including oversight of Careers Education and management of the Careers Team.
- Management of all Alternative Packages and pathways
- To be the Deputy Designated Safeguarding Lead
- To support the behaviour and attendance systems across the school

MAIN DUTIES AND RESPONSIBILITIES

Leadership of PSHE and Personal Development

- Provide strategic leadership of the PSHE curriculum from Years 7–13, ensuring it is coherent, progressive and meets statutory requirements.
- Lead the design, implementation and review of PSHE schemes of learning and PSHE Days, ensuring coverage of RSHE, citizenship, safeguarding and wider personal development themes.
- Ensure PSHE provision is age-appropriate, inclusive and responsive to emerging local and national issues.
- Monitor and evaluate the quality of PSHE teaching and learning, including lesson observations, work scrutiny and pupil voice.
- Support and develop staff delivering PSHE through CPD, guidance and coaching.
- Work with safeguarding, SEND and pastoral teams to ensure PSHE supports student wellbeing, resilience and personal growth.
- Evaluate the impact of PSHE provision and contribute to school self-evaluation and improvement plans.

Alternative Provision and Pathways

- Provide strategic oversight of all Alternative Provision and pathways, ensuring they meet the needs of individual students while maintaining high expectations.
- Manage and quality-assure a range of alternative packages, including vocational courses, external providers, work-based learning and reduced timetables.
- Liaise effectively with external providers, ensuring safeguarding, attendance, progress and quality assurance requirements are met.
- Lead planning for students at risk of disengagement, including personalised pathways that support reintegration or progression.
- Monitor student attendance, engagement and progress within alternative provision and intervene where necessary.
- Ensure compliance with statutory guidance relating to alternative provision and off-site education.
- Contribute to reintegration strategies and long-term planning for students accessing alternative pathways.

Careers Education and Guidance

- Provide strategic leadership for Careers Education across Years 7–13, ensuring full compliance with the Gatsby Benchmarks.
- Line manage the Careers Team, supporting professional development and ensuring high-quality provision.
- Oversee the planning and delivery of careers events, including careers fairs, employer encounters, assemblies and enrichment activities.
- Develop and maintain strong links with employers, FE/HE providers, apprenticeships and training organisations.
- Ensure all students receive appropriate careers guidance, pathways information and progression support.
- Monitor and evaluate the impact of careers provision using destination data, student feedback and participation rates.
- Work closely with PSHE, Alternative Provision and pastoral teams to ensure careers guidance is inclusive and aspirational for all students.

As a Senior Member of staff:

- Drive up standards of teaching and learning across all subjects by playing an active role in the monitoring and evaluation programme
- Promote and maintain standards across the whole school community by leading by example
- Support of self-evaluation through collection and collation of targets and data analysis
- To promote equality as an integral part of the role and to treat everyone with fairness and dignity
- To recognise health and safety is a responsibility of every employee, to take reasonable care of self and others and to comply with the Schools Health and Safety policy and any school-specific procedures / rules that apply to this role
- To promote the welfare of children and to support the school in safeguarding children through relevant policies and procedures.

Teaching and Learning:

- To teach, students according to their educational needs, including the setting and marking of work.
- To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required.
- To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students.
- To ensure that ICT, Literacy, Numeracy and school subject specialism(s) are reflected in the teaching/learning experience of students
- To undertake a designated programme of teaching.
- To ensure a high-quality learning experience for students which meets internal and external quality standards.
- To prepare and update subject materials.
- To use a variety of delivery methods which will stimulate learning appropriate to student needs and demands of the syllabus.
- To maintain discipline in accordance with the school's procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework.
- To undertake assessment of students as requested by external examination bodies, curriculum and school procedures.
- To mark, grade and give written/verbal and diagnostic feedback as required.
- To assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the Curriculum Area and subject
- To contribute to the Curriculum Area and subject's development plan and its implementation.
- To plan and prepare courses and lessons.
- To contribute to the whole school's planning activities.
- To maintain appropriate records and to provide relevant accurate and up-to-date information for MIS, registers, etc.
- To complete the relevant documentation to assist in the tracking of students.
- To track student progress and use information to inform teaching and learning.
- To communicate effectively with the parents of students as appropriate.
- Where appropriate, to communicate and co-operate with persons or bodies outside the school.
- To follow agreed policies for communications in the school.
- To be responsible for ensuring that the school child protection policy is adhered to and concerns are raised in accordance with this policy
- 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 support the school in meeting its legal requirements for worship.
- To promote actively the school's corporate policies.
- To continue personal development as agreed.
- To comply with the school's Health and safety policy and undertake risk assessments as appropriate.
- To undertake any other duty as specified by STPCB not mentioned in the above.

Staff Development and Recruitment/ Deployment of Staff:

- To take part in the school's staff development programme by participating in arrangements for further training and professional development.
- To continue personal development in the relevant areas including subject knowledge and teaching methods.
- To engage actively in the Performance Management Review process.
- To ensure the effective/efficient deployment of classroom support
- To work as a member of a designated team and to contribute positively to effective working relations within the school.

PROFESSIONAL VALUES AND PRACTICE

- Have high expectations of all students encouraging them to live our school motto – 'Personal Excellence and Collective Responsibility'.
- Respect students' social, cultural, linguistic, religious and ethnic backgrounds.
- Build and maintain successful relationships with students, treating them consistently, with respect and consideration and to be concerned for their development as learners.
- Demonstrate and promote the same positive values, attitudes and behaviour that are expected from students and as outlined in the NAT Staff Code of Conduct.
- Work collaboratively with colleagues to meet the needs of all students (inc SEND students).
- To play a full role in the life of the school community.
- Carry out all aspects of the role effectively and to seek help, advice or guidance as necessary.

STAFF DEVELOPMENT

To take part in the school's staff development programme by participating in arrangements for further training and professional development.

- To continue personal development in the relevant areas.
- To engage actively in the Performance Management Review process.
- To work as a member of a designated team and to contribute positively to effective working relations within the school.

SCOPE OF JOB (Budgetary/Resource Control, Impact)

- PSHE and Careers Budget
- Alternative

OTHER SPECIFIC DUTIES

To be responsible for ensuring that the Trust's Safeguarding policy is adhered to, ensuring concerns are raised in accordance with this policy, including logging information on CPOMs.

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 will be expected to comply with any reasonable request from a manager or Headteacher to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This role has been identified as public facing in accordance with Part 7 of the Immigration Act, and therefore the ability to fulfil all written and spoken aspects of the role with confidence in English will be required. Conversing at ease with the public including students, answer questions and provide advice, including the use of appropriate specialist terminology relevant to the job role/profession and where necessary for an extended period of time.

This job description is current at the date shown, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

Date: April 2026

Safeguarding Statement:

This School is committed to safeguarding children and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. The post holder is responsible for ensuring they adhere to the School's Child Protection Policy and that any concerns are raised in accordance with this policy. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant pre-employment checks.

PERSON SPECIFICATION

Job Title: Assistant Headteacher – Personal Development		
KEY CRITERIA	ESSENTIAL	DESIRABLE
Qualifications, Training and experience	<ul style="list-style-type: none"> • Qualified teacher status • Experience of leading and managing a team • Experience of management of whole school pastoral/curriculum initiatives 	<ul style="list-style-type: none"> • Experience of working with Governors • Relevant higher professional qualification • SENDCo qualification
Competence Summary (Knowledge, abilities, skills, experience)	<ul style="list-style-type: none"> • An excellent high performing teacher • A thorough knowledge and understanding of the secondary curriculum • A clear understanding of current curriculum and management initiatives • Wide knowledge Careers Education • Wide knowledge of PSHE Curriculum • Good understanding of performance data and target setting 	<ul style="list-style-type: none"> • Budget management
Work-related Personal Qualities	<ul style="list-style-type: none"> • Personal impact, presence and ability to set standards and provide a role model for staff and students • Adaptability to changing circumstance and new ideas • Ability to promote and secure the success of students of all abilities and needs • Ability to contribute to the development of a high performing team • Ability to contribute to strategic planning and management of school priorities • Ability to communicate effectively and constructively with a wide audience, including staff, governors, the Local Authority, students and parents, both orally and in writing • Ability to use appropriate leadership styles in different situations • Ability to recognise and secure outstanding teaching and learning • Ability to deal sensitively with a range of people and resolve conflict • Ability to identify improvements and initiate and manage change • High- level organisational skills 	

Other Work Requirements	<ul style="list-style-type: none">• Suitability to work with Children• Fluent in spoken and written English to an appropriate level for the role.• Right to work in the UK.	
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