

## Assistant Headteacher (Pastoral)

### Job Description

<b>Job Title</b>	Assistant Headteacher (Pastoral)
<b>Salary range</b>	L11 - 14 (Dependent on experience)
<b>Subjects:</b>	Science (Preferable). Other subject areas will also be considered.
<b>Line Management</b>	<ul style="list-style-type: none"> <li>• The Assistant Headteacher is directly responsible to the Headteacher</li> <li>• Line manages Heads of Key Stage (currently 3 staff)</li> <li>• Line manages Student Managers (currently 3 staff)</li> <li>• Line manages Attendance Officer (part time)</li> <li>• Line manages - Head of PSCE (also Head of Key Stage 5)</li> </ul>

### **The purpose of the role**

The Assistant Head (Pastoral) is also responsible for supporting the aims of the school to ensure each student is cared for and their personal, social and health needs met in so far as the school is able.

- To work closely with the Headteacher and ensure a safe environment that protects and cares for students and staff.
- Responsibility for whole school discipline, rewards, sanctions and standards (e.g. behaviour and dress) in and outside of the classroom, in line with the school's aims and values.
- To lead on the building of a high-quality Pastoral agenda across all year groups. Be innovative in approach and be active in seeking ways to ensure that our pastoral provision is consistently strong.
- Develop and implement inclusion strategies and mechanisms to support disadvantaged and vulnerable students within the school
- To have responsibilities for monitoring and evaluating key operational aspects of the school and personnel
- To act as a key driver of development and change in a range of areas whilst working with members of the Leadership Team and other colleagues.
- Provide leadership in partnership with the Governing Body; contributing to the shared vision for the strategic development of The Harefield Academy to ensure a happy, high achieving community for all students
- To attend and report to various governing body committees and to deputise for the Deputy Headteacher/Headteacher in their absence

### **Safeguarding and Promoting the Welfare of Children and Young People**

- Ensure the welfare of children and young people is safeguarded and promoted in line with best practice;
- Take responsibility for promoting and safeguarding the welfare of children and young people within the school.
- Manage and guide the Safeguarding Team and Student Counsellor (external)
- Support / Lead Deputy Designated Safeguarding Lead & Safeguarding Team when making of referrals, writing of reports and attendance at meetings
- Work with parents/carers and external agencies to ensure appropriate support is in place for vulnerable students
- Take the lead on promoting Mental Health within the school

### **Leading teaching and learning**

- Teach, as required, (preferably Science background but other subjects considered)
- Work with the Deputy Headteacher, Headteacher & Governing Body, and other key stakeholders to ensure the vision of the school is clearly articulated, shared and understood
- Contribute to the raising of student achievement by ensuring a culture and ethos of challenge and support to ensure the highest standards in learning and teaching
- Promote positive learning behaviour of students and staff and contribute to the inclusive and effective learning environment
- Work with the pastoral team to ensure the success of key transition points for students

### **Shaping the future**

- Take an active role in school improvement and self-evaluation with a view to maintaining our Ofsted 'Good' grade.
- Contribute to agreed objectives and operational plans which will promote and sustain school improvement;
- In partnership with the Headteacher and other Leadership Team colleagues, effectively manage school resources and promote creativity, innovation, and the use of appropriate new technologies to achievement excellence;
- Devise, implement and monitor action plans and other policy developments such as the annual Equality Objectives Statement, Behaviour for Learning Policy, Mental Health policy

### **Leading and Managing the Organisation**

- Ensure consistent approaches to standards of behaviour, attendance and punctuality are implemented across the school and that there is robust data available to support evaluation of these areas;
- Working with the Headteacher or others in the Leadership Team, take part in key activities related to professional, personnel/HR issues and other leadership processes as appropriate e.g. sickness absence, disciplinary, capability etc. as required;
- Make links with other schools to benefit all stakeholders;
- To undertake any professional duties as reasonably delegated by the Headteacher;
- Design and manage the assembly schedule in order to promote our values and ethos.

### Securing Accountability

- Make a significant contribution to the school self-evaluation through monitoring and evaluation of whole school standards (in line with Ofsted Framework)
- Take a lead role in ensuring the school is Ofsted ready through evidence-based practice
- Work with the governing body on the formation of policy and strategies
- Support the Headteacher in developing a coherent, understandable, and accurate account of the school's performance to stakeholders
- Promote and protect the health and safety and welfare of the students and staff
- Lead the quality assurance of the pastoral systems and staff

### Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> <li>• Relevant degree <ul style="list-style-type: none"> <li>• Science background (preferable)</li> <li>• Other subjects accepted</li> </ul> </li> <li>• Qualified teacher status</li> <li>• Competence in the effective use of ICT on a day-to-day basis</li> <li>• Evidence of relevant and sustained professional development relating to school management and current educational developments</li> <li>• Appropriate qualification, experience and any other requirements needed to perform the role in relation to safeguarding and promoting the welfare of children and young people</li> </ul>	<ul style="list-style-type: none"> <li>• Higher qualification in education and/or management e.g., NPQH/Masters level qualification</li> <li>• Designated Safeguarding Lead</li> <li>• SENCO qualification</li> <li>• Mental Health Lead</li> </ul>

Experience	<ul style="list-style-type: none"> <li>• Proven high standards of classroom practice</li> <li>• Teaching experience across the full ability and age range</li> <li>• Proven record of raising standards of achievement and sustaining improvement</li> <li>• Experience of taking responsibility for implementation of department or whole school projects</li> <li>• Experience of building and maintaining effective relationships with parents, carers, partners, and the community</li> <li>• Evidence of effective line management of others</li> </ul>	<ul style="list-style-type: none"> <li>• Successful senior leadership experience in a secondary school</li> <li>• Designated Safeguarding Lead / Deputy DSL experience</li> <li>• Proven record of raising standards of achievement and sustaining improvement through self-evaluation and strategic planning</li> <li>• Experience of latest data analysis tools</li> <li>• Experience of working with Governors and other stakeholders</li> <li>• Experience of efficient budget management and resource deployment</li> </ul>
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<p>Personal Qualities</p>	<ul style="list-style-type: none"> <li>• High level of commitment to inclusive education and Equal Opportunities</li> <li>• Is committed to raising standards for all students in pursuit of excellence</li> <li>• High level of integrity, honesty and fairness</li> <li>• High professional standards</li> <li>• Demonstrate ability to work under pressure</li> <li>• Have strong leadership skills which recognise and respond to difficulties as well as celebrate the achievements of the school</li> <li>• Ability to lead, inspire, motivate and manage people</li> <li>• Committed to effective working relationships, giving and receiving support from others</li> <li>• Lead by example and model excellent practice</li> <li>• Ability to communicate as an active listener, orally and in writing</li> <li>• Good reasoning powers and the ability to make considered decisions in a variety of situations</li> <li>• Readiness to reflect on practice</li> <li>• Self-motivated and able to work with initiative</li> <li>• Demonstrate effective time management skills</li> <li>• Strong commitment to the school ethos</li> <li>• Has a real presence and personal impact within school</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding of staff-wellbeing strategies</li> </ul>
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Leadership and Management	<ul style="list-style-type: none"> <li>• Ability to consistently demonstrate and actively promote a commitment to safeguarding and promoting the welfare of children and young people in a safe, secure and healthy school environment</li> <li>• Ability to monitor and evaluate own and others work, acknowledging excellence and challenging poor performance across the school</li> <li>• Assess impact of work on outcomes for students and stakeholders</li> <li>• Share and develop commitment to the school ethos and vision. Inspiring, challenging, and empowering others to carry the vision forward</li> <li>• Show a clear knowledge and understanding of the implication of current educational developments and legislation relevant to specific areas of responsibility</li> <li>• Implement and manage change to effect improvement</li> <li>• Challenge, influence and motivate others to set appropriate and challenging targets</li> <li>• Promote the development of staff and to build capacity</li> <li>• Commit to successfully developing and managing high performing teams</li> <li>• Work with other agencies for the well-being of all students and their families taking the lead in multi-agency approaches when necessary</li> <li>• Use comparative data for benchmarking and target setting purposes and develop relevant strategies for performance improvement</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of line management of Pastoral personnel</li> <li>• Experience of leading whole school CPD</li> </ul>
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Other	<ul style="list-style-type: none"> <li>• Commitment to safeguarding and promoting the welfare of children and young people</li> <li>• Willingness to undergo appropriate checks, including enhanced DBS Checks</li> <li>• Motivation to work with children and young people</li> <li>• Ability to form and maintain appropriate relationships and personal boundaries with children and young people</li> </ul>	
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