

## St Werburgh's Primary School

### Assistant Headteacher - Pastoral

#### Job description

<b>Job title</b>	Assistant Headteacher - Pastoral
<b>Location</b>	St Werburgh's Primary School
<b>Salary</b>	L4-7 (£53,602-57,831 subject to pay award)
<b>Role Summary</b>	<p>The role of the Assistant Head is to develop and lead safeguarding and pastoral care across the school, including behaviour, attendance and well-being. To act as designated teacher for children in care and those previously in care or in kinship care. To be a visible presence in the school, supporting colleagues in embedding the Behaviour curriculum and our Behaviour and Motivation principles and leading on safeguarding as the designated safeguarding lead (DSL).</p> <p>This role requires an inspiring and empathetic leader, able to build strong relationships with colleagues, children and families. To be an organised leader of pastoral systems and processes and to provide impactful leadership and support to colleagues. They will have high expectations of our children and work hard to ensure that barriers to their future success are removed. They will be kind, committed and curious.</p>
<b>Working pattern</b>	Full time - 0.8 FTE will be considered for the right candidate.
<b>Responsibilities</b>	<ul style="list-style-type: none"> <li>Promoting and safeguarding the welfare of children and young persons for who you are responsible and with whom you come into contact.</li> </ul> <p>Excellence</p> <ul style="list-style-type: none"> <li>Demonstrate excellent classroom teaching in order to establish credibility, act as a role model and leader to teaching and support staff, and foster the high expectations to which the school aspires.</li> <li>Support the Headteacher and other members of the leadership team in establishing a learning environment that promotes high standards of behaviours for learning, engagement and independence.</li> <li>Work with the Headteacher and Deputy Headteacher in setting, nurturing, promoting and maintaining a high standard of behaviour and mutual respect throughout the school ensuring that all staff play an active role in the pursuit of these standards.</li> </ul>

- Lead on the behaviour and attitudes area of the ofsted framework across the school.
- Be a visible presence in the school supporting children and colleagues throughout the day.
- Provide training and support which ensures that the behaviour curriculum is embedded and consistent across the school, with a focus on seeing behaviour as communication.
- Analyse data on behaviour, putting in place changes in provision and support alongside the SENCO, Phase Leaders and class teachers as appropriate.
- Work with the attendance officer to monitor attendance records and ensure that whole school strategies are in place to encourage good attendance.
- Work with the pastoral team and class teachers to identify and act to improve attendance of persistent absentees.
- Support in coordinating core group and pupil progress meetings in order to set targets and make individual plans for raising achievement for specific children or groups.
- Take responsibility for collating evidence for specific sections of the school's Self Evaluation Form and Development Plan.
- Support the appraisal process for teachers and support staff as required and use the process to develop personal and professional effectiveness.
- Take responsibility for coordinating provision for Looked After and Previously Looked After Children (LAC and PLAC).
- Ensure policies related attendance, LAC and PLAC, and behaviour are up to date, communicated and distributed correctly

#### Community

- Support and secure the commitment of others to the vision, values and policies of the school and promote high levels of achievement across the school.
- To be the designated safeguarding lead for the school and maintain levels of training and qualification as needed to ensure that this role is carried out effectively and in line with all statutory guidance.
- To have a strategic overview of safeguarding in the school, working with the Trust safeguarding lead when appropriate.
- To promote the welfare of children in all aspects of safeguarding.
- Be responsible for keeping up to date on all latest legislation regarding Keeping Children Safe in Education and training/updating staff accordingly.
- Be responsible for ensuring policies are in line with current legislation and are communicated and distributed effectively to all.
- Lead, attend and contribute to meetings with other professionals involved in the welfare and development of children as well as formal and informal conferencing with parents and carers where required.

- Support the appraisal process for teachers and support staff as required and use the process to develop personal and professional effectiveness.
- Report to governors, the headteacher and SLT, and the Cathedral schools Trust executive team on safeguarding, behaviour, pupil premium, LAC and PLAC trends.
- Liaise effectively with parents, governors and other parties linked to the school and develop effective working partnerships.
- Attend and contribute to meetings with other professionals involved in the welfare and development of the children as well as formal and informal conferencing with parents and/or carers, where required.
- Take assemblies regularly and teach classes or groups when required to ensure the smooth running of the school.
- Work closely with colleagues across the Cathedral Schools Trust, representing the school when required.
- Act as the headteacher, undertaking all the duties and responsibilities that the role requires, in the absence of the headteacher and/or deputy headteacher, where required

#### Character

- Support the headteacher and other members of the leadership team in establishing a learning environment that promotes high standards of behaviour, behaviour for learning and independence.
- Work with the headteacher and assistant head in setting, nurturing, promoting and maintaining a very high standard of behaviour and mutual respect throughout the school ensuring that all staff play an active role in the pursuit of these standards.

#### Equity.

- Act in accordance with school policy on equal opportunities and anti-discrimination.
- Act in a way that shows respect for other adults as valuable contributors to the effectiveness of the whole school. This implies conduct that demonstrates a commitment to participation in a shared school venture and a respect for boundaries and confidentiality.
- Set a good example in terms of dress, punctuality and attendance.
- Carry out the role of Designated Teacher for looked after children and previously looked after children. Maintain appropriate records.
- Liaise with the virtual school for children in care and other professionals, as appropriate.
- Develop understanding and practice amongst staff about effective ways of removing barriers and raising achievement for disadvantaged children.

#### Other Duties and Responsibilities

- Take on specific tasks related to the day to day administration and organisation of the school.

	<ul style="list-style-type: none"> <li>Take on any additional responsibilities agreed with the headteacher.</li> <li>Challenge the headteacher, in a professional manner, if he/she acts in a manner which may be deemed inappropriate or ineffective.</li> </ul> <p>Note: The duties outlined in this job description may be modified, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title. This document does not form part of your contract of employment with the school.</p>
<b>Reporting to</b>	<b>Headteacher</b>
<b>Safeguarding</b>	<i>We are committed to safeguarding and promoting the welfare of children, young people and adults and expect all staff and volunteers to share this commitment. All posts at Cathedral Schools Trust are subject to pre-employment checks including, but not limited to, initial and periodic enhanced level checks with the Disclosure and Barring Service.</i>

## St Werburgh's Primary School

### Assistant Headteacher - Pastoral

#### Person Specification

We are committed to creating an inclusive working environment. If you are excited about this role and can demonstrate many but not all of the areas below, we would encourage you to apply as you may just be the person we are looking for.

The listed criteria will be reviewed across the stages of our recruitment process, including application form, personal statement (within the application form), interview, references and certificates.

#### Skills and personal attributes:

*(Personal competencies, qualities, attitude and behaviours that will allow you to perform effectively in the role, ensuring the safeguarding and welfare of children and young people)*

#### Essential for this role:

- Commitment to safeguarding and promoting the welfare of children, young people and adults.
- Excellent written and verbal communication skills.

**You are likely to have:**

- Self motivation with a high level of organisational skills and the ability to prioritise workload effectively.
- Passion about delivering high quality education to children and their families.

**You may have:**

- The skills to be adaptable to changing circumstances and new ideas.
- Capacity to express optimism & positivity, passion & drive, empathy & intuition, emotional intelligence and resilience.

**Knowledge and qualifications:**

*(Professional, technical or academic qualifications that you have achieved relevant to this role)*

**Essential for this role:**

- Qualified and experienced teacher with experience of success in more than one key stage.
- Experience of having led on school improvement priorities and demonstrated a positive impact.

**You are likely to have:**

- A thorough understanding of the importance of safeguarding and the role of designated safeguarding lead.

**You may have:**

- Experience of successfully leading a team and line managing people.

**Experience:**

*(Please draw upon experience and achievements gained through paid employment, voluntary work or personal life experience relevant to this role)*

**Essential for this role:**

- Track record of providing inspirational and strong collaborative leadership to teaching staff, governors and parents.

**You are likely to have:**

- Evidence of using data, benchmarks and feedback to monitor progress in children's learning and development to inform personalisation.
- Ability to inspire, challenge and motivate others and communicate effectively with different audiences.

**You may have:**

- Evidence of leading innovative approaches to learning and inclusion.

**Other Requirements:**

**You are likely to have:**

- Experience of working effectively with different teams and colleagues.
- Experience of managing conflict effectively.
- A high expectation of self and others and effectively hold others to account.

**You may have:**

- Experience of collaboration and networks with others within and beyond the school to improve outcomes and provision, particularly for vulnerable children.

*Cathedral Schools Trust is an equal opportunities employer and recognises the strength in diversity. Our schools have a wide range of cultural, socio economic and religious influences and we use this to ensure that we broaden our understanding of each other and the world. Applications are welcome from all suitably qualified candidates regardless of race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, gender reassignment, disability or age, and maternity, marital or civil partner status. We particularly encourage applications from under-represented groups.*

*As part of our commitment to equal opportunities, we ask that all applications are made using our application form and are accompanied by an equal opportunities form. The equal opportunities form is anonymous and is not shared with the shortlisting panel.*