**JOB DESCRIPTION**

**Assistant Headteacher (Pastoral)**

**NB. Specific Responsibilities will be reviewed and confirmed with the successful candidate**

**Purpose:**

* Raise standards in Safeguarding, Attendance and Student Wellbeing
* Ensure earliest possible identification of barriers to attendance and wellbeing, plan & monitor effectiveness of work to overcome these barriers
* Ensure the school meets, and goes beyond, statutory compliance for Safeguarding
* Development of school policies and ensuring that policy is fully complied with to deliver the best possible outcomes for students
* Act as a member of SLT, providing strategic and operational leadership of the school and supporting the Headteacher in the ongoing school improvement process
* Act as line manager for identified staff, supporting them to achieve their potential as professionals
* Work directly with students and their families to ensure they are safeguarded, attend well and are supported to achieve a positive sense of well-being

**Salary/Grade:** L3-L7 (£54 394 - £60 145)

**Reporting to:** Headteacher

**Main Duties & Responsibilities**

Whole School & Leadership

* Support the vision, ethos and policies of the school and promote high levels of achievement
* Actively support the Head teacher, in the promotion and achievement of the key priorities of the school
* Act as Designated Safeguarding Lead for the School
* Monitor the impact of the school’s work in safeguarding, attendance and wellbeing
* Report to Governors as appropriate
* Lead on the collection, analysis and use of data on student attendance
* To act as Line Manager for assigned teaching and support staff
* To play a full part in developing and enhancing relationships between the school, parents, external agencies and the local community
* Contribute to school Self Evaluation and Strategic School Improvement Planning Processes
* Contribute to the leadership of a positive staff culture, modelling and ensuring compliance with all school policies

Safeguarding

* Act as Designated Safeguarding Lead for the School
* Ensure the school is compliant with and exceeds the requirements of Keeping Children Safe in Education
* Provide strategic leadership regarding Safeguarding
* Oversee and manage the work of staff who contribute to safeguarding, including the Deputy Designated Safeguarding Lead and Outreach Teacher
* Monitor safeguarding and pastoral concerns to allow for early identification of concerns
* Work closely with outside agencies to ensure suitable referrals and interventions are put in place for students
* Identify trends in areas of concern, adapt school practices and provide staff training in response to these
* Ensure all staff are well trained to be able to understand and meet their safeguarding responsibilities
* Participate in multi-agency meetings, providing information from a school perspective and contributing to ensure students are protected from harm
* Lead on Safeguarding aspects of School website
* Act as Designated Teacher for Children in Care
* Work in close partnership with families, including liaising with parents and carers
* Liaise closely with our SEND team over Child Protection concerns for children with SEND
* Liaise closely with staff from excluding and receiving schools to ensure continuity of support
* Develop and monitor school induction processes to ensure they allow for early identification and meeting of individual needs

Attendance

* Take overall responsibility for improving attendance at a whole school level
* Ensure school attendance policy and processes reflect statutory requirements and best practice
* Review and analyse attendance data and make use of this to implement evidence informed strategies to improve
* Work in close partnership with families and external agencies to provide support and challenge as necessary to improve individual student attendance
* Liaise with Education Welfare Officers to ensure compliance with legal returns, providing evidence necessary for the implementation of legal orders for non-attendance
* Report on progress and trends in attendance to the Headteacher, Senior Leadership Team and Governors
* Supervise the work of other staff involved in attendance processes

Mental Health and Wellbeing

* Act as the school Senior Mental Health Lead
* Monitor trends in mental health and wellbeing concerns, implement interventions to address these
* Act as strategic lead for trauma informed practice
* Provide ad-hoc and planned advice and supervision for staff
* Develop strategic plans to improve the mental health and wellbeing support provided by the school. Monitor and report on the effectiveness of these plans
* Liaise with external agencies and providers to establish a programme of activities that complements and enhances in school provision

Teaching and Learning

* Teach a secondary national curriculum or vocational subject
* Model and share best practice in teaching and learning.
* To model approaches and team teach alongside colleagues to develop highly effective practice, such as effective interactive teaching, modelling new concepts, classroom management, behaviour for learning
* To fulfil a teaching role that may include: delivery of interventions, team teaching, class and outreach teaching
* Model positive behaviour for learning and restorative approaches to managing conflict
* Contribute to the quality assurance of teaching and learning, including line management and supervision of specific subject areas

Staff Management and Development

* Line manage assigned staff on a day to day basis
* Support staff to ensure their wellbeing and development of performance
* To lead CPD for teachers and support staff
* To demonstrate a commitment to his/her own continuing professional development and that of all staff
* To be involved in assessing the professional development needs of staff

Other Responsibilities

* Be aware of and respond appropriately to any health and safety, child protection and safeguarding issues raised by staff, children or families
* Take on any additional responsibilities that might from time to time be determined by the Headteacher, as consistent and reasonable to your job duties, including deputising for the Deputy Headteacher in their absence.