

Job Description



As well as the responsibilities set out below there may on occasion be reasonable requests for other duties not listed. These will always be within the scope of your role and capability.

Job Title	Assistant Headteacher - Pastoral	Location	The Castle School	Hours	FT
Reports to	Headteacher	Line Manages	Heads of Year	Grade	L11
Qualifications: QTS & Degree, demonstrable experience in Secondary School teaching as well demonstrable leadership experience					
Role Profile					
<p>Working as part of a proactive and innovative Senior Leadership Team (SLT), this will be a key role in the strategic leadership of our school in the relentless pursuit of our ambition to become an outstanding school. You will ensure that students are supported with transitioning into school and attending school, enabling all of our students to be able to have the same opportunities so as to access a great education. You will support the development and enhancement of our pastoral provision as a centre for excellence, so as to ensure the best possible outcomes for all. You will be working across the school to create a common vision of excellence, helping to make your school a truly exceptional place to learn and work in.</p>					
Person Specification					
<p>You will be able to role model the required Teaching Standards and be able to demonstrate leadership with integrity, accountability and honesty. You will be an optimist and be sufficiently self-aware in order to develop your skills and relationships.</p> <p>You will need to have exceptional people skills, which will mean you will need to be personable and approachable and recognise that your role is heavily reliant on being able to engage others in an effective manner.</p>					
Responsibilities					
<ul style="list-style-type: none"> • Development & implementation for all pastoral policies and procedures • Designated Safeguarding Lead • Ensuring that the School's policies in relation to safeguarding are followed by all staff 					

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- Ensure Single Central Register is compliant
- Leading on all pastoral matters across the School alongside the Deputy Headteacher, ensuring that the School remains an exemplar of best practice in relation to pastoral care, equality and inclusion.
- Lead on aspects of the School Improvement Plan as directed and provide evidence of impact
- Oversee analysis of safeguarding data and action plan accordingly
- Line management of specific Heads of Faculty
- Line management of the PSHE coordinator to ensure a high quality personal development programme is delivered
- Liaise with appropriate outside agencies, SENDCO and Headteacher
- Contribute to the effective day to day management of the school including organising and carrying out supervisory duties
- Be a high profile presence during the school day and at school events
- Represent the school within the local and wider community as required
- In addition, to undertake whole school responsibility in specific areas as designated by the Head of School
- Support Heads of Year and tutors in the development of programmes and strategies which ensure student progress and raise standards, including tracking, monitoring and interventions
- Actively monitor and follow up students' personal, social and academic progress, including attendance and punctuality

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- Communicate with and liaise with tutors and appropriate support staff to maintain records and information in line with school policy
- Support the implementation of whole school policies and procedures
- Liaise with curriculum leaders and other leaders (e.g. SEN) to ensure that effective personalised learning provision is delivered to targeted students
- Monitor the progress and well-being of individual students, contributing to student tracking systems and intervention plans whilst ensuring up-to-date student records as may be required
- Inform appropriate staff regarding student concerns and make recommendations as to how these may be resolved
- Communicate, as appropriate, with the parents of students and with persons or bodies outside the school concerned with the welfare of individual students, after consultation with the appropriate staff
- Ensure the maintenance of accurate and up-to-date pastoral records on CPOMS and SIMS
- Understand the importance of inclusion, equality and diversity, both when working with pupils and with colleagues, and to promote equal opportunities for all
- Uphold and promote the values and the ethos of the school
- Implement and uphold the policies, procedures and codes of practice of the School, including data protection, health & safety and safeguarding
- Participate and engage with workplace learning and development opportunities, working to continually improve own performance and that of the Pastoral team and school
- Monitor and challenge professional standards within the pastoral system
- Support the development of colleagues through monitoring, mentoring and coaching

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