**Ponteland High School**

**Assistant Headteacher: Job Specification**

1. **Name** <<staff name>>

2. **Salary Range**  L11– 15

3. **Post** Assistant Headteacher

1. **Key responsibilities**
2. To be a member of the Senior Leadership Team
3. To be a consistently good-outstanding classroom teacher
4. Provide strategic leadership and clear direction for the pastoral system within school including:
   1. Oversight and management of pastoral systems to support good attendance, punctuality and behaviour
   2. Oversight and management of the PSHE and RSE curriculum
   3. Support for the provision of Careers and Information, Advice and Guidance
5. Engage in robust self-evaluation activities to identify areas for improvement to ensure high quality provision for students
6. To lead on strategies that ensure our pastoral system is effective and improving
7. To contribute to, and support, the key focus of improving teaching and learning, particularly within <<linked curriculum area>>
8. To contribute to, and support, the specific work of the Pastoral Leader/Manager in an identified year group
9. To contribute to the corporate leadership of the whole school
10. To be an effective and professional role model to colleagues ensuring full compliance with the Staff Code of Conduct

4. **Line Management**

The post holder will be directly responsible to the Headteacher and work collaboratively with other members of the Senior Leadership Team.

The post holder will directly line manage an identified curriculum area and also support an identified year group.

5. **Main Responsibilities**

The specific responsibilities of the role involve leadership and oversight of the pastoral system encompassing attendance, behaviour management, PSHE and RSE provision

6. **Other Responsibilities**

The Assistant Headteacher will:

* Line manage at least one curriculum area
* Lead on appraisal for identified staff
* Be SLT link for a specific year group
* Lead on various tasks, negotiated, as appropriately, with the Headteacher.
* Be a Duty Team Leader for an identified day
* Be a visible presence within school and on duty each day

Kieran McGrane

April 2021