



Robert Blake School
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Assistant Headteacher

Attendance, Pupil Premium and Recognition

Full time Permanent Post

Salary Scale: L12 – 16

Purpose of the job

All senior leaders have shared accountability for safeguarding, teaching and learning, student attainment and progress, behaviour for learning and staff welfare to ensure impact for all.

- To work with other members of the senior leadership team and governing body to create a shared vision and strategic plan which inspires and motivates students, staff and all other members of the school community.
- To promote the school's ethos and values and to work to establish these in all aspects of the school's work.
- To lead on: whole school attendance; whole school disadvantage focus; the Schools Rewards and Recognition Programme and KS2/3 Primary Transition.
- Provide appropriate up to date guidance to the Headteacher and Governing Body on all matters relating to the main responsibilities below.

Main duties

All teachers work within the statutory conditions of employment set out in the current School Teachers' Pay and Conditions document. The duties listed below will complement the main responsibilities above. They are not, therefore, an exhaustive list of what is required:

- To teach an agreed teaching load commensurate with the role and responsibilities of the Assistant Headteacher.

- To lead on whole school Attendance including: attendance reporting to the senior leadership team and Governors and line management of modified timetables and EBSNA work.
- To lead on the Pupil Premium Strategy including: Assessing Monitoring & Evaluating the provision; Analysing data to monitor & take action on gaps in outcomes and attendance. Challenge & Support teachers in ensuring progress is being made and raised attainment.
- To lead on whole school Recognition including: overseeing the Praise Shop, recognition events and Celebration/Awards Evenings.
- To lead on KS2/3 Primary transition including: working with primary headteachers and line managing the static Head of Year 7.
- To monitor the work of the school on a weekly basis and to report on this to the Deputy Head and Senior Leaders.
- To contribute positively to the senior leadership and governors' meetings; to lead specific items and presentations.
- To attend and contribute to Parents' Evenings, school events, productions and performances.
- To promote British values and equal opportunities, high achievement and the school's vision in all areas of the school.
- To develop links with other schools and community representatives as appropriate.
- To promote good behaviour amongst students, to create a purposeful learning environment in the classroom and throughout the school; to assist colleagues in achieving this.
- To assist in the promotion of whole school and team policies and to follow, and contribute to, the school's Performance Management procedures.

Specific responsibilities

The following major roles and responsibilities will form part of the job description, which may, following consideration, be subject to change in the future:

- Maintenance of discipline and high standards of conduct and appearance of students throughout the school.
- Promote recognition across the school as a way of motivating students to achieve well and give them a sense of belonging.
- Liaise with the Deputy Headteacher/Raising Standards Lead regarding Pupil Premium strategies.
- Plan and manage the budget for Pupil Premium ensuring improved outcomes for our most disadvantaged students.
- Oversee the transition of KS2 students to the school including: line management of the static Head of Year 7, Summer School, liaising with primary school leaders.
- Liaise with the Deputy Headteacher regarding attendance, Pupil Premium and Rewards

- In conjunction with other leaders, oversee and quality assure the implementation of the Year 7 tutor group/registration programme.
- Consult with the SENCo, EAL coordinator and Year Heads where relevant.
- Research best practice and use this in all aspects of the role.

Relationships

The post holder will assist the Deputy Headteacher with responsibility for Quality of Experience. The post holder:

- is responsible to the Deputy Headteacher and through them to the Headteacher and Governing body;
- shares responsibility with other members of the school's leadership team for the leadership and management of teaching and support staff; specifically the pastoral team;
- interacts at a professional level with colleagues including:
 - members of the school leadership teams in other schools in the area and county;
 - members of staff in partner schools;
 - United Learning colleagues;
 - Ofsted.
- is expected to develop particular working relationships with:
 - parents;
 - governors;
 - members of the community.
- will ensure that the vision and strategic direction of education focusses on a holistic approach to learning, which is broader than examination results and targets and recognises the schools role in developing respectful, kind and responsible citizens and an effective work source of the future.

Job context

The school welcomes teachers of high professional standard and shares the responsibility with each teacher for continual review and the development of expertise.

All teachers make a valuable contribution to the school's development and therefore, to the progress of all students. All teachers should be able to demonstrate competence against the relevant professional standards. It is expected that competence will be further developed as a teacher's career progresses.

Teachers in the upper pay range can be expected to make a particular contribution to building team commitment in line with statutory requirement to meet threshold standards.

In particular, post threshold teachers will make a sustained and substantial contribution by:

- Being a role model for professional practice in the school;
- Making a distinctive contribution compared with other teachers;
- Contributing effectively to the wider school.

All teachers, except those who are newly qualified, will have varying degrees of responsibility for a curriculum area across the whole school and will be supported in that role by their line manager.

Review of duties

The specific duties attached to any individual teacher are subject to annual review and may, after discussion with the Headteacher, be changed.

Deb Loveridge
Headteacher
March 2025