

## Job Description of Assistant Headteacher: Attendance, Safeguarding and Behaviour

### Post Details

**School:** Sprowston Community Academy  
**Post type:** Leadership  
**Grade/Pay Level:** L13-18  
**Responsible to:** Deputy Headteacher Inclusion; Headteacher

### Main Purpose

- To lead and manage Attendance and Safeguarding across the school, including being the Senior Designated Safeguarding lead for the school.
- To work closely with the Deputy Headteacher for Inclusion in leading and managing the behaviour and attitudes of students and supporting all aspects of pastoral care across the school
- To work collaboratively with the rest of the Senior Leadership Team to drive school improvement and create a culture of high expectations and excellence amongst all stakeholders whilst maintaining an ethos that is inclusive, kind and built on strong relationships
- To play a pivotal role in working within the Senior Leadership Team to establish and implement the strategic vision for the school, supporting all students school to achieve their potential and overcome any challenges to learning
- To provide robust self evaluation and quality assurance systems in all aspects of Attendance, Safeguarding and Behaviour so that there is a clear level of transparency and accountability to all stakeholders and the internal and external bodies who hold the school to account
- To champion inclusion and ensure that the work of the school prioritises the needs of our most vulnerable students and seeks to systematically close gaps in achievement, attendance and well-being
- To line manage teams as agreed, ensuring that there are clear goals and aspirational targets and clear action plans for improvement and development
- To ensure that work done on attendance, safeguarding and behaviour is systematically planned to dovetail with strategic work on curriculum and teaching and learning, such that plans are coherent and “joined up” with pastoral and curriculum teams working together rather than in silos
- To ensure that the school’s commitment to equality and diversity is evident in everything that you do

### Duties and Responsibilities

#### **Strategic Leadership and Management**

- Providing Strategic Leadership of all aspects of Attendance. This will include:
  - Ensuring that there is a whole school commitment to attendance being everyone’s responsibility
  - Developing an ambitious strategic plan for attendance which is shared with all stakeholders
  - Ensuring that there is systematic and regular analysis of attendance data which is used to inform actions which are proactive, creative and ambitious
  - Working with the Deputy Headteacher to embed new initiatives around truancy and attendance in schools
  - Leading the attendance team in an inspirational and innovative way so that staff are empowered to make efficient use of resources and implement evidence-based strategies to improve attendance

- Overseeing the attendance referrals to the medical needs team
  - Ensuring regular home visits are conducted and logged by the appropriate individual to provide a secure safeguarding package
  - Working closely with Pastoral Leaders to ensure that there are all intervention strategies in place to challenge emerging attendance issues and that these strategies are consistently implemented across the school
  - Working closely with Curriculum Leaders to ensure that there are strategies in place to ensure that students are supported to catch up missing work and to remove any curriculum/teaching and learning based barriers to attendance
  - Working closely with the Safeguarding and Vulnerable Groups teams to ensure that there is effective information sharing and “wrap around” plans for students who are most at risk as a result of not being in school on a regular basis
  - Working closely with behaviour teams to monitor any links between behaviour and attendance and ensuring that there are effective “joined up” strategies. This will include the effective monitoring of alternative provision attendance and the impact of suspensions on attendance and access to work
  - Working closely with external support agencies to ensure that the attendance strategy is robust and reflects best practice, working effectively with multi-agency teams as appropriate
  - Working closely with the Trust to ensure that our school attendance strategies are in line with Trust best practice and are open to scrutiny and challenge
  - Analysing data in link with attendance and medical absences
- Providing Strategic Leadership of Safeguarding at Sprowston Community Academy. This will include:
    - Taking the role of Senior Designated Safeguarding Lead in school
    - Ensuring that there is a strong culture of safeguarding in school which is shown in every aspect of school practice
    - Ensuring that School Practices meet all statutory expectations and standards
    - Leading safeguarding CPD including whole school training and regular safeguarding briefings so that all stakeholders have access to up to date information and advice about best practice
    - Ensuring that the implementation of safeguarding practices are consistent across the school. This will include: leading the team of DSLs to ensure that there is consistent good practice; routine monitoring of CPOMS information to ensure that actions are timely and effective; ensuring that there are effective systems in place to support students and families who require “early look intervention”; ensuring that there is consistent good practice in terms of school involvement in EHAPs, Child in Need and Child Protection cases
    - Working closely with the Trust Safeguarding Lead to ensure that the school is adopting Trust wide models of best practice
    - Leadership and management of the school Anti-Bullying approach, including ensuring that there are clear and transparent systems which are implemented with consistency and rigour so that all stakeholders have faith that incidents of bullying will be routinely challenged
- Supporting the Strategic Leadership of Behaviour and Attitudes at Sprowston Community Academy, working with the Deputy Head teacher for Inclusion to ensure that there are:
    - High expectations for behaviour and attitudes that are routinely and regularly shared with all stakeholders
    - Clear systems and structures underpinning the school expectations for behaviour including behaviour in lessons and in at social time
    - Clear systems in place to monitor behaviour incidents and to intervene effectively and in a timely way when behaviour incidents occur

- Clear systems in place to support students (and their families) where poor behaviour or attitudes to learning act as a barrier to achievement and have a negative impact on the learning of the student and other students
- Transparent plans in place to support students where there may be an overlap with other needs, for example an identified SEND need or an aspect of disadvantage or safeguarding need
- Clear mechanisms in place to promote and reward positive attitudes to learning and to actively teach these to students and wider stakeholders
- General aspects of leadership and management including:
  - Making a significant contribution to the development of the vision for the school, which is clearly articulated, shared and acted on by all.
  - Providing strategic direction for the school, including our vision and values, through the identification of our key priorities.
  - Contribution to the whole school SEF and SDP, developing and implementing strategic plans bringing about rapid and sustainable improvements in identified areas to be agreed with the Trust
  - Work alongside the Director of Inclusion and Trust Safeguarding Lead to implement Trust-wide strategic plans bringing about effective improvement across the Trust
  - Inspiring children, staff, governors and all those involved with the schools and the community we serve.
  - Providing motivational and inspirational leadership at all levels of the organisation.
  - Building positive and effective relationships with key stakeholders including the LA and providers of alternative provision
  - To lead the school in achieving excellence with a focus on continuous improvement and raising standards.
  - To act as an advocate and public face for the school, influencing others by raising the profile and promoting the schools' core purpose and values.

### **Operational Leadership and Management**

- Leadership and responsibility for attendance, safeguarding and behaviour at SCA
- Line management responsibility for the Attendance team, DSLs and shared line management of pastoral teams including Key Stage Leaders and Heads of Year.
- Shared responsibility for the daily smooth operational running of the school including a commitment to duties and supervision of after school activities as agreed with the Headteacher
- Provide regular written and in-person reports to the Head teacher, Central Education Team, CEO and Trustees detailing analysis of relevant data welcoming robust internal support and challenge.
- Take responsibility for your own professional development and CPD needs as expected of a senior leader within Sprowston Community Academy.

### **Quality of Education**

- Alongside the Headteacher and the Deputy Headteachers, the AHTs take overall responsibility for ensuring excellent academic outcomes in all key stages.
- Driving the school improvement approach, ensuring effective deployment of staffing and financial resources to improve and maintain the high standards expected.
- Contributing to school development planning based on accurate and effective self-evaluation.
- Ensuring that the curriculum provided extends beyond the academic, technical and vocational and supports students to develop in many diverse aspects of life
- Provide high quality teaching on a reduced timetable demonstrating considerable skills as a classroom teacher.

**Trust-wide collaboration**

- Work with senior leaders of the Trust to ensure a consistent and coherent approach to safeguarding, attendance and behaviour is developed across the Trust.
- Work closely with colleagues at other Trust schools to ensure standards and approaches are aligned.
- To play a full part in the development of cross-Trust working groups.
- Work closely with other Trust leaders on aspects related to place-planning and trust-wide admissions policies and procedures.

**Safeguarding Duties and Responsibilities**

- To be accountable for safeguarding at Sprowston Community Academy as the Designated Safeguarding Lead (DSL)
- Coordinating with the Alternate Designated Safeguarding Lead (ADSL) to ensure that, during school hours in term-time, either the DSL or ADSL is always available for staff to discuss any safeguarding concerns with
- Managing referrals to children's social care, the Channel programme, Police and/or the Disclosure and Barring Service (including liaising with other staff and agencies so that children's needs are considered holistically.
- To attend CIN and CP conferences as required, sharing relevant information with agencies and bringing key information back into school. Continually refresh CP/safeguarding knowledge and skills and keep up with developments.
- Act as a source of support, advice and expertise for all staff and as a point of contact for safeguarding partners
- To liaise with a range of outside agencies to get the best outcomes possible for pupils.
- To take an active role in the use of CPOMS and contribute to appropriate child protection recordkeeping.
- To actively contribute to safeguarding discussions with all safeguarding leaders in order to identify patterns and proactively seek solutions as a team.
- Promoting and safeguarding the welfare of children and young people in accordance with the school's Safeguarding and Child Protection policies.
- Work with senior leaders of the Trust to ensure a consistent and coherent approach to safeguarding is developed across the Trust.

**Other Duties**

- To play a full and fundamental part of the Senior Leadership Team at Sprowston Community Academy, operationally completing duties, on-call support, learning walks and other daily responsibilities required as a member of the SLT.
- To take SLT responsibility for the delivery of a variety of “front-facing” events and activities including parents’ evenings, 6<sup>th</sup> form events, marketing events as appropriate and agreed with the Head teacher
- To support the appraisal processes, ensuring that high standards of performance are both set and met in line with Trust policy
- To engage fully in the extra-curricular opportunities that promote the “Team Sprowston” culture and support the development of the whole child.

**Trust- wide collaboration**

- To support the work of Broad Horizons Education Trust which at times may require working with other schools within the MAT as agreed in consultation with the post-holder.
- To actively promote the Trust’s policies.
- To play a full part in the life of the Trust community, to support its vision, mission and values.
- To comply with the school’s health and safety policy and undertake risk assessments as appropriate

Sprowston Community Academy staff may periodically be expected to carry out tasks and duties within their area of competence that are not listed herein, as directed, to meet the needs of the Trust. The particular duties and responsibilities may vary from time to time.