

JOB DESCRIPTION

Assistant Headteacher – Pastoral

Title and Grade of Post	Assistant Headteacher L13-17
Purpose of the Job	To provide leadership in the development and management of Data, Reporting and Attendance; to monitor and analyse student progress data, identifying students who require additional intervention; to monitor and analyse student attendance data in order to identify students and families who require additional support and/or intervention; to oversee and lead on the school's reporting to parents and mainstream schools in relation to the above; to carry out such other associated duties, commensurate with the role as a senior leader, as are reasonably assigned by the Headteacher.
Applicable Contract Terms and Duties	This job description is to be performed in accordance with the attached provisions of the School Teachers' Pay and Conditions Document and within the range of duties set out in that document so far as relevant to the postholder's title and salary grade. This post is otherwise subject to the Conditions of Service for School Teachers in England and Wales and to locally agreed conditions of employment to the extent that they are incorporated in the postholder's individual contract of employment. Copies of the relevant documents are available for inspection at the school.
Responsible to:	This postholder is responsible to the Headteacher in all matters through the line-managing Deputy Headteacher.
Responsible for:	Working alongside other members of SLT to provide outstanding leadership across the school. Taking an active role in the school's professional development process. Interacting on a professional level with colleagues and seeking to establish and maintain productive relationships with them, in particular those staff under the postholder's direct line management, in order to promote mutual understanding of the school curriculum with the aim of improving the quality of education and pupil progress. Monitoring and analysing attendance and punctuality data through the school's data tracking systems. Specifically, monitoring and analysing data of key groups of students as per DfE guidelines. Working with other senior leaders, faculty heads, and house teams in order to identify and develop appropriate interventions when necessary. Working closely with SLT, faculty heads and heads of house to continually review and develop the school's system for DRA. Showing loyalty to the school by taking the role of a representative of the school's Senior Leadership Team at all times, always presenting a united front to the rest of the staff body, and always passing on concerns/issues raised by other members of staff and wider school

	community to the Headteacher - except if those issues represent a whistleblowing claim against the Headteacher.
Particular Responsibilities:	<p>The particular responsibilities attached to this post are as follows:</p> <ol style="list-style-type: none"> 1. To lead and line manage the house teams in their support for pupils and families and to take a strategic role in the development of the school's pastoral system. 2. To lead on the updates for school policies relevant to pastoral support, attendance, student progress, and all such areas relevant to the post. 3. To be the school's strategic lead for communication with mainstream schools in relation to pupil wellbeing and progress. 4. To assist in the timely collection of data regarding academic progress, attendance to lessons, and resilience. 5. To analyse attendance and punctuality data for trends, particularly noting any gaps between key groups of students. 6. To analyse data to identify students who may be ready for reintegration to mainstream education. 7. To lead on pastoral interventions as a result of trends in the data and to take a strategic role in the development of the school's pastoral intervention programme. 8. To report on the data, including assisting in the termly report to governors. 9. To take on the role of Designated Teacher, supporting and being an advocate for relevant students. 10. To monitor, and report on, the progress of CLA. 11. To contribute to the appointment and professional development of teachers and non-teaching staff including appraisal and the induction and assessment of new and newly qualified teachers, where relevant. 12. To contribute to whole-school leadership programmes, including externally accredited work, SLT meetings, governors meetings, SIDP updates, LA/trust level meetings etc.
Key Tasks:	<p>Key tasks attached to this post are as follows:</p> <ol style="list-style-type: none"> 1. To contribute to meetings, discussions and management systems necessary to co-ordinate the whole-school tasks and responsibilities assigned to the post. 2. To devise strategies for assessment and reporting to parents on the progress of students in relation to academic, pastoral and attendance-related targets..

	<ol style="list-style-type: none"> 3. To assist the Headteacher in the preparation of reports relating to the work of the school to be made to the Local Authority and to the school's Governing Body. 4. To make contributions, relating to the post, to materials published in school and beyond. 5. To fulfil the requirements of any teaching post held at WHS in addition to this leadership role.
<p>Tasks common to all teachers</p>	<ol style="list-style-type: none"> 1. Teach, according to their educational needs, all students in allocated classes. 2. Plan and deliver schemes of work and develop resources including additional support materials. 3. Be responsible for the assessment, recording and reporting of student progress, consistently reflecting the content of the whole school policy and National Curriculum programmes of study. 4. Track student progress and use information to inform planning of teaching and learning. 5. Monitor and review student performance against targets. 6. Be involved in the development of cross-curricular initiatives within the whole school curriculum. 7. Maintain appropriate records and involve students in-line with school policies and procedures. 8. Provide relevant, accurate, and up-to-date information on students, as required by the school. 9. Moderate assessments of student progress and achievement across the department. 10. Take part in open days/parents evenings/review days (within directed time). 11. Mark class attendance registers using resilience grades. 12. Make use of and store books and resources appropriately. 13. Maintain positive professional relationships with students and ensure students are engaged with their learning. 14. Promote equal opportunities within the school and to seek to ensure the implementation of the school's Equal Opportunities Policy. 15. Develop students' cross-curricular skills. 16. Liaise with pastoral teams, SENCO, Learning Mentors and Teaching Assistants in order to gather and report relevant information about students. 17. Contribute to the schools' Enrichment Programme as required.

	18. Carry out such other associated duties as are reasonably assigned by the Headteacher.
Staff Development: To be committed to continued professional development through:	<ol style="list-style-type: none">1. Engaging in the Professional Development Review process.2. Participating in Continued Professional Development in all relevant areas including subject knowledge, teaching methods, specific learning needs, data handling and analysis techniques.3. Staying up to date with national changes pertinent to the aforementioned roles and responsibilities, sharing all relevant information with key staff as and when necessary.

Signed:

Signed:

P Arrowsmith, Headteacher