

## Head of Faculty

### Aureus School Job Description

<b>Job Title:</b>	Head of Faculty	<b>Job Reference:</b>	AURHOF2020
<b>Location:</b>	Aureus School, Didcot	<b>Travel required:</b>	No
<b>Salary</b>	TLR 2.2 (2b)	<b>Duration:</b>	Permanent
<b>Core Purpose:</b>			
<ul style="list-style-type: none"> <li>To support Assistant Headteachers with the Behaviour, Attendance, Safeguarding and Personal Development of Aureus students</li> <li>To act as Deputy Designated Safeguarding Lead providing safeguarding support throughout school as needed</li> <li>To support with personal, social and emotional development of students through the consistent and fair implementation of school expectations</li> </ul>			
<b>Key Responsibilities:</b>			
<ul style="list-style-type: none"> <li>To encourage students' engagement with the education process by supporting behaviour for learning</li> <li>To support the Assistant Headteachers monitor student attendance within the year groups</li> <li>To work with the Assistant Headteacher (Behaviour, Attendance) and the Assistant Headteacher (Personal Development) to formulate aims, objectives and strategic plans for the pastoral area to reflect the needs of the students</li> <li>To work collaboratively with Assistant Headteacher's and relevant administrative support functions to maintain student behaviour records in terms of bullying, truancy, lateness and general behaviour concerns</li> <li>To liaise with AHT &amp; Attendance Officer to prepare drafts on written communications with parents and outside agencies with regard to attendance</li> <li>To assist the relevant assistant headteachers in ensuring that the year groups develop a positive ethos, reflecting the wider aims of the school.</li> <li>To lead the achievement of external accolades such as Rights Respecting Award, Anti-bullying Diana Award, Stonewall Award</li> <li>To follow up concerns about specific behaviour of students in the community</li> <li>To participate in the development and implementation of strategies to maintain acceptable student behaviour.</li> <li>Attending and minuting appropriate meetings to support AHT's with behaviour, attendance, safeguarding and personal development</li> <li>To promote good attendance and punctuation with the student network</li> <li>To provide emotional support for vulnerable children and families including being a listening ear and 1:1 support;</li> <li>To act as a role model for coaches by demonstrating high quality pastoral care and academic monitoring of students, continuous professional development and professional presence</li> <li>To provide an initial contact for students with concern; taking of written statements for subsequent overview by Assistant Headteacher.</li> <li>To liaise with the Assistant Headteacher about welfare and behavioural issues and following-up decisions made.</li> </ul>			

- To organise the collation of work set for students absent due to medium/long-term illness and arranging for it to reach the student concerned via email, a fellow student or collection by parents (in conjunction with the SENCO if appropriate)

#### **Safeguarding Responsibilities:**

- Be aware of the responsibility for safeguarding students and to help lead the application of the Safeguarding and Safe Practices policy within the school.
- Comply with the school's Safeguarding Policy in order to ensure the welfare of students.
- Take responsibility for safeguarding issues as Deputy Designated Safeguarding Lead and ensure that the Designated Safeguarding Lead is informed of concerns.
- Lead on the monitoring of student progress, safety and support for students on the safeguarding register and Vulnerables List.
- Contribute to the provision of guidance of students on safeguarding and safe practices.
- Attend safeguarding meetings as needed and liaise with outside agencies as appropriate, including TAF and meetings.
- Ensure the school safeguarding policy has been followed in the areas of strategic responsibility (including vetting procedures for staff and visitors; safer recruitment; child protection; safe practices).

#### **Accountable to:**

- Assistant Headteacher
- GLF Schools expects its employees to work flexibly with the framework of the duties and responsibilities above. This means that the post holder may be expected to carry out work that is not specified in the job profile but which is within the remit of the duties and responsibilities.

#### **Safeguarding:**

- We are committed to safeguarding and promoting the welfare of students, young people and vulnerable adults and expects all staff and volunteers to share this commitment.
- The successful candidate will have to meet the person specification and will be required to apply for a DBS disclosure.