

JOB Description

Assistant Headteacher

(Pupil Support)

**Responsible to** **Headteacher**

**Statement of purpose**

In addition to those professional responsibilities which are common to all teachers, the post holder will lead and manage the pastoral team to provide a positive, secure and happy environment for the pupils at the academy, where each individual can thrive and flourish. They will ensure outstanding levels of pastoral care at the school and professional leadership and management of the pastoral teams. This will require the effective use of resources within the school, the ability to understand and motivate the pastoral team while striving to continually improve the standards and achievements of all students.

**Main Duties and Responsibilities**

* To lead on behaviour at the academy, including maintaining an overview of student behaviour, using the school’s MIS and, in consultation with key staff, decide on appropriate sanctions, interventions and reward systems.
* To lead on attendance at the academy, including maintaining an overview of student attendance, using the school’s MIS and, in consultation with key staff, decide on appropriate actions to improve attendance.
* To oversee the work of tutors in the school.
* To ensure efficient and effective day-to-day operation of the Pastoral system including the Inclusion and SEN systems.
* Designated safeguarding lead in school.
* To initiate and respond to communications with parents ensuring that they are kept fully informed and involved in the progress of their children.
* To monitor and report on relevant attendance and behaviour data, including that of key groups of pupils in the school (such as pupil premium and SEN pupils).
* To co-ordinate the use of the Pupil Premium funding within the context of Pastoral and Inclusion support.
* To oversee students on report and contact parents when necessary.
* To monitor the settling in of new students.
* To contribute to the leadership and management of key school events; for example, induction, transition arrangements, educational visits and extra-curricular events.
* To oversee, in consultation with the Headteacher, the professional development of colleagues for whom the Assistant Headteacher has a line management responsibility.
* To be part of the Leadership Team and advise the Headteacher as appropriate on all matters relating to the Assistant Headteacher’s area of responsibility.
* To take a lead in promoting the best educational practice in the school and to manage change effectively.
* To keep up to date with current practice in education.
* To play an active role in planning for the future development of the school.
* To contribute to and implement the school improvement plan.
* To take lead responsibility for all safeguarding and child protection matters arising at the School and to support all other staff in dealing with any child protection concerns that arise (including online safety)
* To take a lead role in ensuring the safety and well-being of children across the school
* To communicate to the headteacher safeguarding issues linked to individuals/families/whole school
* To ensure, that the school provides the advice/training and support to enable the school community to have the knowledge and understanding of all safeguarding policies and practices and that these are adhered to
* Lead whole school training, advise and support other members of staff on child welfare, safeguarding and child protection matters, and liaise with relevant agencies such as the local authority and police. Provide relevant and appropriate training to all stakeholders and keep abreast of contextual issues.
* Line Manage SENCo
* To carry out any other tasks as may be reasonably directed by the Headteacher.

The Assistant Headteacher will be a major contributor to the following successful outcomes of the academy: -

* Ensuring students feel safe and manage their behaviour to enable their positive contribution to the school and wider community.
* Students achieve the best possible outcomes relative to their potential.

The link between Achievement and Behaviour for Learning will be a critical element of this role.

**Person Specification**

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| **Qualifications and Experience** | QTS  Evidence of appropriate Professional Development  Evidence of training with focus on current curriculum developments  Evidence of being an outstanding/good classroom practitioner  Ability to teach across the full age/ ability range  Ability to implement strategies to raise achievement within a team  Ability to contribute to the positive management of student behaviour  Track record of improving achievement and attainment at strategic level  Experience of self-evaluation and action planning  Experience of producing performance management targets with a team of staff  Experience of monitoring set targets in a specified action plan to evaluate and ensure progress  Experience of effective leadership of student behaviour for learning |
| **Knowledge and Skills** | Use and impact of data on learning at a strategic level  Coaching within a team  Intervention strategies to ensure progress for those at risk of under achievement  Effective team leadership which includes the empowerment of others  Managing the professional development with a team of colleagues  Management of a team to ensure at least good student provision |
| **Behavioural Attributes** | Ability to inspire both adults and young people  Excellent communicator  Confident user of ICT and leading others  To have a love of and infectious enthusiasm for learning  Lead by example  Highly organised  Perseverance and resilience  Outstanding interpersonal skills and the ability to relate well to a wide range of people  Ability to support and challenge others Optimism  Ability to demonstrate emotional resilience in working with challenging behaviours  A determination for self and others to be the best version of yourself, everyday |

**GENERAL**

* Safeguarding and promoting the welfare of children is everyone’s responsibility. Staff are required to follow the statutory guidance from the Department for Education. Staff are required to read:
* Part 1 and Annexe A of Keeping children safe in education
* School safeguarding policies
* The code of conduct

Staff must know the identity and understand the role of the designated safeguarding leads. In addition, in order for staff to understand and discharge their role and responsibilities as set out in ‘Part one’ of the guidance, staff are required to identify any additional training needs and read safeguarding bulletins they receive through the year.

• Be aware of and comply with policies and procedures relating to safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

• Be aware of and adhere to all Trust and Academy level policies and procedures and comply with their contents; raising any concerns in a timely manner.

• Be aware of, support and ensure equal opportunities for all.

• Contribute to the overall ethos/work/aims of the Trust.

• Appreciate and support the role of other professionals.

• Attend and participate in relevant meetings as required.

• Participate in training, other learning activities and performance development as required.

• Engage actively in the performance review process

This job description will be reviewed annually as part of the performance management process and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the school in relation to the post holder’s professional responsibilities and duties, including the provision of high-quality teaching and learning across the school and the pastoral care of the pupils in their charge.