

JOB DESCRIPTION

Post Title	Assistant Headteacher - Pastoral care
Salary Scale / Grade	L9-L13
Reporting to	Headteacher

Job Purpose:

To provide strategic leadership and operational oversight of safeguarding, attendance, and behaviour across the school, ensuring that every pupil is safe, supported, and able to thrive in a positive learning environment. The postholder will act as Designated Safeguarding Lead (DSL), maintaining the highest standards of statutory compliance, safeguarding practice, and staff training.

They will lead on attendance and punctuality, developing effective systems and interventions to reduce persistent absence and promote a culture of excellent attendance. In relation to behaviour, the postholder will ensure consistent implementation of the school's behaviour policy, modelling high expectations and restorative approaches that support pupils' personal growth and wellbeing.

As a member of the Senior Leadership Team, the Assistant Headteacher will contribute to whole-school improvement, work in partnership with families and external agencies, and play a key role in creating an inclusive, safe, and respectful school culture.

Aspects specific to this Assistant Headteacher role:

Safeguarding

- To operate as the DSL with lead responsibility for safeguarding and child protection across the school.
- Oversee and deliver appropriate safeguarding training and annual updates of all staff.
- Ensure rigorous and up to date records of training and updates are kept.
- Advise and support other members of staff on child welfare and child protection matters.
- Lead on safeguarding reviews and audits.
- Be the primary contact for external agencies including but not limited to: all related to safeguarding, the Police and support agencies.
- Oversee mental health and wellbeing provision, including pastoral and therapeutic support.
- Support whole school events and particularly Student Voice, Parents' Evenings and Tutor Evening.
- Be responsible for the appropriate section of the SIT, SIP and Ofsted compliance.
- Lead assemblies and support the Heads' of Year.
- Lead agreed aspects of CPD.
- Hold designated teacher status for LAC/PLAC students and oversee their provision.

Attendance

- Identify and tackle barriers result to sustain high attendance, both overall and for individuals and groups.
- Ensure that all staff have a high-profile role in promoting attendance.
- Make sure that attendance registers are completed accurately and that day-to-day processes to follow up absences are effective.
- Hold supportive but challenging conversations with students and families where

- attendance needs to improve.
- Build and sustain strong relationships with families, other local schools, local authorities and other partners to secure the best possible attendance.
- Ensure that school is a place that students want to attend. Make careful adjustments to students' provision, when necessary; leading on making sure that interventions have a demonstrable positive impact on improving students' attendance.
- Engage with Alternative provision, where appropriate, to ensure a demonstrable positive impact on students' attendance and engagement.

Behaviour and Attitudes

- Ensure a strong, shared culture of positive behaviour.
- Establish strong and supportive relationships with students, their parents and carers.
- Carry out high quality work to support students who are bullied.
- Identify patterns and trends in behaviour, including bullying and act swiftly to solve problems.
- Train staff to challenge poor behaviour confidently, consistently and fairly with regard to SEND needs and other factors which may mean reasonable adjustments.
- Ensure strategies to help students to manage and improve their behaviour are effective.
- Ensure staff teach students how to approach their learning and respond with positive attitudes.
- Ensure staff take effective but proportionate action to ensure students behaviour is acceptable for learning.
- Lead on new admissions so as to ensure that they uphold the student code of conduct.

Key tasks and responsibilities:

Leadership

Under the direction of the Headteacher and Deputy Headteacher:

- Support the day-to-day management of the school.
- Communicate the school's vision compellingly.
- Lead by example, focusing on providing excellent education for all pupils.
- Lead on particular school strategies and policy areas.
- Build positive relationships with members of the schools' community.
- Keep up to date with developments in education.
- Seek training and continuing professional development to meet own needs.

Managing staff

Under the direction of the Headteacher and Deputy Headteacher:

- Assist with the selection and recruitment of new teaching staff.
- Performance manage the Heads of Year and other posts relevant to this role; including carrying out appraisals, providing professional development opportunities, and holding staff to account to their performance.
- Create an ethos within which their direct reports are motivated and supported to develop their skills and knowledge.
- Commit to their own professional development, proactively identifying development opportunities.

Modelling best practice for teachers

- Demonstrate excellent performance against parts one and two of the teacher's standards: teaching and personal and professional conduct.
- Implement strategies and initiatives to share best practice with others in the school, developing confidence and skills in others.

Systems and processes

Under the direction of the Headteacher and Deputy Headteacher:

- Ensure that the school's systems, organisation and processes are well considered, efficient and fit for purpose.
- Manage all budgets delegated by the Headteacher in accordance with the Trust's Financial regulations. To ensure the effective security and protection of all resources including the maintenance of Inventories where required.
- Provide a safe, calm and well-ordered environment for all pupils and staff, focussed on safeguarding pupils and developing exemplary behaviour.
- Implement systems for managing the performance of all staff, addressing any underperformance, supporting staff to improve and valuing excellent practice
- Work with the Governing Board as appropriate.
- Support strategic, curriculum-led financial planning to ensure effective use of budgets and resources
- Support distribution for leadership throughout the school.

Other responsibilities:

- Please also refer to the responsibilities of all classroom teachers.
- The Assistant Headteacher will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.
- Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Assistant Headteacher will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Executive Headteacher.

Review:

This job description is subject to annual review and / or change at other times in response to identified needs. It is expected that the post holder will undertake additional duties, as required, and in agreement with their line manager, to operate in a flexible environment.

PERSON SPECIFICATION

	Essential	Desirable	How Tested A – Application I – Interview T - Test
QUALIFICATIONS AND TRAINING			
Honours degree or some higher study / qualification		✓	A
Qualified Teacher Status	✓		A
Recent, relevant professional development	✓		A, I
EXPERIENCE			
Experience of leadership that has improved attendance/behaviour		✓	A, I
Experience of successful secondary teaching or teaching practises	✓		A, I
Experience of successful teaching across the ability range	✓		A
Experience of effectively teaching students' progress	✓		A, I
KNOWLEDGE AND UNDERSTANDING			
Understanding of statutory duties for attendance and behaviour	✓		A, I
Detailed working knowledge of National Curriculum changes to attainment levels and grades		✓	A
Subject knowledge commensurate with that required for the effective delivery of exam board specifications		✓	A
Flexible attitude to learning with a variety of teaching styles	✓		A
Use of ICT to meet the needs of students to improve their outcomes and raise standards	✓		I
Ability to generate new ideas about the delivery and students' engagement and enjoyment of the subject	✓		A, I
Use of data to inform decision-making	✓		I
SKILLS AND ABILITIES			
Good interpersonal, verbal and written communication skills with adults and children alike in a variety of settings	✓		A, I
Good level of competence in ICT (Including Google docs)	✓		A, I
Ability to work flexibly and under own initiative to achieve objectives	✓		I
Ability to prioritise, coordinate and organise work under pressure	✓		I
Ability to work on own initiative and self-manage	✓		A, I
Ability to translate theory into classroom practice	✓		A, I
Highly effective practitioner	✓		A, I
Ability to identify personal training needs	✓		A, I
Ability to make positive relationships with disaffected learners	✓		A, I
Ability to understand and deal with issues affecting students with challenging behaviours	✓		A, I
Ability to use Arbor	✓		A
PERSONAL QUALITIES AND ATTITUDES			
Ability to maintain high quality professional relationships with all	✓		I
Ability to be discreet and professional at all times, ensuring confidentiality is upheld	✓		I
Calm, approachable, resolution-focussed disposition.	✓		I

Conscientious and positive disposition	✓		
Willingness to participate in further training and developmental opportunities to further knowledge	✓		
Commitment to young people and ensuring the school facilitates the highest possible outcomes	✓		
Enthusiasm and strong motivation	✓		
Commitment to equal opportunities and inclusion	✓		