



JOB DESCRIPTION

Assistant Headteacher Pastoral - responsibility for Pastoral and Welfare

REPORTS TO:	Head of School, Executive Headteacher
PAYSCALE:	Leadership L1-8 (£53,198 - £62,962)
LOCATION	Little Parndon Primary Academy
TERMS:	You will be required to meet the general requirements of this post as specified in the School Teachers' Pay and Conditions Document. In addition, you will be required to fulfil any reasonable expectations from the Executive Headteacher and Head of School.
CONTRACT:	Permanent – full time (100%)

PUPOSE OF THE JOB:

- To support and contribute to the leadership of pastoral care and pupil welfare, helping to ensure seamless support, advice and guidance for pupils, staff and families.
- To assist in developing, implementing and monitoring effective policies, procedures and systems that promote safeguarding, pupil wellbeing and the protection of vulnerable pupils and families.
- To line manage and support key pastoral staff, including members of the SEND team and the learning mentor, fostering a collaborative and cohesive approach to safeguarding, inclusion and pupil support.
- To strengthen and sustain positive, professional relationships with parents and carers, ensuring effective communication and partnership working.
- To work alongside colleagues to improve outcomes for disadvantaged pupils, supporting strategies that narrow the attainment and opportunity gap between pupil premium and non-pupil premium children.

LIAISON WITH:

- The post-holder will be expected to network and liaise with the Executive Headteacher, Head of School, teachers, staff, parents/carers and across the range of external providers, schools, community and coordinator networks to ensure a consistency of approach regarding safeguarding, PDBW, Outcomes, L&M and TLA.

Specific Responsibilities

- Make a positive contribution to the vision and leadership of the school helping shape the school's future and ensure that everyone is enabled to contribute effectively to the progress and development of the school.
- Play a key role in promoting the aims, value and ethos of the Academy and the Trust and facilitate effective communications with all stakeholders.
- Lead and co-ordinate staff in the development of managing behaviour effectively as well as teaching strategies, schemes of work and in monitoring and evaluation to reflect school's programme of continuous improvement.
- Ensure the school's behaviour policy is reviewed regularly and the procedures and implementation are managed effectively, providing training and support to all staff where necessary, to ensure that behaviour for learning is always outstanding.
- To assist the Headteacher and Deputy Headteacher focused on quality of education to develop and implement the school's teaching and learning priorities through effective assessment procedures, the development of personalised learning, conducting monitoring activities and ensuring curriculum enrichment opportunities are maximised.
- Line manage key staff members effectively, including the school SEND team and learning mentor, to ensure a collaborative approach to the school's delivery of education and safeguarding and welfare strategy.
- Take the lead on pupil progress and school performance by conducting regular behaviour analysis by collating, analysing and reporting relevant data, adjusting the school's approach when necessary.
- Ensure use of effective assessment, recording and reporting systems, using the full potential of technology and data systems to set targets, monitor students' progress and raise attainment, reporting this information to the Head of School and Executive Headteacher as directed.
- Have an overview of the correct management of all examinations.
- To lead the organisation of external support services such as speech and language and counselling services by sourcing quality providers and measuring progress and successes. Lead and co-ordinate relevant sections of school improvement plan leading to continued success.
- Lead and co-ordinate the work of the Teaching and Associate staff at the Academy
- Advise and work with the Head of School, leadership team and the Local Governing Body (LGB) on the aims and development priorities of the Academy.
- Assist the Head of School and Deputy Headteacher with the recruitment, development and retention of excellent staff.
- Ensure the effective operation of systems for quality assurance and appraisal, CPD and school review.
- Ensure that staff are led, trained and managed to achieve challenging goals.
- To assume the role of Designated Safeguarding Lead (DSL) and ensure that child protection and safeguarding procedures are fully met and given high priority.
- To act as family liaison, supporting those staff at the initial point of contact. Managing effective relationships with parents and carers built on trust and transparency by responding and resolving enquiries in a timely manner.
- To monitor the rates of homophobic, racist, anti-Semitic, far right, physical violence and bullying and record these rates accurately. To actively seek programmes to reduce these rates.
- To oversee the monitoring of pupil attendance, ensuring all pupils attend school by addressing issues in line with BMAT policy.
- To work with HR to monitor staff absence, conducting meetings in line with BMAT policy. To arrange cover in the event of staff absence to ensure the smooth operational running of the school.

Additional duties:

- Act as a source of support, advice and expertise for staff.
- Ensure each member of staff has access to and understands the school's Child Protection Policy and Procedures and promotes and safeguards the safety and welfare of students.
- Contribute to the creation of a positive school ethos, in which every individual is treated with dignity and respect, and the safety and welfare of students is paramount.
- Set high expectations for your own performance and that of others.
- Engage in relevant professional development activity as necessary.
- Contribute to a regular review of the organisation of the school to ensure it meets statutory requirements.
- Obtain access to resources and attend any relevant or refresher training courses.
- Support the LGB in meeting its responsibility to account for the support given to learners including all types of intervention.
- Work alongside the Head of school to secure improvement in all areas.
- Use a range of data sources to analyse outcomes for individuals and vulnerable groups; use this information to implement appropriate interventions.
- Contribute to the reporting of the performance of the school to parents/carers, LGB members and other key partners as necessary on all areas that relate to interventions.
- Promote a positive ethos for learning by introducing and leading the consequence and reward system

Other specific duties:

- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
- To develop a calm learning atmosphere by completing lunch duties each week as required by the Head of School or Deputy Headteacher.
- To continue personal development as agreed.
- To assist with the carrying out of risk assessments as appropriate
- To actively engage in the performance review process.
- To undertake any other duty as specified by the Executive Head or Head of School not mentioned in the above
- To comply with the School's Health and Safety Policy and undertake Risk Assessments as appropriate, ensuring Health and Safety policies and procedures are followed.
- To be aware of and work in accordance with the school's Child Protection Policies and Procedures, and to raise any concerns relating to such procedures which may be noted during the course of duty.

The duties above are neither exclusive nor exhaustive and the post-holder may be required by the Executive Headteacher and Head of School to carry out appropriate duties within the context of the job, skills and grade.

General responsibilities common to all members of staff

All staff are responsible for the safeguarding and wellbeing of pupils and must follow BMAT guidance and policies. BMAT Directors are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share in this commitment.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post-holder.

Person Specification – Assistant Head – Pastoral and Welfare			
		Essential	Desirable
Qualifications and documentation	Honours Degree	X	
	Qualified Teacher Status	X	
	Enhanced DBS and validated references	X	
	Eligibility to work in the UK	X	
	Evidence of further professional development relevant to the post	X	
Experience	A record of high quality/outstanding classroom teaching.	X	
	Proven record as a teacher whose students make excellent progress overtime	X	
Knowledge Skills / Competencies	Good knowledge of Microsoft Office	X	
	An understanding of the expectations of Ofsted	X	
	Framework regarding effective Teaching & Learning	X	
	Best practice relevant to the Job Description		
	Current developments within all phases of education		
	Understanding of safeguarding requirements	X	
	Delivering and implementing change	X	
	Knowledge of effective strategies to include, and meet the needs of all pupils, in particular, underachieving groups and pupils with EAL and SEN	X	
	High quality teaching skills	X	
	Ability to make a difference to the culture and ethos of the Academy, including:	X	
	high expectations for all and committed to equalities		
	challenge underperformance and supporting improvements	X	
	be open, honest and firm but fair		
	Ability to lead and manage a range of responsibilities by articulating clearly to others what they want to achieve	X	
	developing robust plans to implement change		
	monitoring/evaluating with rigour, including own performance		
	holding others to account		
	Supporting others to develop		
	Demonstrating a high level of interpersonal skills and confidence in public speaking and leading school assemblies.	X	
	Accountable as a leader of learning,		
Personal Qualities	demonstrating:	X	
	• knowledge and understanding of pedagogy	X	
	• effective learning		
	• assessment		
	• monitoring and evaluation		
Personal Qualities	Characterised as:		
	Professional working attitude	X	
	Shows initiative and demonstrates a 'can do' approach	X	
	Sensitivity to the needs of others	X	
	Flexible and adaptive approach to work	X	
	Reliable and trustworthy	X	
	Committed to safeguarding children	X	

	Values and behaviours suitable for working with children and young people.		
	Committed to equal opportunities	X	
	Commitment to the overall success of the school	X	
	Reputation for firm and fair behaviour management.		
	Proactive, enthusiastic, optimistic and innovative.	X	
	Reliable and resilient with a strong sense of gravitas.	X	
	A role model for others with a high degree of integrity and professionalism.	X	
	Emotionally intelligent and self-aware	X	
	Calm under pressure and flexible in approach.	X	
	A belief in the ability of children and young people to achieve and to overcome obstacles to their learning issues.	X	