



Job Description

Assistant Headteacher Pastoral– (Behaviour for Learning and Personal Development) (SMSC, PSHE & CEIAG)

Responsible to: Headteacher

This post is an opportunity to play a crucial role in ensuring that Serenity School becomes an outstanding school. The Assistant Headteacher – Behaviour for Learning & Personal Development will be responsible to the Headteacher and will work alongside the SLT in defining, articulating, and implementing the shared vision and values of the school through effective communication and engagement with all stakeholders. It is expected that the successful candidate will demonstrate outstanding leadership skills working under the direction of the Headteacher on the implementation of the strategic aims of the school to support our overall holistic educational offer. They will work with individuals and groups to ensure the provision of a high-quality education for all our students in the areas of SMSC, PSHE and CEIAG. In addition, they will deliver consistently good lessons in, ICT & Business, PSD, and related subjects across the curriculum.

The role is offered initially as a Behaviour for Learning and training & development placement, and it is expected that the successful candidate would progress fully to the SLT after one year of deployment having completed a successful performance appraisal review.

General Leadership Duties

- Work in collaboration with the Senior Leadership Team to ensure outstanding leadership and management within the school.
- Lead by example and be committed to high expectations.
- Assist in the day-to-day running of the school.
- Maintain a high profile around school.
- Lead on delegated areas of responsibility.
- Uphold and embed a culture that enables students and staff to excel.
- Help to improve the outcomes and progress of all students, including those who are disadvantaged.
- Support with the effective deployment of resources to secure excellent outcomes for all students.
- Have a deep and accurate understanding of the school's effectiveness and strategies for improvement.
- Support teacher development and improvement to ensure highly effective teaching and learning across the school.
- Help to create a climate in which teachers are motivated and are encouraged to develop their practice.
- Provide strategic leadership of the pastoral and behaviour systems in order to ensure the highest standards of pupil behaviour and attitudes to learning.
- Design, implement, and evaluate systems to promote positive behaviours for learning in liaison with curriculum teams and phase leaders, including the provision of extra-curricular opportunities for pupils.
- Lead on the spiritual, moral, social, and cultural development of students ensuring that the promotion of British values is at the heart of the school's work.
- Lead on PSHRSE
- Lead on CEIAG

- Promote inclusion, equality of opportunity and diversity.
- Contribute to the safeguarding of students, promote student welfare and work with the Senior Leadership Team to ensure that students feel safe, and staff are trained to identify safeguarding needs.
- Work effectively with all stakeholders and external providers to secure the best outcomes for all.
- Contribute and taken an active part in SLT meetings and other key meetings as appropriate.
- Participate in and support in the organisation and management of whole school events.
- Deputise for the Deputy Headteacher when required and in their absence.

Responsibilities

- Have overall responsibility for the development of the SMSC, PSHE & CEIAG syllabus, including co-ordination of the syllabus across the curriculum and other provision e.g. visiting speakers in assemblies, parents' workshops etc.
- Be responsible for contributing to, and the coordination and development of, SMSC/PSHE/CEIAG resources; managing the sharing of resources, including electronically.
- Contribute to a system for the training of new and existing members of staff in the effective delivery of PSHE/CEIAG and embedding/ promoting SMSC at a subject level and whole school level.
- Encourage pupils' engagement with the education process by supporting behaviour for learning.
- Oversee analysis of behaviour and attendance data and action plan accordingly.
- Identify teachers' professional development needs in relation to behaviour management and lead training as required.
- Guide and motivate the Pastoral Support Team, addressing any training and development needs.
- Liaise with SLT over the quality and consistency of SMSC delivery and make comparisons in data to support improved attendance, behaviour and pupil attitudes to self, school, and learning.
- Ensure compliance with ISI standards and regulations for the provision of PSHE and SMSC areas.
- Have overall responsibility alongside other SLT for the sharing of best practice in PSHE/SMSC/CEIAG at meetings.
- Work with the SLT to ensure the school's values are embedded in the SMSC, PSHE and CEIAG work.
- Attend relevant and appropriate CPD in these areas and, in conjunction with the SLT, arrange for other staff to attend and feedback on applicable courses attended.
- Assist in the planning and coordination of events to promote student and staff wellbeing across the school.
- Write termly reports, audits for SLT and governors.
- Create a dynamic presence for these areas of provision on the school's website.
- Manage a departmental budget.
- Provide guidance and advice to pupils on educational and social matters, including information about sources of more expert advice on specific questions, making relevant records and reports.
- Communicate and consult with the parents of pupils as directed by the Head.
- Communicate and cooperate with persons or bodies outside of school.
- Participate in meetings arranged for any of the purposes described above.
- Other such relevant responsibilities as the school may decide from time to time.
- Policy/Strategic direction and development.

- Contribute to relevant school policies (e.g. CEIAG, SEMC incl. of Sex Education, Anti Bullying etc.) and strategic planning as required by the Head.
- Prepare, monitor, and update annual departmental plans in consultation with colleagues.
- Take the lead in ensuring that school policies and strategies are embedded in schemes of work and departmental plans.
- Lead and manage the department, recruiting, inducting, developing, deploying, motivating, and appraising members of the department to ensure that they have clear expectations of their roles, and that high-performance standards are achieved and maintained.
- Empower members of the department to develop their leadership potential to ensure continuous improvement within the department.
- Chair departmental meetings to ensure that they are used effectively to review performance and that actions are recorded and implemented.

Teaching and learning

- Teach ICT and Business lessons in accordance with the duties of a standard scale teacher. Will undertake 16 hours teaching per week.
- Promote excellence in teaching and learning to ensure all pupils develop their potential and are equipped for life beyond school relating to SMSC, PSHE & CEIAG.
- Ensure the school is at the forefront of innovation for Inclusion and Behaviours for Learning, in particular understanding how the development of the brain can be enhanced within a class environment.
- Exemplify in own practice the skills of teaching and learning typified by lead professionals and ensure that good practice is shared.
- Ensure that schemes of work are used, reviewed, and modified to enable the maintenance and development of high standards of teaching and learning relating to the remit of this role.
- Monitor pupils' work and the classroom practice of those in the department to ensure high standards are maintained.
- Keep up to date with developments in subject area and education in general to ensure that best practice is adopted within the department.
- Ensure the department's delivery and development of the curriculum aims or themes relating to SMSC/PSHE & CEIAG are effective in meeting the needs of all pupils.
- Contribute to the broader life of the school by supporting and leading curricular and extra-curricular events such as school productions and activity days.

Marketing and external links, including public occasions.

- Actively promote SMSC, PSHE, CEIAG within the school community to encourage pupils' interest and wider awareness in the subject areas.
- Contribute to the positive promotion and marketing of the school in the local and wider community.
- Lead the department's contribution to marketing events and external links.

Management of resources

- Monitor and control the department's allocated budget and purchasing arrangements, to ensure the efficient and effective use of all resources.
- Identify future resourcing needs and aspirations for the department for consideration in the school budget planning process.

Monitoring, evaluation & assessment

- Ensure that within the department individual pupil progress is regularly assessed, recorded,

and reported and used to inform future teaching.

- Monitor pupil progress using performance and benchmarked data to ensure that high standards of learning are achieved and maintained.

Training & development of self and others

- As a lead professional set personal targets and take responsibility for own continuous professional development.
- Be proactive in identifying training needs within the department, ensuring that they are appropriately met, and that all members of the department are active in their own personal and continuous professional development.
- Support with the development of the school's improvement plan and help devise strategies for development.
- Promote and embed the school's ethos to ensure enhanced attitudes to learning.
- Implement and oversee strategies to ensure that students are confident, self-assured learners who are proud of their achievements in school.
- Foster a love for learning and an awareness amongst students of the role that education plays in their lives.
- Promote aspirational learning and high expectations.
- Promote and oversee the use of rewards, trips, and extra-curricular activities within the school.
- Devise and implement programmes to support with the spiritual, moral, social, and cultural development of students.
- Devise and implement programmes designed to promote respect, understanding and cohesion.
- Devise and implement programmes to develop student awareness regarding health, safety, and welfare as part of workshops, drop down days and speakers.
- Oversee key awareness weeks to promote positive behaviour (e.g. Anti-bullying week)
- Oversee and manage provision of additional support for disadvantaged students.

Specific Duties

The Curriculum areas of CEIAG, SMSC, PSHE lead by the Assistant Headteacher will cover the Following:

- The curriculum addresses learners' broader development, enabling them to develop and discover their interests and talents.
- Implement a full enrichment programme across the school.
- Support learners in developing 'character' traits such as resilience, confidence, and independence.
- The school will help learners to understand how to keep physically and mentally healthy.
- Learners are prepared for success in the next step of their education journey.
- Learners are prepared for life in modern Britain; specifically, whether they:
 - Are responsible, respectful, active citizens who contribute positively to society.
 - Understand fundamental British values.
 - Appreciate diversity and respect people different from themselves.
- The school will evidence the standards by monitoring and evaluating the following:
 - The quality, range, and take-up of enhanced-curricular activities such as charity initiatives.
 - The impact of personal, social, health, and economic (PSHE) education, and relationship and sex education on learners' personal development.
 - How leaders promote British values through visits, discussions, assemblies, and wider

opportunities.

- How well leaders develop pupils' character through the quality of education.
- The quality of debate and discussions that pupils have, where appropriate.
- How well learners understand protected characteristics; how equality is promoted, and diversity is celebrated.
- The quality of careers information, education, advice, and guidance.
- The challenge for our schools will be how effectively we provide opportunities for pupils and staff to access wider SMSC/PSHE curriculum demands and how well the school can evidence on how we support personal development as part of the new Ofsted framework.
- Embed fully the 'holistic' ethos with staff as well as students.
- Oversee the development of additional programmes to support and promote student development, behaviour, and welfare.
- Participate in arrangements for the appraisal of the performance of teachers.
- Provide professional advice and support to others.
- Work with the headteacher to ensure up-to-date self-evaluation and action planning for the development of teaching and learning within the school.
- Be responsible for the line management and performance management of specific areas of the school.
- Assume any other reasonable duties as needed and as directed by the headteacher.

General Duties

- Carry out duties of a schoolteacher as set out in the current School Teachers' Pay and Conditions Document.
- Uphold and promote the ethos and values of the school.
- Uphold and follow the policies of the school.
- Establish positive working relationships with all stakeholders.
- Be a representative of the school.
- Ensure the well-being and safety of students at all times.
- Work in collaboration with others.
- Maintain professionalism at all times.

The postholder must be flexible to ensure that the operational and strategic needs of the school are met.

Responsibilities will be rotated periodically to provide professional development and to enable preparation for promotion. This job description will be reviewed annually.

EQUALITY AND DIVERSITY

We are committed to and champion equality and diversity in all aspects of employment within the London Borough of Croydon. All employees are expected to understand and promote equality and diversity in the course of their work.

SAFEGUARDING CHILDREN

Serenity School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and uphold all relevant procedures.