



## **JOB DESCRIPTION**

<b>TITLE:</b>	<b>Deputy Headteacher – Safeguarding, Behaviour, Attendance and Culture</b>
<b>SCHOOL:</b>	Manshead Church of England Academy (MCEA) part of the Dioceses of St. Albans Multi Academy Trust (DSAMAT)
<b>RESPONSIBLE TO:</b>	Headteacher
<b>RESPONSIBLE FOR:</b>	Assistant Headteachers
<b>CONTRACT TYPE:</b>	Permanent
<b>GRADE:</b>	L18 - L22

### **About the role:**

The Deputy Headteacher (safeguarding, Behaviour, Attendance and Culture) is a key strategic leader within the academy, responsible for leading and developing the school's pastoral systems to ensure that all pupils are safe, supported and able to achieve.

Working closely with the Headteacher and Senior Leader team, the post holder will lead whole school strategies relating to safeguarding, behaviour, attendance, inclusion and student welfare while promoting a culture of high expectations, belonging and achievement.

The role includes strategic oversight of pastoral systems, leadership of staff, and the development of effective intervention and support structures that improve outcomes for all pupils, particularly vulnerable learners.

<b>Job Description</b>	
<b>Job Title</b>	Deputy Headteacher (Safeguarding, Behaviour, Attendance and Culture)
<b>Salary</b>	L18 – L22
<b>Responsible to</b>	Headteacher
<b>Staff Managed</b>	AHT/Further line management to be confirmed on appointment
<b>Contract</b>	Permanent
<b>Strategic Leadership</b>	<p>Deputise for the Headteacher in their absence to ensure the effective leadership and management of the school, this will include chairing staff briefing and SLT.</p> <p>Lead the strategic development of pastoral provision across the academy, ensuring alignment with the school improvement plan and academy priorities</p> <p>Drive continuous improvement through self-evaluation, quality assurance, data analysis and stakeholder feedback</p> <p>Support the Headteacher in delivering the academy vision, values and culture of a Church of England Academy.</p>
<b>Safeguarding and Inclusion</b>	<p>Provide strategic leadership for safeguarding and child protection across the academy, ensuring full compliance with statutory guidance</p> <p>Oversee effective safeguarding systems and procedures, ensuring students are safe, supported and able to thrive.</p> <p>Ensure targeted intervention and inclusion strategies for vulnerable students and those at risk of exclusion</p> <p>Work collaboratively with external agencies, parents and carers to support student welfare and wellbeing</p>
<b>Behaviour, Attendance and Culture</b>	<p>Lead the development and implementation of effective behaviour and attendance systems across the school</p> <p>Embed the culture of high expectations, consistency, and positive relationships</p> <p>Monitor behaviour and attendance trends, ensuring timely intervention and support</p> <p>Support leaders and staff to maintain a calm, inclusive and purposeful learning environment</p>

<p><b>Leadership and Management</b></p>	<p>Line manage pastoral and inclusion staff, providing support, challenge and professional development</p> <p>Hold teams accountable for agreed priorities and student outcomes</p> <p>Lead staff training relating to safeguarding, behaviour, attendance and student welfare</p>
<p><b>Stakeholder engagement</b></p>	<p>Build positive relationships with parents, carers, governors and external agencies</p> <p>Represent the academy at meetings, panels and multi-agency forums, where required</p> <p>Promote the academy positively within the wider community</p>
<p><b>Safeguarding</b></p>	<p>To be committed to safeguarding and promoting the welfare of children, young people and adults, raising concerns as appropriate.</p> <p>Required to maintain appropriate professional boundaries, follow safeguarding procedures, and raise concerns where necessary in accordance with statutory guidance and academy policy, creating a culture of safeguarding</p>
<p><b>Data Protection</b></p>	<p>Comply with the Trusts policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality.</p>
<p><b>Health and Safety</b></p>	<p>The postholder is required to comply with all academy health and safety policies and procedures, taking reasonable care for their own health and safety and that of others</p>
<p><b>Flexibility</b></p>	<p>Whilst this job outline provides a summary of the post, this may need to be adapted or adjusted to meet changing circumstances.</p> <p>Reasonable additional duties commensurate with the grading of the job role may be requested from your line manager.</p> <p>Permanent &amp; significant changes would be subject to consultation. All staff are required to comply with Policies and Procedures.</p>
<p><b>Teacher standards</b></p>	<p>We expect all staff that work for the academy to uphold public trust and confidence both inside and outside of work.</p>

## Person specification

QUALITIES	ESSENTIAL	DESIRABLE	EVIDENCE AND ASSESSMENT
<b>QUALIFICATION</b>			
Qualified teacher status	•		Application form, certificates
Degree	•		Application form, certificates
NPQH		•	
Evidence of continuing professional development, including safeguarding, pastoral leadership, behaviour and attendance	•		Application form
<b>KNOWLEDGE AND EXPERIENCE</b>			
Senior leadership and management experience in a school	•		Application form, references
An exemplar teaching practitioner	•		Application form, references, interview
Experience of driving behaviour and attendance improvement with demonstrable impact	•		Application form, interview
Experience of leading safeguarding and pastoral systems	•		Application form, interview
Knowledge of the characteristics of an effective learning environment and a range of teaching and learning strategies to meet the needs of students.	•		Application form, interview
Knowledge of assessment strategies and use of assessment to inform the next stages of learning.	•		Application form, interview

Experience of line managing staff and holding teams or individuals to account	●		Application form, interview
Experience of analysing data, developing strategic plans, setting targets and evaluating progress towards them	●		Application form, interview
Demonstrable evidence of implementing whole school improvement strategies	●		Application form, interview
Experience of working with external agencies	●		Application form, interview
Experience of leading interventions to support vulnerable students	●		Application form, interview
Experience of leading staff development sessions	●		Application form, interview
Experience of teaching in a church school or Academy		●	Application form, interview
<b>OCCUPATIONAL SKILLS</b>			
Lead by example and be a role model to all staff and students	●		Application form, interview
Ability to organize work, prioritise tasks, make decisions and manage time effectively	●		Application form, interview
Excellent interpersonal and communication skills to engage a range of audiences including staff, children, parents, governors and external agencies	●		Application form, interview
<b>OTHER REQUIREMENTS</b>			
Enhance DBS clearance	●		
Demonstrable knowledge of SEND, WWTSC and KCSIE (including Prevent and British Values)	●		Application form, interview

Ability to remain calm, positive and enthusiastic when working under pressure	•		Application form, interview
Ability to articulate and share the school vision, aims and values	•		Application form, interview
Evidence of leading through OFSTED and/ or SIAMS with positive outcomes	•		Application form, interview
<b>Equal Opportunities</b> <ul style="list-style-type: none"> <li>- An understanding of and commitment to equality of opportunity.</li> <li>- Abide by all academy and Trust equal opportunity policies</li> </ul>	•		Application form, interview
<b>Safeguarding</b> <ul style="list-style-type: none"> <li>- Committed to safeguarding and promoting the welfare of children and young people</li> <li>- Ability to form and maintain appropriate relationships and personal boundaries with children and young people</li> </ul>	•		Application form, interview

Because of the nature of this job, it will be necessary for the appropriate level of criminal record disclosure to be undertaken. Therefore, it is essential in making your application you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences. This post will be exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders 1974 (Exemptions) (Amendments) Order 1986. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act, and, in the event of the employment being taken up, any failure to disclose such convictions will result in dismissal or disciplinary action by the Authority. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment.

Disclosures are handled in accordance with the DBS Code of Practice which can be accessed from [Direct.gov.uk](http://Direct.gov.uk)

***'The Academy is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service .***

***'CVs will not be accepted for any posts based in schools.'***

