



WILLOW GROVE PRIMARY SCHOOL

JOB DESCRIPTION FOR ASSISTANT HEADTEACHER – Behaviour, Attendance & Safeguarding

Responsible to: The Headteacher

Job Purpose:

The Assistant Headteacher for Behaviour Attendance & Safeguarding is pivotal in ensuring the safety, welfare, and attendance of all pupils within the school. This role involves the development and implementation of policies and practices that foster a secure learning environment while addressing attendance issues to enhance pupil engagement and achievement. Additionally, the role involves contributing to the strategic direction of the school in collaboration with the Headteacher and other leaders, engaging in curriculum development to ensure a holistic approach to pupil welfare and success, and fulfilling some teaching responsibilities, including PPA/management cover and/or emergency cover.

Safeguarding Leadership

- Will be the named Designated Safeguarding Lead for the School
- Oversee the implementation of safeguarding policies and procedures, ensuring compliance with statutory requirements and best practices.
- Lead training and awareness initiatives for staff on safeguarding issues, maintaining up-to-date knowledge of national and local guidance.
- Manage Early Help, Child In Need, and Child Protection cases effectively, liaising with social care and external professionals.
- Manage Team Around the School cases and other opportunities within the Local Authority.
- Manage referrals linked to safeguarding such as Integrated Front Door / MASH referrals and referrals recommended to other agencies.
- Represent the school at safeguarding meetings and lead safeguarding audits within the Trust and with the Local Authority.
- Maintain and monitor internal safeguarding systems, ensuring records are kept up to date.

Attendance Management

- Monitor and analyse pupil attendance data to identify trends and areas for improvement, ensuring compliance with statutory requirements.
- Develop and implement strategies to improve overall pupil attendance, including supportive meetings with parents when attendance falls below expected thresholds.
- Collaborate with the attendance assistant to manage cases efficiently, ensuring appropriate home visits and interventions are conducted.
- Celebrate good attendance in a manner that supports the school ethos of fostering intrinsic motivation among pupils.
- Liaise with the Local Authority Educational Welfare Service, keeping attendance policies up to date and ensuring adherence to them.

Behaviour Management

- Develop and oversee the implementation of behaviour policies and procedures.
- Monitor and evaluate the effectiveness of behaviour management strategies.
- Provide training and support to staff on behaviour management techniques.
- **Pupil Support and Wellbeing**

- Lead initiatives to promote pupil wellbeing and resilience.
- Work with pupils exhibiting challenging behaviour to develop individual support plans.
- Collaborate with external agencies to support pupils' social and emotional needs.
- **Staff Development and Training**
 - Organise and deliver professional development sessions focused on behaviour management.
 - Mentor and support staff in implementing behaviour strategies in the classroom.
 - Facilitate regular discussions and feedback sessions regarding behaviour management practices.
- **Data Analysis and Reporting**
 - Collect and analyse data related to pupil behaviour and engagement.
 - Prepare reports for senior leadership on behaviour trends and interventions.
 - Use data to inform decision-making and policy adjustments.
- **Parental Engagement**
 - Communicate with parents regarding behaviour expectations and support strategies.
 - Organise workshops and information sessions for parents on behaviour management.
 - Foster positive relationships with families to support pupil behaviour and wellbeing.

Collaboration with Staff

- Provide guidance and support to teachers and support staff regarding safeguarding and attendance matters.
- Facilitate regular meetings to discuss safeguarding and attendance issues, promoting a culture of awareness and proactive engagement.
- Support the Headteacher in monitoring and enhancing teaching and learning across the school.
- Contribute to curriculum development initiatives, ensuring that safeguarding and attendance considerations are integrated into the educational framework.
- Regular meetings with the Headteacher in regards to the delegated areas of responsibility.

Pupil Support and Welfare

- Act as a point of contact for pupils regarding safeguarding concerns, ensuring they feel safe and supported.
- Develop and implement interventions for pupils facing challenges related to attendance and wellbeing, promoting their overall welfare.
- Support the staff where needed with behaviour, particularly where this has links with safeguarding or attendance, ensuring that any safeguarding links are covered - this will include training, reporting and monitoring of physical interventions etc.

Reporting and Evaluation

- Prepare comprehensive reports for the senior leadership team and governing body on safeguarding and attendance matters.
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- Evaluate the effectiveness of safeguarding and attendance strategies, making recommendations for continuous improvement.
- Contribute to the school development plan and self-evaluation processes, ensuring alignment with strategic objectives.
- Involvement in any LADO referrals and subsequent actions needed where appropriate.
- Full involvement in the management of any staff low level concerns etc from a safeguarding perspective.

Primary Objectives

- Ensure a safe and secure environment for all pupils by implementing robust safeguarding measures, achieving full compliance with statutory requirements.
- Achieve a significant improvement in overall pupil attendance rates, targeting a specific percentage increase annually.
- Foster a culture of safeguarding awareness among staff, pupils, and parents, with regular training and communication initiatives.
- Develop effective partnerships with external agencies to support pupils and families, ensuring timely interventions are in place.
- Regularly review and update safeguarding and attendance policies to reflect current legislation and best practices, ensuring all staff are informed.
- Provide timely and effective interventions for pupils at risk of poor attendance or safeguarding issues, tracking progress and outcomes.
- To teach to cover some PPA and Management Time and/or emergency cover up to a maximum of 50%.

Key Stakeholder Relationships

- Teachers: Collaborate to address attendance and safeguarding concerns.
- Pupils: Engage directly to support their welfare and address issues.
- Parents/Guardians: Communicate regarding attendance matters and safeguarding concerns.
- Senior Leadership Team: Report on safeguarding and attendance issues and strategies.
- Support Staff: Work together to implement safeguarding policies and attendance initiatives.
- External Agencies: Liaise with social services and other relevant organisations to support pupil needs.