



Job Description

Assistant Headteacher for Pupils Services and Personal Development

**Permanent
Salary – L9-13**

Job Purpose

The Assistant Headteacher, under the direction of the Headteacher will be responsible for pupil services (including Behaviour, Safeguarding, Personal Development and Attendance) at Parkfield Community School.

Reporting to: Headteacher

General Duties

Carry out “the duties of a school teacher” as set out in the Conditions of Service for School Teachers in England and Wales. Fulfil the role of teacher as appropriate, including cover and, where necessary, interventions.

To do other reasonable tasks as laid down in the School Teacher Pay & Conditions document and as required from time to time at the discretion of the Headteacher.

Parkfield Community School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. This post is subject to an enhanced criminal records check.

Strategic Direction and Development of the School

Working with the Headteacher and Leadership Team to help develop a strategic view for the school in its community and analyse and plan for its future needs and further development within the local, national and international context.

1. Specific Responsibilities: To lead on all aspects of Pupil Services EYFS to Year 6

- Take responsibility for promoting and safeguarding the welfare of students including being the Designated Safeguarding Lead for the school and leading the school’s Deputy Designated Safeguarding Leads
- To lead on behaviour, rewards and sanctions. To develop new strategies to ensure positive behaviour and monitor the effectiveness of approaches.
- To line manage the Pastoral Team so that the pastoral team works effectively to support staff, students and parents/carers.
- To be the Senior Attendance Champion and lead on attendance and punctuality – promotion, monitoring and intervention
- To lead on mental health support for students, including any trauma informed or therapeutic whole school approaches.

- To line manage and work closely and collaboratively with the SENCo to support vulnerable students.
- To work in partnership with families to provide high-quality support and sensitive challenge when required.
- To be the designated teacher for Looked After Children and Previously Looked After Children
- To use, monitor, respond and ensure smooth running of the school's CPOMS system
- To create and maintain effective partnerships with parents/carers to support and improve pupil's achievement and personal development
- Build bridges with school's diverse community, seeking opportunities to invite a range of community figures, businesses or other organisations into the school to enhance and enrich the school and its value to the wider community.
- To work with the Trust's Community Education Coordinator to ensure a programme of Adult Education meets the needs of the community
- To run a staff duty system and ensure it secures positive behaviour and a safe environment.
- To be the Senior Mental Health Lead for staff
- To lead the positive behaviour and purposeful play at social times.
- To lead and organise the lunchtimes and Line manage the Senior Lunchtime Supervisor
- To celebrate achievement through the organisation of awards events and evenings.
- To support the professional development of staff through pupil service-related CPD.
- To quality assure all aspects of pupil services.
- To lead Personal Development
- To lead the Pupil Parliament
- To be the Prevent point of contact

2. General Leadership Duties: Undertaking the following responsibilities:

Lead by example, provide inspiration and motivation and embody for the students, staff, governors and parents, the vision, purpose and leadership of the school.

Work with the Headteacher and Leadership Team to:

- Create an ethos and provide educational vision and direction which secure effective teaching, successful learning and achievement by students and sustained improvement in their spiritual, moral, social, cultural, emotional and physical development, and prepare them for the opportunities, responsibility and experience of adult life.
- Promote and safeguard the safety and welfare of students.
- Promote and be committed to the aims of the Trust's Disadvantage Strategy
- Help create and implement a School Improvement Plan, which identifies priorities and targets for ensuring that students achieve high standards and make progress, increasing teachers' effectiveness and securing school improvement.
- Ensure that all those involved in the school are committed to its aims, motivated to achieve them, and involved in meeting long, medium- and short-term objectives and targets which secure the educational success of the school.
- Ensure policies and practices take account of national, local and school data and inspection and research findings.
- Monitor, evaluate and review the effects of policies and targets of the school in practice, and act if necessary.
- Attend Governor or Trustee meetings when appropriate.

3. Teaching and Learning

Work with the Headteacher and Leadership Team to secure and sustain effective teaching and learning throughout the school; monitor and evaluate the quality of teaching and standards of students' achievements and behaviour; use benchmarks and set targets for improvement.

Work with the Headteacher and Leadership Team to:

- Create and maintain an environment and a code of behaviour which promotes and secures good teaching, effective learning, high standards of achievement, good behaviour and discipline, and which enables teachers to meet their professional standards.
- Develop teaching and learning throughout a range of strategies including coaching and sharing best practice and CPD to raise student achievement and increase engagement.
- Monitor and evaluate the quality of behaviour, teaching and learning and the achievement of all students, including those with special educational needs, to inform future developments.
- Create and maintain an effective partnership with parents to support and improve students' achievement and personal development.

4. Leading and Managing Staff

Members of the Leadership Team work with the Headteacher to lead, motivate, support, challenge and develop staff to secure improvement.

You:

- Maximise the contribution of staff to improving the quality of education provided and standards achieved and ensure that constructive working relationships are formed between staff and students.
- Plan, delegate, support, motivate and evaluate work undertaken by groups, teams and individuals, ensuring clear delegation and accountability.
- Implement and sustain effective systems for the professional growth of staff.
- Motivate and enable all staff to carry out their respective roles to the highest standard, through high quality continuing professional development based on assessment of needs.
- Lead professional development of staff through example, support and co-ordinate the provision of high-quality professional development within the specific areas of responsibility.
- Sustain your own motivation and that of other staff.
- Ensure that professional duties are fulfilled, as specified in the Terms and Conditions of Service of Teachers, including those for the Leadership Team.

5. Efficient and Effective Deployment of Staff and Resources

Members of the Leadership Team work with the Headteacher to deploy people and resources efficiently and effectively to meet specific objectives in line with the school's strategic plan and financial context.

You:

- Support the Headteacher and other leaders to recruit and retain staff of the highest quality and put in place succession planning.

Work with the Headteacher and Leadership Team to -

- Deploy and develop all staff effectively in order to improve the quality of education provided.

- Set appropriate priorities for expenditure, allocate funds and ensure effective administration and control.
- Manage and organise accommodation efficiently and effectively to ensure that it meets with needs of the curriculum and health and safety regulations.
- Manage, monitor and review the range, quality, and use of all available resources in order to improve the quality of education, behaviour and improve students' achievements.

6. Accountability

Members of the Leadership Team work with the Headteacher to help evaluate the efficiency and effectiveness of the school.

You:

- Provide information, objective advice and support to the Headteacher to enable the Headteacher to meet their responsibilities for securing effective outcomes in relation to student services.
- Help create and develop an organisation in which all staff recognise that they are accountable for the success of the school.
- Help present a coherent and accurate account of the performance in a form appropriate to a range of audiences, including Governors, the local community and OFSTED.
- Help ensure that parents/carers, students and stakeholders are well informed about how their child is performing.

General

- Contribute to the overall ethos/aims of the school.
- Participate in training, other learning activities and performance development as required.
- Attend and participate in relevant meetings as required.
- The post holder is required to be aware of and comply with policies and procedures relating to child protection, equal opportunities, health and safety, security, confidentiality and data protection, reporting all concerns to the appropriate person.
- The post holder has a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work. This post requires the post holder to undertake an Enhanced DBS check.

Please note that this is illustrative of the general nature and level of responsibility of the work to be undertaken. It is not a comprehensive list of all tasks that the post holder will carry out. The post holder may be required to undertake other duties that may be required from time to time within the general scope of the post.

This job description may be amended at any time in consultation with the post holder.

Line Manager's Signature: _____

Date: _____

Postholder's signature: _____

Date: _____

