



Job Description: Assistant Head Teacher- Pastoral

Reports to:	Headteacher
Location:	Hamstead Hall Academy
Contract:	Permanent
Working Pattern:	Full time
Salary:	Leadership Scale L14-L18

The Role

Core Purpose:

- To be a member of the SLT and to contribute to the strategic development of Hamstead Hall Academy as directed by the Headteacher.
- To have lead responsibility for safeguarding and child protection.
- To lead the Pastoral team to drive the strategic leadership for attendance and behaviour across the academy working closely with SLT, Progress leaders and pastoral leaders.
- To promote and uphold high standards of attainment and behaviour from students.
- To work with the Senior Leadership Team to support staff and students to be the best that they can and work towards an environment where:
 - 1) All students make at least good progress.
 - 2) Teaching is consistently good or outstanding.

The post-holder will take on an area of strategic leadership across the academy in a designated area as decided by the Headteacher.

Roles and responsibilities

Assistant Headteachers have the responsibility to:

- participate in the development of school policy and contribute to the strategic improvement planning of the Academy.
- create and deliver strategic plans to improve the quality of Pastoral provision in all its aspects including safeguarding, behaviour and attendance.
- monitor the implementation of school aims and procedures.
- take responsibility for aspects of documentation and statistical data as delegated by the Headteacher.
- line manage and have oversight of curriculum areas and a designated year group.
- support the Curriculum Leaders to ensure that teams are effectively managed.
- contribute to an ambitious vision for the academy's teaching and learning strategy to achieve high outcomes.
- participate in personal professional development and performance management and of line managed staff and teams.



- contribute to the identification of training needs and the delivery of training activities.
- support the Progress/ Pastoral Leaders in the maintenance of discipline and ethos, and the implementation of relevant good practice.
- attend Governors' meetings as required and all organised meetings within the school cycle.
- manage disciplinary issues and emergencies as they arise.
- advise, assist and support other members of the Leadership Team to ensure the smooth running of the school.
- conduct assemblies and regular supervisory duties.
- participate in the selection and recruitment of staff, as required.
- participate in programmes to monitor student achievement and support teaching and learning.
- liaise with external agencies and personnel, as appropriate.
- actively promote equal opportunities and the equalities policies of the school.
- ensure that Health and Safety policies and practices, including Risk Assessments, throughout the Department are in-line with national requirements and are updated where necessary and to liaise with the Academy Estates Manager when required.

Teaching and Learning

- Contribute to the creation and implementation of a clear vision for high quality teaching and learning, drawing upon the latest research.
- Contribute to the improvement of teaching and learning across the academy.
- Make a significant contribution to the development and implementation of positive learning behaviours of students.
- Work closely with Pastoral leaders to support the strategy for the Pastoral Team to develop and improve positive learning behaviours and raise achievement.
- Contribute to the design and implementation of quality assurance systems to monitor standards of teaching and learning.
- Work closely with SLT to support Curriculum Leaders to improve the quality of teaching and learning and to raise achievement for students.

Main (Core) Duties

Pastoral System and Safeguarding

- Be accountable for effective and proactive safeguarding systems.
- Be accountable for effective and proactive attendance systems.
- Oversee the monitoring of student attendance and progress in relation to targets set for each cohort, ensuring that appropriate action is taken where necessary.
- Ensure the Behaviour for Learning strategy is implemented in the Trust so that effective learning can take place.



Duties as Designated Safeguarding Lead

- Take the designated safeguarding lead responsibility for safeguarding and child protection at the school.
- Take the role of the Designated Teacher responsible for championing the educational needs of looked after children and care experienced children in school, ensuring they have good quality Personal Education Plans (PEPs).
- Contribute to creating a safe and welcoming learning environment, ensure safeguarding is at the heart of the school ethos.
- Work with the governing body to ensure the school's child protection and safeguarding policy is updated and renewed annually in line with Keeping Children Safe In Education (KCSIE, September 2023).
- Ensure that all staff have access to and understand the school's child protection and safeguarding policies and that procedures are implemented correctly.
- Ensure the child protection and safeguarding policy is publicly available and that parents / carers are aware of the policy and that the school may make referrals to children's social care if there are concerns about abuse or neglect.
- Support all staff in knowing how to recognise and respond to potential concerns and that they understand and are familiar with KCSIE.
- Facilitate comprehensive training to all staff including, new staff and ECTs, with the aim to strengthen their safeguarding skills and experience in line with KCSIE.
- Identify students who may be at risk and use the correct protocol to reduce these risks.
- Respond appropriately to disclosures or concerns relating to the wellbeing of a student.
- Liaise with the headteacher to keep them informed of any safeguarding issues with the local authority and police investigations.
- Manage all referrals to the appropriate external bodies where appropriate including any suspected child protection issues to Children's Social Care or relevant investigatory agency.
- Work closely with staff on safeguarding and child protection matters, ensuring that staff members understand when it is necessary to make a referral.
- Know about child protection case conferences and reviews and contribute to these effectively and appropriately when required.
- Keep detailed, accurate and secure records of safeguarding concerns and referrals using online management system CPOMS. Ensure these records are confidential and include a chronology of concerns and all communication.
- Ensure secure delivery of the transfer of any child protection file to a new establishment with a confirmation of receipt obtained.
- Be alert to, and understand, the specific needs of vulnerable students including those with special educational needs, young carers and those receiving support from the local authority including a child in need, a child on a child protection plan or a looked after child.
- Understand the role of the school in terms of the Prevent duty where required.
- Encourage a culture of listening to students and taking into account their wishes and feelings.



- Organise adequate and appropriate cover arrangements for any out-of-hours/out-of-term activities.
- Collaborate and effectively implement child protection plans.
- Monitor students at risk of harm or those that have been subject to harm, providing support and ensuring their welfare.
- Lead a team of DSL's who will review and monitor any cause of concern relating to the welfare of students.
- Act as the first point of contact for staff members raising safeguarding and child protection concerns.
- Receive regular safeguarding and child protection updates, ensuring the school complies with all relevant legislation.
- Understand the assessment process for providing early help and intervention, and take the lead when early help is appropriate.
- Complete and submit the Section 175 audit to the local authority, demonstrating we are meeting statutory duties and following safeguarding children and young people guidance.

Pastoral System:

Responsibility to:

- Develop effective behaviour management systems which promote positive attitudes to learning
- Monitor and support the overall academic progress and development of students
- Have oversight of issues relating to admissions and appeals.
- Lead on all child protection and safeguarding issues across the school.
- Have strategic responsibility for whole school attendance and punctuality strategy and improving outcomes in this area.
- Monitor attendance, punctuality and fixed term suspensions in all its aspects across the academy overseeing the production of appropriate analysis to measure impact on key pupil groups such as Disadvantaged and SEND.
- Support for the identification of students who fail to adhere to behaviour standards set.
- Manage all pupil movement including fair access referrals, off-site direction, managed moves and alternative provision.
- Manage permanent exclusions in all its aspects.
- Have strong knowledge of the Suspension and Permanent Exclusion from maintained schools, academies and pupil referral units in England, including pupil movement guidance (DfE, September 2023 and future updates).
- Manage the organisation of 'The Junction' in all its aspects which will include the analysis of data trends and the facilitation of internal suspensions, reintegration, and restorative work.
- Manage behaviour conduct including a strong knowledge and understanding of rates, patterns and reasons for suspensions. Create a strong strategy to recognise, act and address any patterns that exist in behaviour conduct within the academy.
- Cultivate an ethos that captures positive behaviour conduct including a rewards strategy.



- Facilitate strong links with Progress / Pastoral Leaders and Curriculum Leaders to promote and develop positive behaviour in lessons.
- Engage with parents and carers to support students' achievement and behaviour for learning in line with academy policies.
- Ensure there are effective transition arrangements across KS2 to KS3.
- Contribute to PSHE and Citizenship programmes as and when required including assembly rotas.
- Work with SLT and pastoral staff to ensure that standards are high and consistent across all year groups.

Recruitment/ Deployment of Staff

- To work with the Leadership team to ensure that staff development needs are identified, through Appraisal reviews and targets, and appropriate programmes are designed to meet such needs.
- To be responsible for the efficient and effective deployment of staff.
- To undertake Appraisal Review(s) and to act as a line manager for a group of staff within the designated department, where applicable.
- To promote teamwork and to motivate staff to ensure effective working relations.
- To be responsible for the day-to-day management of staff within the designated team and act as a positive role model.

Quality Assurance:

- To work closely with SLT to contribute to the monitoring and continuous improvement processes across the Academy.
- To lead on processes to monitor and evaluate the quality of the pastoral provision across the academy.
- To take appropriate action to effect improvement as a result of internal and external monitoring processes.
- Provide regular reports to SLT/Governors/Directors that evaluate the effectiveness of the pastoral provision and provide appropriate action points.
- To monitor, evaluate and hold to account the performance of post holders with the designated team.
- To be involved in the academy programme of internal and external departmental reviews and to produce actions plans for future development.

Management Information:

- To make use of analysis and evaluate performance data provided.
- To identify and take appropriate action on issues arising from student data.

Communications:

- To ensure effective communication/consultation with the parents/carers on the progress of students.



- To liaise with SLT to support the organisation of all KS3 and KS4 parents' evenings including:
- To lead on the organisation and planning of Awards' Evening
- To liaise with partner schools, Higher Education Institutions, Industry, Examination Boards, Awarding Bodies and other relevant external bodies to develop strategies to improve student progress.
- To be fully involved in the consultation process by Chairing meetings with staff and curriculum leaders as and when required.

Marketing and Liaison:

- To contribute to the Academy liaison and marketing activities, e.g. the collection of material for press releases.
- To lead the development of effective links with partner schools, outside agencies and the community
- To attend Open Evenings, Awards Evenings and other events.
- To actively promote the development of effective subject links with external agencies.

General:

- A teacher on MPR shall meet the Teachers' Standards (DfE 2012)
- A teacher on the upper pay scale shall meet the Teachers' Standards (DfE 2012) and performance threshold standards as specified in the Teachers' Pay and Conditions Document.
- To attend weekly SLT meetings and carry out all duties as expected of a member of the SLT as directed by the Headteacher.
- To adhere to the Academy Trust's staff code of conduct

Other specific duties particular to the post of Assistant Headteacher

Undertake as required other duties and responsibilities relevant to the job or the seniority of the post as directed by the Headteacher / CEO.

Line Manager

Assistant Headteacher will be responsible to the Headteacher

Review

This job description may be subject to review and change to accommodate the changing needs of the Academy, after consultation, at the request of Headteacher, Line Manager or postholder.

Signed _____

Postholder



_____ Headteacher

_____ Date

Hamstead Hall Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. An enhanced DBS check is required for all successful candidates.



Person Specification: Assistant Head Teacher

Qualification Criteria

- Qualified to degree level
- Qualified to teach and work in the UK

Experience

- Experience in raising attainment
- Experience and understanding how to improve teaching & learning and Behaviour strategies
- Experience of having led and managed a team of people effectively

Behaviours

Leadership

- Resilience and motivation to lead the academy through day-to-day challenges
- Understands their own contribution to the academy as a whole
- Management style that encourages participation, innovation and confidence
- Strong organisational skills and ability to delegate effectively
- Strong interpersonal, written and oral communication skills
- Genuine passion and a belief in the potential of every student
- Motivation to continually improve standards and achieve excellence

Other

- Maintain effective working relationships with parents and other stakeholders
- Willingness to undertake relevant training to improve existing skills and develop new ones.
- Commitment to the safeguarding and welfare of all pupils.

Hamstead Hall Academy Trust is committed to safeguarding and promoting the welfare of children and young people. To meet this responsibility, we follow a rigorous selection process. All employees undertake an enhanced DBS check. Before appointment candidates are to disclose any unspent conviction, cautions, reprimands or warnings under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Non-disclosure could lead to termination of employment. Disclosure of a criminal background will not necessarily exclude you from employment, this will depend upon the nature of the offence(s) and when they occurred. To read more about our safer recruitment process, please click this link.