

North Walsham High School Job Description

Name:	
Job Title:	Assistant Headteacher – Character and Culture
Salary range or job grade:	Leadership Scale 12-16
Responsible to:	Headteacher
Responsible for:	Character education, behaviour, attendance and safeguarding
Effective Date:	September 2024

Role and Context	
Job Purpose:	To lead the character and culture of the school by raising standards across character education, behavior, attendance and safeguarding. To Line manage Achievement Leaders, Safeguarding and Pupil Development.
Dimensions	Approximately 620 high school students rapidly rising to 700.
Relationships:	Works closely with: <ul style="list-style-type: none"> ● SLT ● Achievement Leaders ● Pupil Development Team ● All teaching and non-teaching staff, pupils, parents, Local Governing Body (LGB) and Trust Board
Other Job Information:	The jobholder will need to be DBS approved. The post holder will be expected to fulfill the Teachers' professional standards.

Principal Accountabilities	
The purpose of this post is to continue to raise standards within the school.	
1.	To effectively develop, lead and manage the development of student character, behaviour, attendance and safeguarding
2.	Lead and manage the Pupil Development Team to support students to be happy and successful
3.	To lead highly effective quality assurance to ensure the effective implementation and monitoring of character, behaviour, attendance and safeguarding and taking relevant action in response
4.	To be accountable for pupil attendance and punctuality and for determining and delivering actions to secure school targets, including working with external agencies
5.	To deliver effective application of the school behaviour policy including reward programmes and sanctions
6.	To determine and deliver effective strategies connected with student induction and re-induction
7.	Act in the role of safeguarding lead to report and resolve any issues relating to Child Protection as quickly as possible to ensure successful outcomes
8.	To work closely with all other members of the CLT to play a key role in the design, implementation and quality assurance of whole school strategies

9.	Determine and deliver effective intervention strategies related to pastoral support ensuring outcomes.
10.	To be responsible and accountable for the smooth and successful transition of pupils from KS2-KS3 and KS3-KS4
11.	Lead the design, implementation and monitoring of the PSHE and Character Curriculum. Quality assuring its implementation and taking the relevant action in response.
12.	To report to the Headteacher, LGB and Trust regarding all aspects related to character, behaviour, attendance and safeguarding
13.	Lead and manage the Achievement Leader Team to support students to be happy and successful
14.	To design and lead an effective duty system
15.	To hold all leaders to account in ensuring that everyone is a leader of culture and behaviour and their work reflects this
16.	To represent the school's vision and ethos to the highest level in everything you do.
17.	To carry out any other reasonable requests as directed by the Headteacher.
Key Performance Indicators <ul style="list-style-type: none"> • Quality Assurance measures (performance management, culture walks, merits/C2/suspension statistics etc.) within the school • Behaviour, attitudes, and attendance of students • Highly positive parental, student, and staff feedback (through surveys, focus groups etc.) • Character Kitemark 	

Key Competencies	
Self-Management	Manages personal priorities, pressures, and workload in an efficient and effective way
Self-Development	Seeks feedback on their performance and takes appropriate actions to improve
Communications	Listens to and communicates clearly with individuals and groups to help mutual understanding
Equality and Diversity	Is constantly mindful of equality and diversity issues in providing services, and seeks to avoid discrimination
Self-Awareness	Understands their own behaviour, is aware of how it impacts on others, and can modify their approach accordingly
Analysis and Judgement	Identifies and solves problems ensuring connections are made with related issues and involves others in the process
Flexible and Adaptable	Develops and maintains constructive relationships which contribute to teamwork and achieving objectives

Customer Focus Actively seeks out, listens to, and builds on evaluation and feedback from staff, pupils, and parents.
Proactive Approach Champions new initiatives in support of strategic objectives and encourages change.

General Information: <ul style="list-style-type: none">• The job specification details the main outcomes required and should only be updated to reflect major changes that impact on the outcomes for the job.• All work performed/duties undertaken must be carried out in accordance with relevant school policies and procedures, within legislation, and with regard to the needs of our customers and the diverse community we serve.• Post holders will be expected to be flexible in their duties and carry out any other duties commensurate with the grade and falling within the general scope of the job, as requested by management.
Date: