



## **Assistant Headteacher (L10-L14) - Pastoral: Job Description**

This job description may be amended at any appropriate time, following consultation between the Headteacher and Assistant Headteacher. It will be reviewed annually and performance management objectives will be agreed.

### **Core of the post**

The Assistant Headteacher will support the Headteacher in providing professional leadership for the school, which secures success and improvement, ensuring high quality education, improved standards of learning and achievement of all pupils.

- Oversight of the Pastoral System
- Designated Lead with responsibility for safeguarding and LAC
- Leadership of the Pastoral Team
- Development of Pastoral strands supportive of the academic progress of pupils
- Proactive leadership and management of student attendance
- Develop and maintenance of programmes effective use of registration time
- Review and amendment of policies relating to Pastoral programmes and school discipline
- Liaise with Pastoral Team in identification of pupil underachievement at KS3 and KS4 and co-ordination of intervention strategies.
- Liaison with partner primary schools and organisation of the transition programme
- Assisting the Headteacher with the admissions procedure
- Contribute to school improvement plan and the co-ordination Pastoral and guidance plans
- Advising the SLT, Head's of House and Pastoral Board
- Organisation of internal awards system
- Liaison with representatives of the student council
- Organisation of Main Hall assemblies
- SLT link
- Preparation and review of Pupil Planners
- Leadership responsibility for HOH, Senior Pastoral Mentors, Pastoral Mentors and members of staff in charge of Peer Mentorship
- Support staff through discipline procedures and ensure each stage is adhered to by pupils and staff
- Responsible for school discipline
- Responsible for contribution to the Catholic Ethos of the school
- Contribution to the development, Leadership and Management of IAG including PSHE and effective use registration time
- Continue the development of the school MIS



## **General Duties and Responsibilities**

To carry out the duties of an Assistant Headteacher as set out in the *School Teachers Pay and Conditions Document*.

## **Strategic direction and development of the school**

The Assistant Headteacher, working with the Governors and Senior Leadership Team, will contribute to the development of a strategic view for the school in the community and analyse and plan for its future needs and further development.

The Assistant Headteacher will contribute as a member of the Senior Leadership Team to the establishment of a shared vision for the school; the establishment of an ethos which promotes effective teaching and learning, which sustains improvement in the development of all pupils; and the development and implementation of a strategic plan.

- Developing policies and procedures, in line with school policy, that will ensure high achievement and effective teaching and learning.
- Using data on pupil performance to inform policy and practice, identify underachieving pupils and monitor the effectiveness of the subject.
- Establishing plans for the development of the Pastoral System that support the school improvement plan and ensure that the Pastoral System is always seeking to improve.
- Establishing a clear understanding within the Pastoral System of the contribution made by the subject in supporting the school's aims and making a significant contribution to the development of the school's development plan.
- Liaise with Headteacher to ensure that the link between the work of the Pastoral System and the global objectives of the school is firmly established.

## **Teaching and Learning**

The Assistant Headteacher as a member of the Senior Leadership Team, together with the Governing Body, will seek to secure and sustain effective teaching and learning, monitor and evaluate the quality of education and standards of pupils' achievements and use benchmarks and set targets for improvement.

- Ensuring that the staff are kept up to date in terms of knowledge and skills required for their Pastoral duties.
- For the general standard of discipline in the classroom, help should be provided when teachers are experiencing disciplinary problems. Coaching should be given to avoid problems as well as help at moments of crisis.



- Helping to support, establish and implement clear policies and practices in line with school policy, for assessing, recording and reporting on pupil achievement and for using this information to recognise achievement and to assist pupils in setting targets for further improvement.

### **Efficient and Effective Deployment of Staff Resources**

The Assistant Headteacher, as a member of the Senior Leadership Team, will deploy staff and resource efficiently and effectively in line with the school's vision and strategic plan.

### **Leading and Managing Staff**

- Establishing clear expectations and constructive working relationships among staff involved with the subject, including, through team work and mutual support; devolving responsibilities and delegating tasks, as appropriate.
- Acting as a positive role model for others.
- Evaluating practice, appraise staff as required by the school policy and use the process to develop the personal and professional effectiveness, audit training needs of subject staff.
- Coaching members of staff in order to develop teaching and learning within the Pastoral System and to enable teachers to achieve expertise in their subject teaching.
- Working with the SENCO and any other staff with special educational needs expertise, to ensure that work is matched to individual pupils' needs.

### **Recruitment**

The Assistant Headteacher will work with Governors and Senior Leadership Team to recruit staff of the highest quality, deploying and developing staff effectively to improve the quality of education.

### **Manage Resources**

- Establishing staff and resource needs for the subject and advising the Headteacher of likely priorities for expenditure. Allocating available subject resources with maximum efficiency to meet the objectives of the school and subject plans and to achieve value for money.
- Advising the Headteacher on the deployment of staff involved in the Pastoral System to ensure the best use of subject, technical and other expertise.
- Ensuring the effective and efficient management and organisation of learning resources, including information and communications technology.



- Maintaining existing resources and exploring opportunities to develop or incorporate new resources into schemes of work.
- Ensuring that there is a welcoming, safe working and learning environment in which risks are properly assessed.

### **Accountability**

The Assistant Headteacher, as a member of the Senior Leadership Team, will account for the efficiency and effectiveness of the school to the Governors, Pupils, Parents, Staff and other members of the local and wider community. This will include effective communication and advice to the Governors and accountability for the school performance.

### **Specific Responsibilities as a member of the Senior Leadership Team**

- Membership of the Strategic Leadership Team
- Governor support/ link
- Staff appointments as required
- Curriculum link; Heads of House

### **Other professional requirements**

- To play a full part in the life of the School Community, to support its distinctive mission and ethos and to encourage Staff and Students to follow this example.
- To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher.
- To undertake any reasonable request of the Headteacher and accept any reasonably delegated additional responsibility from the Headteacher.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

This school will endeavour to make any necessary reasonable adjustments to the job and working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.



**Signed..... Assistant Headteacher**

**Signed.....Headteacher**

**Date.....**

**Review Date.....**