

**Job description: Assistant Headteacher- Safeguarding and Pastoral Services**

**Job details**

**Salary:** Up to £43,000

**Reporting to:** Headteacher

**Main purpose**

**Responsible to**: The Headteacher and Deputy Headteacher

**Specific responsibilities for:** To oversee pastoral, behaviour and attendance functions. To support with parental liaison, pupil transition and leading on safeguarding.

**Status of Post:** This is a senior post within the school’s staffing structure which carries with it membership of the Senior Leadership Team (SLT). This post carries a 50% teaching commitment as well as SLT responsibilities.

**Job Purpose:**

* Overseeing the school’s behaviour, attendance and pastoral support in line with the school vision.
* Support the senior leadership team in leading on the effective implementation of school policy of strategy.
* Support new pupils through transition into school, including monitoring and supporting those on transitional timetables.
* Oversee, promote and improve school attendance.
* Monitor and review behavioural and pastoral data including attendance, lateness, relationships and culture, anti-bullying, exclusions etc…
* Support all staff in understanding the pastoral and behavioural needs of SEN pupils.
* Promote a culture and practice that enables all children and young people to access the curriculum.
* Monitor pastoral and behavioural progress of children and young people.
* To lead or direct staff CPD on behaviour and pastoral issues.
* To work with the senior leadership team collaboratively to ensure the school timetable is appropriate, engaging and enriching for all learners.
* To ensure cover is arranged and shared daily to promote consistency for pupils and staff.
* Work with the SLT, subject leads and teachers to ensure all pupils learning is of equal importance and that there are high and realistic expectations of pupils.
* To work positively with families, carers, all stakeholders, and others involved with the learners.
* To ensure that appropriate standards are maintained, especially in relation to education, care and clinical programme for learners, in accordance with company policies.
* To fulfil any other appropriate duties as directed by the headteacher.
* To record relevant educational, social and behavioural information within an agreed framework;
* To promote the social and emotional development of children through positive approaches that will encourage appropriate relationships and the development of self-esteem;
* Take responsibility for specific areas of work which will be reviewed annually then negotiated and agreed within the performance management cycle and school improvement process;
* Contribute to the life and community of the school in all of its aspects;
* Complying with policies and procedures relating to safeguarding, child protection, health, safety and security, confidentiality and data protection, and reporting all concerns to the Headteacher or appropriate person.

DSL Responsibilities

* To update the school safeguarding Policy, ensuring that it reflects national and local procedures.
* Be the SPOC (single point of contact for safeguarding)
* Prevent coordinator
* Lead CIN, CP and pep meetings
* MARF/MASH referrals
* Coordinate the schools early help offer
* Creation and maintenance of children’s safeguarding files
* Ensure that all staff have access to and understand the schools Safeguarding Policy, related policies and procedures.
* Deliver safeguarding induction to all new school staff.
* Deliver annual safeguarding updates to all school staff.
* Respond appropriately to disclosures of abuse or other concerns which relate to the well-being of a child, in line with local and national procedures.
* Where appropriate, refer concerns to the Local Authority children’s social care or to other appropriate agencies
* and ensure that concerns are acted on.
* Ensure that children who are victims of abuse are supported appropriately and sensitively in the school environments.
* Ensure robust Risk Management Plans are in place where required.
* To liaise with external agencies in initiating or co-ordinating Early Help Assessment referrals for children
* When appropriate, act as lead professional and coordinate Team around the Family/Early Help meetings.
* Maintain detailed, accurate, robust and secure written records in relation to welfare concerns and referrals.
* Understand the importance of information sharing, both within school, with the three safeguarding partners, other agencies, organisations and practitioners
* To understand and support the school with regards to the requirements of the Prevent duty and provide advice and support to staff on protecting children from the risk to radicalisation.
* To encourage a culture of listening to children and taking into account their wishes and feelings, among all staff, in any measures the school may put in place to protect them.
* To work with the Headteacher and Teaching staff to help promote the educational outcomes of children who are or have experienced child protection/welfare issues.
* To understand the unique risks associated with online safety and have the relevant knowledge and up to date capability required to keep children safe whilst they are online at school.
* Where required, liaise with statutory agencies e.g. the Police and Social Care and ensure they have access to all necessary information if requested.
* To continue to develop knowledge and expertise in all aspects of legislation and national and local requirements affecting the safety and welfare of children and young people. This will involve undertaking child protection and additional training as required.
* Take lead role in managing the transfer of safeguarding records and ensuring that any safeguarding and child protection records are obtained for new starters to the school.
* Manage safeguarding data and produce safeguarding data reports as required.

**Duties – General:**

* + Work in accordance with the school’s statement of aims and values and implement strategies within policies.
	+ Liaise effectively with external agencies.
	+ Carry out the general and specific professional duties as set out in the current ‘School teachers pay and conditions’ document, QTS standards and school documentation for classroom teacher.
	+ To play a full part in the life of the school community, to support its vision and values and to encourage and ensure staff and students to follow this example.

**Duties – General for Senior Leadership:**

* + Be an integral member of the SLT discharging individual responsibilities to a high standard as well as supporting the work of the team at all times.
	+ Work closely with the Headteacher, SLT and colleagues to ensure the school is compliant with statutory regulations.
	+ Oversight and line-management of operational middle leaders.
	+ Make contributions to meetings of the Senior Leadership Team and the Curriculum Team.
	+ Be a highly visible presence around the school and role-model expectations and standards to staff and children/young people.
	+ Support with the leadership of the school’s curriculum, assessment and teaching and learning policies: monitoring, review and evaluation.
* Identify problems and barriers to school effectiveness, and develop strategies for school improvement that are realistic, timely and suited to the school’s context.
	+ Chair relevant meetings as appropriate and be responsible for their effectiveness.
	+ To lead on any whole school events as directed.
	+ Assist in the recruitment, training and ongoing development of staff.
	+ Undertake agreed delegated management responsibilities on an ongoing basis, in support of the line manager, for example supervisions, annual appraisals, probation reviews, return to work meetings and manage sickness and absenteeism, involvement in disciplinary, capability, grievance and other people management procedures in accordance with company policy.
	+ Support the Line Manager in exercising their responsibilities, including deputising and representing the school as required.

**Behaviour Management**

* Assist the Headteacher in the upkeep of the school’s tracking system and incident recording;
* Have the ability to identify and de-escalate potential problems before they escalate and be able to develop strategies to promote the positive behaviour of pupils.
* Assist the Headteacher in leading the school in behavioural professional conduct, and as such: analysing/looking for trends in behaviour;
* Maintaining acceptable levels of behaviour and control (as agreed by Headteacher) among the pupils attending the school, safeguarding their health and safety when they are on the school premises and when pupils are engaged in authorised school activities elsewhere.

**Pupil Care and Welfare**

* Be familiar with and supporting all staff in following the school’s safeguarding policy;
* Be familiar with and comply with; policies and procedures relating to child protection; health and safety; confidentiality and data protection, reporting all concerns to the appropriate person.
* Be aware of the current legal requirements, national policies and guidance on the safeguarding and

**Promotion of the well-being of children and young people;**

* Know how to identify potential child abuse or neglect and follow safeguarding procedures;
* Know how to identify and support children and young people whose progress, development or well-being is affected by changes or difficulties in their personal circumstances, and when to refer them to colleagues for specialist support.

**School Staff**

* Meet regularly with the Headteacher and Deputy Headteacher and with those involved in the pastoral structure of the school.
* Liaise with staff when arranging to meet with pupils, with a sensitivity to the educational ethos of the school;
* Participate in school review meetings and in-service training (INSET) days to help develop and define school policies regarding pastoral care, behaviour, pupil support;
* Support staff in preparing SLEUTH reports

**Outside Agencies**

* Liaise with appropriate outside agencies in preparing reports for, and also attending, annual reviews, Early Help meetings and to work towards developing a united strategy when tackling different issues.

**Health and Safety:**

* + Be aware of the responsibility for personal health, safety and welfare and that of others who may be affected by your actions or inactions.
	+ Liaise with the relevant SLT on all issues to do with health, safety and welfare.

**Continuing Professional Development:**

* + In conjunction with the Headteacher, take responsibility for personal professional development, keeping up to date with developments in pedagogy and curriculum development in your area.
	+ Undertake any professional development necessary.

**Additional points:**

* + All staff are required to maintain confidentiality in relation to children, young people, staff and parent information.
	+ All staff are expected to comply with school and the wider group policies.
	+ 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 will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.
	+ The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.
	+ The job description may be subject to amendment or modification, should circumstances change, any changes will be discussed with you in the first instance.
	+ In addition to the duties specified you may be asked to undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific cases.
	+ The job description does not form part of the contract of employment.
	+ This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on any or all of them.

**Notes:**

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

**Headteacher/line manager’s signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Postholder’s signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_