

# **Norton College (Worcester) Limited**

## **Assistant Headteacher Job Description Curriculum, Deputy Designated Safeguarding Lead, Designated Teacher for Looked After Children and Designated Trauma Informed Practitioner.**

**Colleague**                      **Deborah Pribojac**

**Job Title:**                      Assistant Headteacher

**Accountable to:**      Head of School  
   This post doesn't include a vehicle.

### **Main Purpose**

#### **The Assistant Headteacher will:**

- Be a member of the Senior Leadership Team (SLT).
- Assist the Head of School in leading and managing the College.
- To take responsibility for the organisation and management of the College in the absence of the Head of School.
- To undertake teaching duties as required.
- Undertake such duties as are delegated by the Head of School.

### **Main Tasks**

The specific nature and balance of these responsibilities will vary according to the needs of the College and may be shared.

However, in particular be responsible to the Head of School for the following: -

#### **Pastoral needs of the student.**

- Support the Assistant Headteacher responsible for Pastoral management in all aspects of the pastoral work of the College.
- To support the Pastoral Assistant Headteacher in leading the team of pastoral staff, having due regard for their training and development to ensure they are supported to work within the College ethos.
- Support all new staff through their induction period in terms of understanding effective pastoral support.
- To ensure that all staff understand the importance of positive pastoral support to engage and build trust with students.
- To be responsible for all aspects of student behaviour and co-ordinate responses in line with the College philosophy. Support the deployment of staff to support identified key students through any periods of dysregulation.
- To review and further develop the recording systems to make full use of CPOMs and the Student Assessment Database.
- To support the co-ordination of the College transport for daily home/school transport and maintain oversight. Report any issues or concerns to SLT.

- To support the deployment of staff throughout the College day to ensure that students attend learning sessions and are able to access any agreed offsite activities/educational visits.
- To collate and record all incidents of behaviour, identify any possible triggers and work with SLT to support positive student engagement.
- To liaise with parents and external professionals as required.
- To inform SLT of any causes for concerns.

### **Deputy Designated Safeguarding Lead**

- To support and deputise for the Designated Safeguarding Lead for safeguarding and child protection, including online safety.

### **Lead on Curriculum Development and oversight**

- Lead the ongoing development of the Curriculum across the College in accordance with the School Development Plan (SDP) and termly targets within.
- Ensure that core subjects are taught to a high standard throughout the College, any areas of concern should be discussed through SLT; creating an action plan for support/development if required and report back to SLT with weekly updates.
- Ensure that vocational subjects are taught to a high standard throughout the College, any areas of concern should be discussed through SLT; creating an action plan for support/development if required and report back to SLT weekly – shared responsibility with Examinations officer.
- Ensure that regular education meetings are held to support staff, vocational meetings, subject lead meetings and curriculum meetings to review progress and achievements.
- Liaise and work closely with the Examinations officer to ensure that students access appropriate examinations and that end of term data reflects any examinations taken/submitted.
- Ensure the curriculum offer is broad and ambitious at all key stages.
- Ensure the curriculum offer and intent is reviewed annually and updated as necessary.
- Ensure all staff have thorough and detailed knowledge of the curriculum intent and work in line with the College ethos.

### **Designated Teacher for Looked After Children (LAC) and Previously Looked After Children (PLAC).**

- Promote the educational achievement of every looked-after and previously looked-after child on the school's roll.
- Work with Virtual School (VS) to promote the education of looked-after and previously looked-after children and promoting a whole school culture where the personalised learning needs of every looked-after and previously looked-after child matters and their personal, emotional and academic needs are prioritised.
- Ensure school staff understand the things which can affect how looked-after and previously looked-after children learn and achieve and how the whole school supports the educational achievement of these students.
- Make sure all staff:
  - have high expectations of looked-after and previously looked-after children's learning and set targets to accelerate educational progress;

- are aware of the emotional, psychological and social effects of loss and separation (attachment awareness) from birth families and that some children may find it difficult to build relationships of trust with adults because of their experiences, and how this might affect the child's behaviour;
- understand how important it is to see looked-after and previously looked-after children as individuals rather than as a homogeneous group, not publicly treat them differently from their peers, and show sensitivity about who else knows about their looked-after or previously looked-after status;
- appreciate the central importance of the looked-after child's PEP in helping to create a shared understanding between teachers, carers, social workers and, most importantly, the child's own understanding of how they are being supported.
- Contributing to the development and review of whole school policies and procedures.
- Working directly with looked-after and previously looked-after children and their carers, parents or guardians to:
  - promote good home-school links,
  - support progress by paying particular attention to effective communication with carers, parents or guardians,
  - ensure carers, parents or guardians understand the potential value of one-to-one tuition and are equipped to engage with it at home,
  - ensure carers, parents or guardians are aware of how the school teaches key skills such as reading and numeracy; and
  - encourage high aspirations and working with the child to plan for their future success and fulfilment.
- Have lead responsibility for the development and implementation of looked-after children's PEP within school in partnership with others as necessary.
- Work closely with the school's Designated Safeguarding Lead to ensure that any safeguarding concerns regarding looked-after and previously looked-after children are quickly and effectively responded to.
- Attend all Child in Care/Looked after Child reviews.
- Work closely with SLT to ensure all looked-after & previously looked-after students are well supported within the setting.
- Ensure that all Pupil Premium money allocated to the school/student is recorded, used appropriately for purpose and accounted for. Produce a report annually that outlines the Pupil Premium spend and the impact of this; to be shared with SLT, Directors and the VS upon request.

### **Lead on Annual Reviews for Looked After Children (LAC)**

- Be responsible for the management and completion of the Annual Review process for all LAC students.
- Be compliant with the statutory duties for schools outlined in the Code of Practice 2014.
- Follow all Local Authority procedures and processes to ensure coherent and compliant process.
- Liaise closely with parents/carers and external agencies in preparation for each Annual Review.
- Ensure that all stakeholders are asked to submit or provide their feedback for the Annual Review Process.

- Working with the College Administrator to ensure that all Annual Reviews are scheduled within timescale and that all the relevant paperwork is sent within the correct time frame.

Liaise closely with Local Authorities to ensure clear communication about the LAC students.

### **Designated Trauma Informed Practitioner**

- To promote the Trauma Informed Schools model within the College.
- To organise Trauma Informed Schools training for all staff.
- To work closely with key students utilising the Trauma Informed methodology to support their mental wellbeing and re-engagement with learning.
- To manage and supervise the College's Mental Health First Aiders.

### **Teaching commitment**

- Whilst the appointed person doesn't necessarily require Qualified Teacher Status (QTS) they will be expected to deliver Educational packages to a range of students for core subjects up to 40% of their working week.
- Therefore, evidence of previous educational delivery to students with complex learning needs is important.

### **The internal organisation, management and control of the College:**

To contribute to:

- Maintaining and developing the ethos, values and overall purposes of the College.
- To contribute to planning improvement, translating College aims and policies into actions.
- Implementing Government directives into all College policies, in particularly on equal opportunity issues for all staff and students in relation to sex, gender, race, disability and special needs etc.
- Take a leading role in maintaining the efficient organisation, management and supervision of College routines.
- The development of SLT roles and responsibilities. These will be reviewed annually and may be subject to change in line with the needs of the College.

### **Statistical analysis**

- To generate as needed statistical responses to a range of issues and demonstrate an ability to analyse results, drawing the most positive conclusions. To use these results not only to inform practice but also to effect change for the benefit of the College students.

### **The management of staff**

- To be responsible for the line management and performance management of designated staff within the College team.
- To participate in the recruitment and development of teaching and non-teaching staff of the College.
- To contribute to good management practice by ensuring positive staff participation, effective communication and procedures.
- The provision of professional advice and support and the identification of training needs.

**Relationships**

- To be responsible for fostering positive relationships across the College community.
- To advise and assist the Board of Directors as required in the exercising of its functions including attending meetings and making reports as appropriate.
- To help in maintaining and developing effective communications and links with parents and to provide positive responses to concerns and problems regarding their children's educations and wellbeing.
- To assist with the liaison with other educational establishments in order to promote the continuity of learning, progression and curriculum developments.
- To develop and maintain positive links and relationships with the community, local organisations and employers.

**Additional Duties**

- As Assistant Headteacher you may be asked to take on additional duties as requested by the Head of School.

**Time allocation.**

- The core College hours are 8:30am – 4:00pm.
- On occasions as appropriate you may be expected to remain in College beyond your normal finishing time.