

Options Trent Acres – JOB DESCRIPTION

Job title/post: full time post **Assistant Head - Pastoral and Personal Development**

Responsible to: The Headteacher and Deputy Headteacher

Specific responsibilities for: To oversee pastoral and behaviour 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 teaching commitment (10 lessons) as well as SLT responsibilities.

Job Purpose:

- Support the Deputy Headteacher (DHT) in overseeing behaviour and pastoral support in line with the school vision
- Support the DHT in leading on the effective implementation of school policy of strategy
- Support new pupils through transition into school, including 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
- Support DHT in monitoring pastoral and behavioural progress of children and young people
- 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.

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;

- Monitoring and review the Assessment & Reporting Policy in liaison with the Deputy Headteacher
- 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

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 AHT 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.