Role Description - Assistant Headteacher (Culture, Character & Behaviours)

Purpose

- To be a highly visible, professional and proactive member of the senior leadership team.
- To assist in formulating and implementing strategies, systems and policies that secure exemplary standards of behaviour and attendance, and which thereby provide the framework enabling students to achieve their best possible outcomes and have the widest possible opportunities when they leave school
- To establish and maintain a culture within the college that enables students to form and develop the best possible character traits which allow them to flourish as kind, happy and fulfilled individuals
- To lead and have strategic oversight of the aspects of the school's wider curriculum that provide students with the knowledge, skills and experiences to develop and maintain healthy relationships and be a positive influence in their community

Main Duties and Responsibilities

- Provide a safe, calm and well-ordered environment for all students and staff, focused on safeguarding students and developing exemplary behaviour, including during social times
- Develop, implement, monitor and evaluate a plan to intentionally build and develop students' character and to teach and help students develop learning behaviours across the college
- Have strategic oversight of the rewards and sanctions systems within the college, including the 'On Call' system
- Plan, lead and implement the plan for transition from KS2 to 3
- Be one of the designated staff responsible for safeguarding including reviewing policy and practices and monitoring the use of the recording system.
- Create a sense of cohesion and coherence around all aspects of the college's programmes associated with personal development- including areas such as CEIAG, RE, SRE, PSHCE, Citizenship, SMSC, oracy, and British Values
- Oversee and ensure the quality of iLearn lessons, theme days, registration and assembly time, ensuring that all statutory requirements are met
- Have strategic oversight of the development of CEIAG across KS3 and 4 and work with the Careers Lead to make sure that we continue to meet the Gatsby Benchmarks
- Lead and develop the college's extra-curricular activities and enrichment programme, evaluating and improving its utility for overcoming social and cultural disadvantage
- Alongside other members of SLT, contribute to CPD programmes for staff
- Direct line management of:
  - Careers Lead
  - Learning Resource Centre Manager
  - Oracy Lead
  - Annually assigned link department/areas
- Undertake any other duty as specified in the STPCD not mentioned in the above.

Responsible to: Deputy Headteacher

Person Specification – Assistant Headteacher (Culture, Character & Behaviours)

Criteria	Essential	Desirable	Evidence
Qualifications	• Degree • Teaching qualification (QTS or equivalent)	• Further relevant qualification in a relevant field e.g. MA, NPQSL, etc	• Application form • Certificates
Experience	• Strong track record in the classroom - a consistently good teacher with consistently good outcomes for pupils. • Proven pastoral experience at middle leadership level • Proven experience of having a positive impact upon whole school student outcomes • Experience of successfully leading and developing a team • Experience of leading whole school staff development and training. • Experience of working with stakeholders, outside agencies, other schools and institutions. • An up to date knowledge of child protection procedures and a commitment to safeguarding children. • Experience of teaching PSHCE, SRE, RE, CEIAG or a similar programme focusing on personal/social development • Experience working with staff and/or students in other phases of education (i.e. primary or middle schools)	• Experience in at least two schools • 6th form experience • Experience in the development of rigorous monitoring and self-evaluation systems. • Proven pastoral experience at senior leadership level • Experience of working with school governors. • Experience of leading one or more programmes focusing on personal/social development • Experience of co-ordinating extra-curricular and/or enrichment programmes • Experience leading the transition of students across phases • Experience acting as a DDSL or DSL	• Application form • Letter of application • Interview • References
Shaping the Future	• Sound knowledge of current and future educational developments, including evidence-based practice • Experience of successfully leading change and inspiring others • An understanding of, a commitment to and an empathy with young people that guides them toward academic, spiritual, moral, cultural and social development	• High profile in school and community • Experience of Ofsted inspections • Evidence of leading strategic developments with successful implementation	• Letter of application • Interview • References

Criteria	Essential	Desirable	Evidence
Leading Learning & Teaching	• Ability to inspire, demonstrate and support the highest of expectations for all • Commitment to include and make a difference for every child • Ability to assess problems and instigate solutions • Ability to secure the ongoing improvement of outcomes.		• Letter of application • Interview • References
Developing Self and Working with Others	• Able to communicate very effectively – verbal, written, use of ICT, public speaking, good communication with parents, students, governors, staff and external agencies. • Good listening skills. • Ability to lead teams - to inspire, motivate and empower others, driving initiatives and managing change effectively. • Ability to direct and co-ordinate the work of others, effectively devolving responsibilities and delegating tasks • Commitment to the encouragement, empowerment and training of staff • Ability to set appropriate and challenging targets and manage performance of others. • Commitment to own self-development • Able to work under pressure – prioritise, organise, meet deadlines and targets		• Letter of application • Interview • References

Role Description - Deputy Headteacher – REFERENCE ONLY

Purpose

- To provide proactive support to the Headteacher in realising the shared vision for the college.
- To be a highly visible, professional and proactive member of the senior leadership team.
- To deputise for and fulfil the professional qualities and responsibilities of the Headteacher in their absence, as set out in the School Teachers Pay and Conditions Document

Under the direction of the Headteacher, take a major role in:
- Formulating the aims and objectives of the college
- Establishing policies for achieving these aims and objectives
- Managing staff and resources to that end
- Monitoring progress towards the achievement of the college's aims and objectives

Main Duties and Responsibilities

1. To lead and have strategic oversight of those responsible for the college's culture, behaviour, attendance, admissions, student wellbeing & safeguarding
   - Develop and lead a pastoral care system that creates and acts as a community whilst valuing individuals
   - Support the Headteacher to formulate and implement strategies, systems and policies that secure exemplary standards of behaviour and attendance
   - Oversee and support the designated safeguarding lead to develop and ensure the rigour of safeguarding practices across all areas of the college
   - Motivate and work with staff and students to create a shared culture and positive ethos
   - Lead the development, implementation and evaluation of the college's Pupil Premium strategy

2. Undertake the professional duties of the Headteacher in the event of their absence – in accordance with the college procedures
   - Fulfil the college's agreed core purpose in everyday work and practice, ensuring that the values are upheld and practised by all staff and students
   - Lead by example; holding and articulating clear values and moral purpose and focusing on providing excellent education for all students
   - Ensure that the college's systems, organisation and processes are well considered, efficient and fit for purpose
   - Demonstrate and articulate high expectations and set challenging targets for the whole student body
   - Hold all staff to account for their professional conduct and practice
   - Support the creation of an organisational structure that reflects the college's values and enables the management systems, structures and processes to work effectively in line with legal requirements

3. Direct line management of:
   - Assistant Headteacher (Culture, Character & Behaviours)
   - Assistant Headteacher (Student Support)
   - Annually assigned link department/areas

4. Undertake any other duty as specified in the STPCD not mentioned in the above.

Responsible to: Headteacher

Role Description - Assistant Headteacher (Student Support) – REFERENCE ONLY

Purpose
- To be a highly visible, professional and proactive member of the senior leadership team.
- To co-ordinate, develop and have strategic oversight of the systems, procedures and interventions which support students with additional social, emotional, behavioural or educational needs to meet the college community's standards for behaviour and attendance, to access the curriculum, to form and develop the best possible character traits which allow them to flourish as kind, happy and fulfilled individuals, and to be included and make a positive contribution to the college and wider community
- To co-ordinate and oversee the Guidance team's work and relationships with external agencies, community partners and internal and external stakeholders to provide targeted support and guidance for individual students
- To have overall responsibility, working with relevant colleagues, to develop and maintain the rigour of safeguarding practices across all areas of the college as the designated safeguarding lead

Main Duties and Responsibilities

- Manage any problems or issues of a pastoral nature that cannot be dealt with through the normal college procedures
- Develop and have strategic oversight of the work of the attendance team
- Develop and have strategic oversight of targeted interventions and activities which support and promote the mental and physical health and wellbeing of students, staff, parents and other community groups
- Leadership and responsibility of child protection as our designated safeguarding lead
- Oversee the system by which appropriate staff are made aware of problems experienced by students and to make recommendations as to how these might be resolved
- Ensure staff maintain appropriate student records as required including resolution logs
- Oversee and co-ordinate the development, monitoring and evaluation of targeted interventions for individual students, including students attending off-site specialist provision or an alternative curriculum
- Ensure the college maintains very strong working relationships and practices with AEN panel, Secondary Support team and LAC team.
- Oversee, facilitate and develop the systems to ensure appropriate and effective communication with parents and other persons or bodies outside the college concerning the welfare of individual students.
- Develop, embed, monitor and evaluate systems for supporting students who have missed significant numbers of lessons to be re-integrated back into all aspects of the college community
- Alongside other members of SLT, contribute to CPD programmes for staff
- Direct line management of:
  - AENCo
  - Guidance Lead
  - Annually assigned link department/areas
- Undertake any other duty as specified in the STPCD not mentioned in the above.

Responsible to: Deputy Headteacher