**Job Description**

**Post:** Assistant Headteacher – Safeguarding, Attendance and Personal Development

**Pay Range:** Scale 14 - 18

**Responsible to:** Deputy Headteacher Behaviour and Safety

**Responsible for:** Heads of Houses

Attendance, Welfare & Safeguarding Officer

Home/Academy Liaison Officer

Enrichment Co-ordinator

**Core Purpose:**

Provide strategic leadership in delegated areas to secure improvements which raise levels of student achievement and attainment.

**Key Accountabilities**

* Be the designated person for Child Protection in the secondary phase of the academy and ensure all staff are kept informed on developments in policy and practice. To liaise with external agencies as and when appropriate. This includes referring all cases of suspected abuse to the local authority, children’s social care, LADO, DBS and the police. Maintaining details and accurate written records of child protection concerns.
* Develop, implement and evaluate the impact of strategies to improve student attendance across the secondary phase of the academy.
* Accountable for ensuring the academy House System promotes and embeds the sense of community, tangible behaviours and standards of achievement which bring the academy’s ethos to life.
* Through the House System, take the lead in building an academy culture which takes account of the richness and variety of the academy’s communities.
* Take the lead on raising knowledge and awareness of Safeguarding issues across the secondary phase of the academy including the PREVENT agenda, CSE, FGM and e-Safety.
* Annual review and effective implementation and monitoring of the Safeguarding policies.
* Lead on the monitoring and evaluation of the delivery and impact of the PSHCE, SMSC and safeguarding curriculum through the academy.
* Lead the Whole Academy Enrichment and PSHCE Co-ordinatorto develop a full enrichment programme for all students in the secondary phase
* Lead on the delivery of a high quality CIAG programme for all year groups working with Progress Leaders.
* Lead on the organisation and delivery of the Curriculum Development days in the secondary phase of the academy.

**Achievement and Quality Assurance:**

* Lead on the implementation of delegated elements of the Academy Improvement Plan using accurate self-evaluation to secure continuous improvement.
* Assess the impact of actions in the academy improvement plan; modify and develop actions to maintain continuous improvement.
* Challenge and support the Whole Academy Enrichment and PSHCE Co-ordinator Attendance and Safeguarding Officer and Heads of House to develop and deliver quality assurance strategies which drive up standards of learning and teaching across their teams, in line with the academy’s drive towards outstanding, whilst ensuring effective implementation of academy policies.
* Ensure student data is accurate and up to date and used proactively to develop individual targets which enable students to monitor their own progress.
* Use data analysis to inform planning and intervention, set high expectations and targets for students and staff to drive up achievement and attainment.
* Challenge and support Heads of House in the development of outstanding provision including appropriate syllabuses and schemes of work which promote high achievement, outstanding student leadership, independence and spiritual, moral, social, and cultural development.
* Challenge and support Heads of House to maximise opportunities for students to develop skills in reading, writing, communication and maths across the House.

**Key Accountabilities – Teaching Post – (refer to national teaching standards)**

* Demonstrate good or outstanding subject and curriculum knowledge.
* Plan and teach well-structured lessons adhering to the academy’s teaching and learning policy.
* Set High expectations which inspire, motivate and challenge students.
* Be accountable for students’ attainment, progress and outcomes.
* Be responsible for creating, resourcing and sharing schemes of work and lesson plans.
* Promote high standards of literacy, numeracy and communication skills across the curriculum.
* Guide students to reflect on their progress and emerging needs – adhering to the academy’s marking policy.
* Adapt teaching to respond to the strengths and needs of all pupils – using appropriate differentiation and individual targets.
* Make accurate and productive use of assessment – pupil progress, setting targets, lesson planning and student feedback.
* Ensure that the programme of learning for tutor time is effectively delivered.
* Be accountable for implementing the academy’s Behaviour for Learning policy and play an active role in the day to day management of student behaviour through duty rotas as and when required.
* Work collaboratively with teaching assistants ensuring they are fully briefed on lesson plans and expectations to enable them to fully contribute to improving student outcomes.
* Make a positive contribution to the wider life and ethos of the academy, including extra-curricular activities where appropriate.
* Give a positive impression of the academy at all times to external visitors and during education visits.

**Signed: ……………………… (Employee)**

**Signed: ………………………. (Line Manager)**

**Date: …………………………**

The academy reserves the right to amend this document as necessary, after consultation with the individual concerned, in order to reflect changes in organisational requirements and ensure that the future goals of The Halifax Academy are successfully achieved.