

## Hasmonean High School

### JOB DESCRIPTION

<b><i>Job Title:</i></b>	Assistant Headteacher – Student Progress & Development (Boys' School) Pastoral & Safeguarding and shared responsibility for Student Progress & Development (Boys' & Girls' Schools) Member of the SLT
<b><i>Responsible to:</i></b>	Heads of School Executive Headteacher
<b><i>Duties:</i></b>	The School Teachers' Pay and Conditions Document (Part XI) specifies the general professional duties of all teachers. In addition, certain particular duties are reasonably required to be exercised and completed in a satisfactory manner.
<b><i>Allowance Attached to the Post:</i></b>	

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#### **Core Purpose of the Assistant Headteacher – Pastoral & Safeguarding Strategy & Student Progress & Development (Boys' School)**

- To share the lead in evaluating the effectiveness of pastoral support and safeguarding provision across both schools with the Assistant Headteacher Student Progress and Development (Boys' School) that includes but is not limited to: personal development, safety and welfare; behaviour and the use of sanctions including exclusions; attendance and punctuality; SMSC and British Values. (This includes writing sections of the SEF)
- To share the lead in writing a development plan for the schools to insure pastoral support and safeguarding provision continuously improves, that the plan is effectively implemented and its success is monitored
- To share the lead in reporting on pastoral support and safeguarding provision for the schools to such groups that include but are not limited to: the SLT and ELT; the Governing Body; Ofsted; other external agencies
- To ensure that the quality of personal development, behaviour and welfare is outstanding for all students across the Boys' School
- To ensure high standards of Attendance and Punctuality for all students through tracking and monitoring and through the development and implementation of an effective whole school attendance strategy
- To use data to drive school improvement in terms of Attendance and Behaviour
- To promote a shared and agreed understanding about the characteristics of effective, high quality student welfare and progress building upon best practice within the school and beyond
- To create and implement policies for personal development, behaviour and welfare that are informed by school self-evaluation and development planning
- To lead and manage INSET and the relevant CPD activities to develop students' development, behaviour and welfare where relevant
- To promote activities that will allow the school to share best practice in relation to all aspects of learning and teaching
- To oversee monitoring and evaluation activities including:

- a regular and systematic programme which evaluates attendance and behaviour data over time
- ensuring that all members of the pastoral team (including administrative support staff) know how to and regularly use data collection to analyse, monitor and target students who require support in their attendance, punctuality and or behaviour
- To lead the development of Year Leaders and to chair Student Development meetings
- To oversee all aspects of Parent Liaison including Parent Consultation evenings
- To lead and line manage Associate Senior Leaders with pastoral responsibilities
- To ensure form tutors understand and implement their responsibilities
- To support the induction of new teaching staff in areas of pastoral care
- To attain level 3 Safeguarding and to act as the Designated Safeguarding Lead or Deputy
- To line manage the Student Services / Pastoral Support Officer and Standards Officer
- To promote a culture that promotes excellence, equality and high expectations for all students
- To oversee the development of student voice and student leadership teams at the Boys' School
- To promote, lead, support and evaluate the Social Moral Cultural and Spiritual development of all students
- To ensure the effective delivery of the SMSC programmes including those pertaining to British Values
- To contribute to creating an evaluative climate in which all members of the school constantly review the quality of their work
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### **Senior Leadership Team Responsibilities**

- To deputise for the Heads of School in their absence.
- To undertake Strategic Planning that will aid the production of the School Improvement Plan.
- To undertake monitoring and evaluation functions which will:
  - Highlight professional strengths;
  - Identify success;
  - Track developments in Personal Development, Behaviour and Welfare and their impact and effectiveness;
  - Contribute towards improvements in school structures, systems and policies;
  - Identify areas where further development is needed;
  - Enhance the quality of students' learning.
- To be available to assist the Heads of School in responding to unplanned situations which arise in the daily running of the school
- To promote and support good student discipline and to support staff.
- To contribute to meetings of the Senior Leadership Team and other school management meetings.
- To line manage Year Leaders and other staff as determined by ELT
- To foster and support extra-curricular activities in the interest of the school community e.g. school productions, concerts, sports activities.
- To make a contribution to school assemblies when requested.
- To take an equitable share of supervision at different times throughout the school day
- To take an equitable share of representing the school at all public events including Parents' Evenings
- To assist with Celebration Afternoons as required

### **General Responsibilities**

#### **Shaping the Future**

- To help to build, communicate and implement a shared vision for the school.
- To model the vision and values in everyday work and practice
- To promote the use of appropriate new technologies to achieve excellence

- To contribute to the strategic planning process and help to lead change

### **Learning Student Development Behaviour Welfare**

- To maintain a consistent and continuous focus on students' enjoyment and achievement in school
- To promote a culture and ethos of challenge and support where all students can achieve success, stretch their knowledge and skills and become engaged in their own learning
- To demonstrate and articulate high expectations and contribute to ensuring that every student feels safe and supported at school.
- To implement strategies which secure quality assurance in personal development behaviour and welfare
- To demonstrate the principles and practices of effective student development and welfare
- To challenge poor performance and develop relevant strategies for improving performance
- To lead pastoral teams in the effective use of data collection tools to analyse, monitor and target student attendance and behaviour.

### **Developing Self and Working with Others**

- To treat people fairly, equitably and with dignity and respect.
- To develop, empower and sustain individuals and teams
- To develop and maintain effective strategies and procedures for staff induction, professional development and performance review of training teachers, newly qualified and overseas trained teachers and new teachers to the school in areas pertaining to student wellbeing, SMSC and British Values
- To ensure effective planning, allocation, support and evaluation of work undertaken by teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities
- To acknowledge the responsibilities and celebrate the achievements of individuals and teams
- To develop and maintain a culture of high expectations for self and for others and take appropriate action when performance is unsatisfactory
- To regularly review own practice, set personal targets and take responsibility for own personal development
- To collaborate and network within and beyond the school, as appropriate
- To manage own workload and that of others to allow an appropriate work/life balance
- To contribute to and lead school INSET and training as required.

### **Managing the Organisation**

- To contribute to clear evidence-based improvement plans and policies for the development of the School and its facilities
- To carry out effective performance management processes as directed by the Heads of school
- To assist in the day-to-day management of the school and contribute to a safe, secure and healthy environment.
- To think creatively to anticipate and solve problems.

### **Securing Accountability**

To report to and be accountable to the ELT and will oversee all aspects of student development, behaviour and welfare.

To fulfil commitments arising from contractual accountability to the Governing Body

To contribute to a school ethos which, enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes

To assist the Heads of School in ensuring that staff accountabilities are clearly defined, understood and are subject to rigorous review and evaluation

To assist the Heads of School in engaging the pastoral teams in systematic and rigorous self-evaluation

To reflect on personal contribution to the school's achievements and take account of feedback from others

**Strengthening Community**

- To assist in promoting a culture which takes account of the richness of the school's community
- To create and maintain effective partnerships with parents and carers to support and improve students' achievement and personal development
- To contribute to the development of the educational system by, for example sharing effective practice, working with other schools and promoting innovative initiatives

**NOTES**

The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the school at the reasonable discretion of the Executive Headteacher

This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.

**Date of Issue: November 2018**

**Andrew McClusky**  
**Executive Headteacher**