

ARNOLD ACADEMY

JOB DESCRIPTION

POST: Assistant Headteacher - Pastoral

PAY SCALE: Leadership Spine - Level 8 - 12

RESPONSIBLE TO: Deputy Headteacher

GENERAL DUTIES:

- You are required to carry out the duties of a schoolteacher as set out in the relevant paragraphs in the annual Schoolteachers' Pay and Conditions Document*
- You are required to carry out such particular duties from 'The Document' * which the head teacher may reasonably direct from time to time

And

- You are required to teach up to 75% of the timetable (subject to confirmation).

(*A copy of the relevant sections of the current 'Document' will be provided on an annual basis)

A	Job purpose Attendance & Pastoral	To support the Deputy Headteacher in developing and managing the provision of pastoral support and associated strategies and all elements of safeguarding and reporting systems in accordance with the agreed vision for the academy. To line manage Pastoral Leaders and Pastoral team. To provide a secure environment within which children enjoy learning and will thrive and develop into confident and caring citizens. To co-ordinate the Pastoral teams in Community time developments. To lead on all matters relating to pupil attendance.
B	Accountability	To the Deputy Headteacher / Headteacher for the effective discharge of all duties, but particularly relating to pastoral matters: <ul style="list-style-type: none"> a) Supporting the establishment of strategies for pastoral support and for the development of appropriate strategies to ensure high quality learning for all pupils; b) Provide robust target setting and reporting systems to effectively support and inform pupils and parents in relation to behaviour and attendance; c) Provide appropriate professional support (CPD) to all colleagues to achieve the maximum impact in raising standards; d) Take a key role in the Performance Management and Peer Support Programmes; e) Contribute to the annual Academy Development and Improvement Planning process at Governor, Senior, Middle and Support level; f) Create and develop a climate in the academy in which all staff are valued and their achievements celebrated whilst in turn ensuring the Pastoral Leaders and other staff recognise their accountability for the success of the academy.
C	Responsibilities	
	1. Strategic Role	<ul style="list-style-type: none"> a) Be a member of the Leadership Team. b) Promote the agreed aims of Arnold Academy. c) Lead staff in developing strategies relative to pastoral matters. d) To help support and develop enrichment activities. e) Ensure that behaviour, attendance and safeguarding strategies and policies are fully and effectively implemented. f) Be point of reference for attendance and behaviour issues within the academy. g) Maximise the relevance of reporting systems as a tool for academy improvement, in liaison with the Pastoral team, ensuring that underachievement is minimised; action is taken to ensure support for all learners (through improved attendance and behaviour based interventions) and regular robust reviews reported to the SLT.

		<ul style="list-style-type: none"> h) Work with the DH to identify and provide CPD needs of the Pastoral team and whole school, ensuring that opportunities to meet these needs are met. i) To establish robust transition programme and liaise with Pastoral team and feeder and upper school staff in a timely manner.
	2. Team Leadership	<ul style="list-style-type: none"> a) Establish constructive working relationships among staff, including sharing good practice, devolving responsibilities and delegating tasks. b) Agree and review Performance Management objectives for all staff in your SLT link role. c) Lead professional development through example and support. d) Contribute to the selection and induction of new staff, in liaison with the Headteacher and Deputy Headteacher. e) Work with the SENDCo, Leaders of Learning Support, Teaching Assistants (Learning) and Learning Mentors to ensure effective support for all pupils. f) Provide support and reports to the appropriate committee of the Governing Body, attending meetings where necessary. g) Work with the DH to support the learning mentors and Pastoral Support Assistants to ensure timely analysis of data to support personalised learning needs are met.
	3. Leadership and Management	<ul style="list-style-type: none"> a) Work with the DH and Pastoral team to maintain data electronically, analyse data and report to DH termly on attendance and behaviour. Report findings and subsequent improvement strategies to the Headteacher and Governing Body as required. b) Ensure pastoral continuity and progression across years for all pupils, in liaison with the SENCo and Pastoral Leaders. c) Ensure Quality Assurance through lesson observations and monitoring staff, Statutory Assessment analysis and pupil progress data. d) Contribute to monitoring and improving the quality of pastoral support in the academy, ensuring that the range of strategies used is appropriate to pupils' needs. e) Work with others to review, evaluate and develop the support and ensure it is appropriate to pupil needs. f) Liaise with partner schools over matters concerning pastoral developments. g) Develop strategies to raise the pastoral support programmes and inform parents about these.
	4. Policy and Planning	<ul style="list-style-type: none"> a) Assist the Headteacher in leading and managing the academy with overall responsibility for the areas designated. b) Represent the Deputy / Headteacher at any meetings, etc., as designated by the Headteacher or Governing Body. c) Lead Pastoral Leadership meetings. d) Produce, monitor and update related aspects of the Academy Development Plan, as directed by the Headteacher. e) Maintain Policies associated with the designated areas of responsibility f) Contribute to whole academy thinking, leadership and management.
	5. Managing Resources & Communication	<ul style="list-style-type: none"> a) Contribute to the leadership and planning of organisational matters regarding Staff Inset and Training. b) Ensure that Performance Management is carried out effectively to provide high quality support for all staff.
	6. Personnel	<ul style="list-style-type: none"> a) Ensure that staff development needs are identified and shared with DH so that appropriate programmes are designed to meet such needs b) Undertake Performance Management Review(s) and to act as a reviewer for a group of staff. c) Participate in the interview process for staff posts when required and support effective induction of new staff, in line with academy procedures, in liaison with the Deputy Headteacher. d) Promote teamwork and motivate staff to ensure effective working relations.

		e) Be responsible for the day-to-day management of staff within the academy and act as a positive role model.
	7. Quality Assurance	a) Ensure the effective operation of quality control systems. b) Work alongside the DH to further develop the process of monitoring and intervention and reporting within the academy. c) Establish common standards of practice within the academy and develop the effectiveness of pastoral care within the academy. d) Contribute to the academy procedures for lesson observation. e) Implement academy quality procedures and ensure adherence across the academy. f) Monitor and evaluate the pastoral care of pupils in line with agreed academy procedures including evaluation against quality standards and performance criteria. g) Continually modify and improve strategies and procedures, where required, in conjunction with the Senior Leadership Team. h) Ensure that the Pastoral team quality procedures meet the requirements of our Self Evaluation and the Academy Development and Improvement Plans.
This job description and allocation of responsibilities may be amended after consultation from time to time. Developed: January 2018		