

JOB DESCRIPTION Assistant Headteacher – Pastoral Care

Job title: Assistant Headteacher - Pastoral Care
Responsible to: The Headteacher and Governing Body of the school
Salary: L6-10

Main purpose of the job

- To assist the Headteacher in the organisation, management and development of the school; key responsibility for the engagement of clinical teams and home schools to ensure our pupils' statutory entitlement to their continuity of education
- To carry out a teaching caseload for individual pupils and small groups throughout the School
- To be responsible for promoting and safeguarding the welfare of children and young people within the school
- Contribute to the school's ethos and vision
- To carry out the duties of this post in line with the remit outlined in the School Teachers' Pay and Conditions Document including the conditions of employment for Assistant Headteachers and the school's own policy

Duties and responsibilities

1. Shaping the future

- Support the headteacher and governors in establishing a vision for the future of the school
- Play a leading role in the school improvement planning process, through agreed priorities
- Contribute to the school's self-evaluation process, including devising and monitoring action plans and other policy development
- Lead by example especially when implementing change and improvements in standards
- Promote a culture of inclusion within the school community where all views are valued and taken account of

2. Pastoral Care

- To provide support and guidance, to children, young people and their families, by helping to remove barriers to learning in order to access education as far as their health permits
- Lead & support the development of collaborative approaches to learning within the School, NHS and beyond
- Lead, coordinate and attend MDTs across the Hospitals and within the community
- Work alongside the SLT & key NHS staff to support families/carers through the EHCP process
- Coordinate all School feedback together with analysis and improvement planning

3. Developing self and working with others

- Be an excellent role model, exemplifying a high standard of teaching and promoting high expectations for all members of the school community
- Participate as required in the selection and appointment of teaching and support staff
- Support the induction of staff and students new to the school
- Deliver relevant CPD to our school team and key partners
- Work closely with the head teacher in ensuring an appropriate programme of appraisal for all staff, in line with the school improvement plan and appraisal outcomes

4. Managing the organisation

- Contribute to regular reviews of the school's systems to ensure statutory requirements are being met
- Ensure the effective dissemination of information and the maintenance of agreed systems for internal communication
- Contribute to the day-to-day effective organisation and running of the school

5. Securing accountability

- Support the staff and governing body in fulfilling their responsibilities with regard to inclusion and access to education for all children with medical needs
- Contribute to the reporting of the school's performance to the school's community and partners

6. Strengthening community

- To maintain contact with specialist support services in Local Authorities
- To attend meetings with parents and carers as appropriate to ensure positive outcomes for all parties
- Support training and information sharing with NHS teams to ensure their understanding of the school's statutory responsibilities
- Strengthen partnership and community working with peer organisations
- Promote relationships and work with colleagues in other schools and external agencies

SPECIFIC TASKS

- Work with an extended range of networks and professional partnerships to broker support and learning opportunities.
- To represent the school and advocate for pupils at multi disciplinary and psychosocial hospital meetings and provide feedback for school staff.
- To facilitate successful transitions back to mainstream education including assisting families with applications and organising visits.
- Enable pupils to select a course of action that will support further learning, qualifications and career choices.
- To support home schools and families with organising the provision of home tuition.
- Support continuity of education by liaising with key staff in home school and colleges.
- Interpret and analyse data and provide summary reports to the headteacher, senior leadership team, staff and governors

- Ensure early identification of signs of disengagement, contribute to specific interventions and encourage re-engagement with learning and school life.
- To teach as required on the ward or in the schoolroom - this will be an agreed caseload and monitored in relation to demands of the wider role
- Keep daily electronic records using the schools database.

Note

This job description is not your contract of employment, or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation. This document must not be altered once it has been signed but will be reviewed annually.

Signature of Post holder:

Date: / /

Signature of
Headteacher:

Date: / /
