



Assistant Headteacher – Pastoral Care Lead

JOB DESCRIPTION

School	Chiltern Wood School, High Wycombe, Buckinghamshire
Job Title	Assistant Headteacher – Pastoral Care
Accountable to	Headteacher; Governing Body
Main Purposes	<ul style="list-style-type: none">- To lead on wellbeing within the school- To lead on safeguarding, behaviour and welfare- To lead on diversity, equalities, and community cohesion matters

Main Tasks of the post

1) Leading and Managing the Organisation

The assistant headteacher will promote the core purpose of the school as defined in our strapline, leading on wellbeing for all children, staff, parents and carers.

1.1 Lead on wellbeing within the school.

- Lead and manage the school's wellbeing action plan for pupils, staff and parents with due consideration of all parties' views.
- Ensure that the school operates safely and that all staff are aware of their responsibilities in relation to the wellbeing of children, young people and adults.
- Lead the school in the area of Physical, Personal, Social and Emotional Development (PPSED), and as part of this take on the lead for Social, Moral, Spiritual and Cultural (SMSC) Education.
- Lead the school council to ensure pupils' voices are heard and represented.
- Lead on parental engagement across the school, in conjunction with the parent ambassador. This will include developing holiday care and after school provision within the school.

1.2 Act as the Designated Safeguarding Lead for the whole school.

- Take responsibility for ensuring safeguarding practices are consistent across the site, working with members of the safeguarding team.
- Ensure all safeguarding practices are exemplary, meeting regularly with the safeguarding team and ensuring paperwork is maintained to the highest standard. Regularly report to the safeguarding governor and the governing body on safeguarding standards.
- Ensure there is attendance at relevant meetings by school staff with regard to the welfare and safeguarding of pupils. These will include but are not limited to: Core groups, CIN meetings, multi-disciplinary team meetings and Child Protection conferences.

1.3 Act as behaviour lead, working alongside all teaching staff across the whole school, ensuring behaviour incident paperwork is completed appropriately. Regularly report to the governing body on the overall behaviour of the school.

1.4 Lead and manage staff in ways that reflect and meet the School's policies and ethos.

- Lead by example as a model of professional conduct and presentation, demonstrating high personal standards of expertise and commitment.
- Motivate and enable all staff in the school to carry out their respective roles to the highest standards, through high quality CPD and coaching based on assessment of needs and systematic monitoring and evaluation.
- Ensure that professional duties are fulfilled as specified in the Terms and Conditions of Service of Teachers. There will be specific line management responsibility for the Learning Mentor and Parent Ambassador.
- Promote the school's values on equality, diversity and community cohesion.

2) Strategic direction and improvement of the school

The assistant headteacher, as part of the Senior Leadership Team and working with the Headteacher, deputy headteachers and Governing Body, will develop a strategic view of the school and its community; analysing and planning its future needs so that higher standards are reached and sustained over time.

2.1 Inspire and lead the whole school community to achieve high quality outcomes for pupils.

2.2 Work in partnership with the Governing Body, staff, parents, LA and local community to:

- Support the creation of a learning culture and ethos, providing educational vision and direction, which secures the highest quality teaching, successful learning and achievement by pupils and sustained improvement in their spiritual, moral, social, cultural, intellectual and physical development; preparing them for the opportunities, responsibilities and experiences in adult life;
- Implement the strategic plan and annual improvement plans related to pastoral care, underpinned by sound financial planning, good management and organisation to secure whole school improvement, maintaining the cycle of continuous self-evaluation and school improvement planning;
- Monitor, evaluate and review the effects of policies, priorities and performance of the school in practice and take appropriate action with regard to pastoral care;
- Ensure the management of specific relevant budgets, organisation and administration support the school's vision, values and aims;
- Implement the school's values and policies on equalities and inclusion.

2.3 Support those involved in the school to be committed to its vision, values and aims, to be motivated to achieve them and engaged in meeting long, medium and short-term objectives and targets that secure the sustained educational improvement and success of the school.

3) Securing Accountability

As pastoral care lead you are expected to recognise your responsibilities alongside the Headteacher and the responsibilities of the Governing Body as specified in national legislation.

- 3.1 Support the creation and development of an organisation in which all the members of the school recognise that they are accountable for the success of the school.
- 3.2 Provide information, objective advice and support to the Governing Body to enable it to meet its responsibilities for securing a safe environment allowing effective teaching and learning and improved standards of achievement, and for achieving efficiency and value for money.
- 3.3 Present a coherent and accurate account of the school's pastoral care performance in a form appropriate to the range of audiences, including governors, parents, the LA, Ofsted, DfE and others to enable them to play their part effectively.
- 3.4 Support clear communication to parents/carers and pupils so they are well informed about wellbeing within the school, and are supported in relation to the contribution they can make in supporting their children's learning and achieving the school's targets for improvement.
- 3.5 Carry out any such duties as may be reasonably required by the Headteacher and Governing Body.
- 3.6 Regularly review your own practice, set personal targets and take responsibility for own personal development.
- 3.7 Manage your own workload and that of others to allow an appropriate work/life balance.

*We are committed to safeguarding and promoting the welfare of children
and expect all staff and volunteers to share this commitment.*