

Job Description

Assistant Head (Pastoral)

An outstanding individual is required to become the first Assistant Head (Pastoral) of the London Academy of Excellence Tottenham. The key role of the Assistant Head (Pastoral) will be support the Deputy Head (Pastoral) in ensuring that an environment of care and support is created which safeguards students and helps them to develop high quality learning behaviours, in turn supporting all to make outstanding academic progress. In fulfilling this role, the successful candidate will model the values of the school in being academically ambitious, committed to endeavour, having a strong sense of community and consistently reflective.

Consideration will be given to both full-time and part-time applications.

Key strategic responsibilities of the post:

- To ensure that students are given the best levels of pastoral care through the House structure at LAE Tottenham
- To ensure that all students are given high quality experiences through all elements of the extensive co-curriculum
- To enable students to understand and articulate their own personal development through their time at LAE Tottenham

Specific tasks to achieve the above:

- To ensure deliver of a high quality careers programme which is responsive to the needs of successive cohorts of students and exposes them to a variety of opportunities, particularly through our sponsors and partners.
- To ensure that students are provided with high quality advice and guidance in relation to apprenticeships
- To support the Careers and Co-Curricular Coordinator in the planning and quality assurance of an outstanding co-curricular programme, including clubs and societies, sport and community projects
- To proactively source high quality supra-curricular opportunities and ensure that all students are made aware of these opportunities and given the tools to apply to them
- To lead on the delivery of the LAE Tottenham diploma, enabling students to reflect on their personal development during their time at the school

- To take responsibility for the school's house structure and ensure that heads of house and tutors are providing the highest levels of pastoral care to their students
- To take responsibility for the delivery of a high quality tutorial programme, with high levels of engagement from tutors and tutees
- To lead on the school's PSHE programme, ensuring that it is varied, stimulating and responsive to the needs of our students

Line management:

- Line management of the Heads of House, Careers and Co-Curricular Coordinator, Learning Support Lead and Emotional Wellbeing and Mental Health Lead

General responsibilities as an Assistant Head:

- Fulfilling a teaching timetable as required
- Reporting to the Deputy Head (Pastoral)
- Contributing to the formulation of strategic direction of the school
- Assisting in the preparation, reviewing and implementation of LAE Tottenham's School Development Plan, Self-Assessment Framework and reports for the Board of Governors
- Presenting to Governors as appropriate on matters relating to the specific job role
- Contributing to and responding to LAE Tottenham's ongoing self-evaluation, including through departmental reviews and the cycle of review and revision of policies
- Supporting LAE Tottenham's preparation for OfSTED or similar inspections, taking responsibility for one or more aspects of the inspection framework

General responsibilities of an LAE Tottenham member of staff

- To promote a culture of aspiration for all of our students
- To be supportive and understanding of the differing needs of young people
- To play a full part in the CPD programme, including prior to the start of the academic year
- To take part in evening and weekend events as appropriate
- To model intellectual rigour and a can-do attitude
- To support an atmosphere of openness and honesty



- To care for all other members of the school community
- To show a genuine passion for social mobility

Other clauses:

- 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
- The job description is not necessarily a comprehensive definition of the post. It will be reviewed regularly may be subject to modification or amendment at any time after consultation with the holder of the post
- This job description may be varied to meet the changing demands of the school at the reasonable discretion of the 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 particular duties
- The postholder may deal with sensitive material and should maintain confidentiality in all school related matters

Recruitment and selection policy statement

The school's governing body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The school is committed to creating a diverse workforce and actively encourages people from a range of communities, particularly those under-represented in education leadership nationally, to apply.

Person specification

Essential professional criteria	How these will be confirmed
Qualifications A good honours degree in or closely related to a subject taught at LAE Tottenham Excellent grades at A-Level or equivalent A track record of effective CPD	Sight of original exam certificates / academic qualifications will be requested



Knowledge and Experience

Successful leadership experience in a middle-management role or other whole school responsibility

Experience of dealing with issues related to safeguarding

Experience of leading high quality training for individuals or groups of staff

A developed knowledge of what constitutes outstanding pastoral care and development

A strong understanding the needs of different groups students and strategies for ensuring equality of outcome for all

Experience of successfully teaching high achieving students and an understanding of their needs

Ability to lead, to manage (both 'up' and 'down'), to delegate well and to work collaboratively and build teams

Very effective, clear communication skills, both written and spoken

Ability to work swiftly and accurately at times or under pressure while retaining an overall 'bigger picture'

Experience of building partnerships with educational and other organisations for the benefit of students

There will be opportunities at interview to discuss experiences and examples that demonstrate these

Personal Qualities and Attributes

Adaptability and flexibility to be part of a growing leadership team of a new school

A style of working and a professional intelligence which engender ambition, high standards and critical self-reflection in others

Reserves of energy, stamina and patience which will allow the post-holder to deal with a large operational portfolio reliably and efficiently

An excellent rapport with pupils and a genuine, well-informed interest in them

Excellent judgement

There will be opportunities at interview to discuss experiences and examples that demonstrate these

<p>A passion for social mobility</p> <p>An ability to plan strategically and to implement plans effectively</p> <p>The ability to make difficult decisions and to mobilise support for these</p> <p>Tenacity, especially in ensuring high standards of teaching and learning</p> <p>The highest levels of emotional intelligence</p> <p>A sense of humour</p>	<p>There will be opportunities at interview to discuss experiences and examples that demonstrate these</p>
Desirable professional criteria	How these will be confirmed
<p>Knowledge and experience</p> <p>Knowledge of developmental planning on a whole-school level</p> <p>Experience of working with governors</p> <p>Experience in more than one school</p>	<p>There will be opportunities at interview to discuss experiences and examples that demonstrate these</p> <p>References will also ask about aspects of these</p>
<p>Qualifications</p> <p>Postgraduate degree and or further relevant professional studies</p>	<p>Sight of original exam certificates / academic qualifications will be requested</p>

How to apply

Please complete the online application form (including the contact details of two referees).

The application form can be accessed via: www.tes.com/jobs

Closing date: Sunday 13 January 2019

Interviews: w/c 21 January 2019