

Job Description

Post Title	Assistant Head of Key Stage
Reporting to	Behaviour and Learning Manager
Responsibility Level	NJC Band D
Location	Grace Academy Darlaston
Job Purpose	- To provide the highest standards of pastoral care and guidance to all students in the Key Stage at all times. - To encourage students to have high aspirations and to have high expectations of them through excellent pastoral care and guidance. - Supporting staff in the management of student behaviour. - Be part of the safeguarding team and assist with the EHA and CIN processes. - To be responsible for the actioning of safeguarding and cause for concern referrals as required. - To support the Academy anti-bullying procedures. - To support the management of the refocus/isolation room to ensure the effective and efficient running of the room.
Main Duties	- To ensure all safeguarding policies and procedures are implemented. - Support pastoral staff in resolving behaviour incidents to ensure positive outcomes. - Communicating and meeting with staff, parents and carers and outside agencies. - Undertaking duties and supporting the refocus and on call teams. - Involvement in the Behaviour Intervention Programme preparation and implementation. - To respond to reported bullying incidents to ensure appropriate and effective intervention. - To support the Pastoral Team with detentions and restorative conversations. - To manage day to day student welfare matters. - To undertake any other duties, consistent with the nature of the post which may be required from time to time.
Other Specific Duties	- To take a lead in supporting students in their learning, and encouraging positive attitudes to work and exemplary behaviour in and around the Academy. - To encourage and develop parental contacts with Heads of Year and others as appropriate. - To liaise with support and operations staff and external support staff as necessary - To liaise with outside agencies, including assisting with the preparation of reports of various kinds. - To support the Head of Key Stage to implement effective systems for transition between year groups and Key Stages. - To work with the Head of Year to ensure that Academy policies for Homework, Parent-Academy communication and parental engagement are fully implemented. - To carry out any other reasonable duties as directed by the Governors or Principal.
Qualifications and Key Skills	Appropriate qualification and experience.