

**Assistant Head Teacher  
(Personal Development)  
Job Description**

<b>Reporting to</b>	Secondary Head Teacher
<b>Responsible for</b>	Head of KS3 and KS4; and Pastoral Care Officer
<b>Level of Remuneration</b>	TLR 7 (14 periods of non-contact time)

The Assistant Head Teacher will, under the reasonable direction of the Head Teacher:

**Generic**

- Provide professional leadership, management and development of the pastoral provision, and KS3 and 4 teams, within the school
- Provide leadership for the social welfare of students, supporting their inclusion in school life through effective guidance and support, through liaison with the SENCO
- Contribute to the strategic development of the school and the day to day management of it
- Create and promote a climate of high expectations and continuous improvement in all areas of the school

**Leadership and management of the Pastoral System**

- To line manage the Head of KS3, Head of KS4 and Pastoral Care Officer; addressing their training and development needs and identifying development and implementation strategies within the pastoral system in relation to the overall needs and vision of the school
- To lead, manage and have strategic oversight of the implementation of the school's pastoral systems to promote staff and student well-being
- To ensure that communication of the school's pastoral ethos and values are clearly disseminated with students, staff and parents
- To ensure school policies related to the pastoral systems are relevant, up to date, understood and implemented by all staff
- To network with local support groups related to behaviour and pastoral issues and disseminate information to colleagues where relevant
- Promote student leadership within the house system in Key Stage 3 and 4
- Lead, implement and evaluate strategies for the promotion of the core values of mutual understanding, tolerance and respect
- To lead pastoral interventions in consultation with the Head of KS3, Head of KS4, SENCO and Pastoral Care Officer
- Lead, implement and evaluate strategies for the delivery of careers education and guidance including work related learning

## **Responsibilities as a member of the Extended Management Team**

- To work closely with the Head Teacher, Assistant Head Teacher (Learning and Achievement) and Director of Sixth Form to develop, implement and promote an ambitious vision for the school
- To directly assist the Head Teacher with:
  - determining, planning and implementing the direction of whole school pastoral / co-curricular issues
  - the monitoring of student behaviour around the school at all times
  - being a presence around school and a role model to all, demanding high standards

## **Operational leadership**

- Liaise with the Assistant Head Teacher (Learning and Achievement), Director of Sixth Form and Heads of Key Stage to ensure a smooth transition through all Key Stages
- Ensure systems and structures are in place to maximise student potential
- Oversee all residential and day trips for Years 7-11 with Heads of Key Stage
- Line-manage designated staff, holding regular meetings, monitoring the impact of initiatives
- Ensure the planning and implementation of a coordinated relevant SMSC programme
- Develop and deliver guidance to tutors and Heads of Key Stage on the pastoral sections of reports

## **Strategic leadership**

- Construct an improvement plan which feeds into the school development planning process and, reflects a high level of ambition for both the school and its students.
- Lead the review, planning and self-evaluation of the pastoral provision to improve learning and raise attainment.
- Coordinating the pupils' personal development section of the SEF and Improvement Plans

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

<b>Qualifications/Professional Development</b>	<b>Essential</b>	<b>Desirable</b>
Qualified Teacher Status	√	
Post graduate study		√
Recent, relevant in-service training in current educational practice, including management	√	

<b>Experience</b>	<b>Essential</b>	<b>Desirable</b>
Teaching across the secondary age range	√	
Leadership of a pastoral area	√	
Leadership of an aspect of school improvement	√	
Proven record of improving student progress and raising standards	√	
Experience in more than one school		√
Experience of working with external agencies	√	

<b>Skills and Abilities</b>	<b>Essential</b>	<b>Desirable</b>
The ability to plan, monitor, review and lead by example	√	
Knowledge of the processes of strategic leadership and management	√	
Ability to manage the implementation of change	√	
Ability to lead and work as part of a team	√	
Ability to motivate staff and students alike	√	

<b>Other</b>	<b>Essential</b>	<b>Desirable</b>
Ability to work under pressure	√	
Motivation, persistence and determination	√	
Personal presence and a positive, enthusiastic personality	√	
Flexibility	√	
Clear values and moral purpose	√	
Integrity, creativity, resilience, and clarity	√	
Strong sense of accountability	√	