

Job Description

Job Title: Assistant Principal SENCO/Pastoral Care & Support

Reporting to: Principal

Professional Duties and Responsibilities

- Lead Safeguarding including being DSL and taking responsibility for the Single Central Register
- To be the Head of Curriculum and Pastoral Support – SENCO
- To lead on student wellbeing
- Ensure high standards are maintained and promoted in all areas
- Lead on the PSHE and tutorial programme

Safeguarding

- Named DSL
- Lead on Mental Health and Wellbeing
- Ensure SCR is up to date
- Lead on the PREVENT programme
- Oversee the visitors' list

Pastoral Care & Support

- Oversee strategies for raising student attainment
- Work with Directors and the Vice Principal to swiftly identify students who require various forms of intervention
- Support staff with strategies to support students
- Create intervention packages for identified students
- Lead on CPD for all staff in relation to developing appropriate schemes of learning to support students with identified needs to break down any barriers to learning
- Line manage all pastoral tutors
- Create the schemes of learning for PHSE and personal development time
- Oversee the management and maintenance of student attendance, punctuality, lesson attendance and exclusions
- Manage student sanctions for behaviour
- Act as the Academy's behaviour coordinator
- Embed the ethos, culture, expectations and uniform
- Oversight of the 16-18 bursary programme

SENCO

- Lead on the SEND provision (including Mental Health)
- Oversee the links to support and multi-agency services
- Ensuring all appropriate paperwork and provision is in place for students with Educational Support Health Care Plans

Other Duties

- To oversee work experience programme
- To oversee all offsite visits and activities