



Person Specification – Assistant Headteacher – Personal Development and Wellbeing

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> - Qualified Teacher Status. - A good honours degree. 	<ul style="list-style-type: none"> - Middle/ Senior leader qualifications.
Experience	<ul style="list-style-type: none"> - Substantial middle leadership experience in a secondary school with strong evidence of success and impact. - Experience of leadership of whole school initiatives. - A track record of leading and improving pupil behaviour. - Experience leading a team of staff. 	<ul style="list-style-type: none"> - Previous experience of a senior leadership role.
Knowledge	<ul style="list-style-type: none"> - Understanding of best practice to improve behaviour. - Understanding of how to manage change and innovation. - Understanding of how to deliver high quality Teaching and Learning. - Understanding of how to ensure inclusion and access for all. 	<ul style="list-style-type: none"> - Knowledge of data systems (SIMS, CPOMS). - Understanding of national context and implications for schools.
Skills and Abilities	<ul style="list-style-type: none"> - The ability to act as an effective role model. - The ability to analyse and evaluate key data. - Ability to exercise good judgment and make effective decisions. - Good organisational skills and high levels of self-motivation. - Professional and personal integrity. - Well developed communication skills. - The ability to motivate, inspiring confidence in pupils that they can succeed and achieve their personal best. 	<ul style="list-style-type: none"> - Confident user of a wide range of ICT applications. - Can manage conflict and think creatively to solve problems.
Professional Development	<ul style="list-style-type: none"> - Ability to provide evidence to show a commitment to professional development. 	
Values	<ul style="list-style-type: none"> - Committed to Castleford Academy values. - Committed to achieving the best for every pupil. - Support academy ethos and values at all times both within the academy and the wider community. - Active contribution to the wider part of academy life. 	
Personal Qualities	<ul style="list-style-type: none"> - Inspirational, dedicated and motivated individual. - Desire to be the best you can be. - Passionate about the education of young people. - Good sense of humour with the ability to stay calm under pressure. 	



Assistant Headteacher Personal Development and Wellbeing Leadership Spine - L13-L17

Description

You will be accountable to the Headteacher for leading the whole academy's personal development and wellbeing of pupils which include SMSC, cultural themes, equal opportunities, FBV, healthy lifestyles and mental health.

Key Responsibilities

General Expectation of Academy Leadership Team:

- As a key member of the Senior Leadership Team you will assist in contributing to vision, sense of purpose and pride within the academy.
- Contribute to the strategic direction of the academy to ensure school improvement.
- Involvement in the development of all aspects of the academy, including its policies and their implementation.
- Initiate and manage change and improvement to develop the academy and staff.
- Advise and assist the Governing Body as required in the exercise of its functions, including attendance at meetings and preparation of reports.
- Inspire, challenge, motivate and empower others to attain challenging outcomes.
- Establish clear expectations and constructive working relationships among staff.
- Maintain high expectations of all staff and prepared to challenge underperformance.
- Demonstrate high professional standards.
- Keep a high profile within the academy, taking command of areas at change of lessons and being visible and active during non-structured time.
- Use Leadership and Management (LM) time effectively to achieve targets.
- Have Line Management responsibility, overseeing a number of departments and a year group.
- Support the monitoring and evaluation of teaching within departments; take the initiative in identifying strategies to support consistency of practice, working closely with the Subject Leader.

Key Responsibility – Personal Development and Wellbeing

- To lead, plan, manage and ensure the successful delivery of the academy vision for personal development and wellbeing.
- To lead and develop a highly effective form tutor, assembly, SMSC, PSHE and RSE provision.
- To support all staff in effective delivery of the personal development and wellbeing programme.
- To enhance academy relationships with external agencies.
- Monitor, evaluate and report on progress and improvements in the provision of the personal development curriculum and pupil well-being.
- Disseminate leading practice relating to the teaching of personal development and wellbeing.
- Quality assure teaching and learning of the personal development curriculum.
- To promote amongst pupils both an individual and shared responsibility for personal development and wellbeing.
- Implement strategies to ensure the academy is responsive to local and national need for personal development education.
- Lead and manage the cultural development of pupils.
- Ensure all pupils can recognise risks to their own safety and wellbeing and have the strategies and resilience to seek support as necessary.
- Have oversight of pupil welfare and support services both within the academy and externally.
- Ensure effective access and take up of enrichment and extra-curricular activities.
- Promote student leadership opportunities across the academy.



Safeguarding

- To be part of the academy safeguarding and child protection team.

Leadership

- Strategically lead on the effective implementation of the wider curriculum (Inc. SMSC, PSHE and RSE provision).
- Provide leadership in the pastoral, social and academic welfare of pupils, supporting their inclusion in academy life.
- Lead on the implementation and quality assurance for learning of academy wide cross curricular themes.
- To lead on provision for LAC pupils.
- Ensure Year Leaders, subject leaders and all staff are clear about their accountabilities for the delivery of personal development and wellbeing.
- Be the academy's lead professional for personal development and wellbeing. Disseminate and share best practice with staff through CPD and targeted support strategies.

Communication

- Communicate as appropriate with Year Leaders, Subject Leaders and staff to promote equality of opportunity.
- Communicate with parents on how to keep their children safe.
- Provide regular updates on the impact of the personal development and wellbeing curriculum to the Senior Leadership Team and key stakeholders e.g. Governors.
- Liaise with parents and external agencies on the wellbeing and progress of pupils.
- To organise, chair and attend meetings associated with this role.

Other

- Undertake other various responsibilities as directed by the Headteacher.
- The potholder must be flexible to ensure the operational needs of the academy are met.
- Responsibilities may be rotated to provide professional development and to enable preparation for promotion.