

# A Community Seeking Excellence for All

Excellence: every person, every day



Robert  
May's  
School

## JOB DESCRIPTION

Robert May's School, a single academy trust, has been serving the community of Odiham and the local area since 1694. We define ourselves as a community seeking excellence for all and aim to provide the best possible outcomes for all our students. Our ethos of mutual respect and supportive relationships enables students to develop as well-rounded individuals who leave us well-prepared for their next steps in life.

### Job Title

**Associate Assistant Headteacher (Head of Key Stage 3 and mental health lead)**

### Purpose of Role

As a member of the extended Senior Leadership Team, to contribute to the leadership of the school both strategically and operationally. Through your professional leadership and management, hold accountable, lead and develop a team of pastoral staff to overcome barriers and implement programmes to ensure students at Key Stage 3 reach their full potential.

### Key Duties and Responsibilities

The duties and responsibilities detailed within this job description are supplemented by the accountabilities, roles and responsibilities as set out in the School Teachers' Pay and Conditions Document and the Teachers' Standards.

- To work with pastoral teams in Years 7-9 to monitor and evaluate student progress, to identify underachievers and to make appropriate and targeted intervention that has a significant impact on student outcomes at Key Stage 3.
- Understand the importance of good mental health and develop and implement a whole school mental health programme.
- Design and implement an effective PSHE programme at Key Stage 3.
- Work in partnership with a range of stakeholders including parents, carers, external agencies and service providers, to overcome the barriers some students face.
- Liaise with alternative education providers to ensure all students are on an appropriate path to success.
- Support and assist colleagues in understanding and implementing key school policies; in particular behaviour management, inclusion and equal opportunities.
- Provide regular updates to the Senior Leadership Team to ensure awareness of all successes, issues and concerns identified.
- Ensure the ethos and vision of the school are upheld with students always at the centre.
- Demonstrate commitment to safeguarding and promoting the welfare of children and young people.

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Robert May's School is a company limited by guarantee and registered in England and Wales with company number 7875747. The registered office is Robert May's School, West Street, Odiham, Hook, Hampshire RG29 1NA.

VAT Reg Number: 141579017

The post holder may be required to carry out other duties and responsibilities in keeping with the nature of this post as directed by, and agreed with, the Trust Board. Whilst every effort has been made to outline all the duties and responsibilities of the post, this document does not specify every item in detail.

**Related documents:**

<https://www.gov.uk/government/publications/school-teachers-pay-and-conditions>

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/665522/Teachers standard information.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/665522/Teachers_standard_information.pdf)