

## **ASSISTANT HEAD TEACHER - PERSONAL DEVELOPMENT JOB DESCRIPTION**

<b>Reporting to</b>	Secondary Head Teacher
<b>Responsible for</b>	Head of KS3, Head of KS4 & Head of Sixth Form

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

### **Generic**

- Deputise for the Head Teacher in their absence.
- Provide professional leadership, management and innovative development of the pastoral provision, and KS3, 4 & sixth form teams, within the school.
- Provide leadership for the social welfare of students, supporting their inclusion in school life through effective guidance and support.
- Contribute to the strategic development of the school and the day-to-day leadership and 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 Heads of Key Stage 3, 4 & Sixth Form; addressing their training and development needs and identifying development and improvement 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.
- Promote student leadership within Key Stage 3, 4 & Sixth Form.
- Lead, implement and evaluate strategies for the promotion of the core values of friendship, responsibility, respect and unity.
- To lead pastoral interventions in consultation with relevant staff.
- Provide strategic leadership of safeguarding across the secondary school, managing the Heads of Key Stages who lead in this area to implement the school's safeguarding procedures.
- Lead, implement and evaluate strategies for the delivery of careers education and guidance including work related learning.

### **Responsibilities as a member of the Secondary Leadership Team**

- To work closely with the Head Teacher and Assistant Head Teacher (Learning and Achievement) 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) and Heads of Key Stages to ensure a smooth transition through the Key Stages.
- Line-manage designated staff, holding regular documented meetings, monitoring the impact of initiatives.
- Ensure the planning and implementation of a coordinated and relevant Personal Development (PSHE) programme.

### **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.
- Leading specific initiatives and co-ordinating development programmes to ensure the school promotes and achieves the highest standards of behaviour, attitudes and attendance.

*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.*

*Last Reviewed, December 2024*