

Assistant Headteacher

Trinity Academy

Job Description

Position Profile

Job Title:	Assistant Headteacher
Responsible to:	Headteacher/Deputy Headteacher
Salary:	CST pay scale L12 - L16 (£61,882 - £68,400)
Start date:	1st January 2024

Purpose of the role

To embrace the mission and values of Trinity Academy, ensuring that **every** child achieves their absolute best by delivering outstanding teaching and strategic leadership as part of the Senior Leadership Team.

Details of the role

Our mission at Trinity is to create a world class school. As such, we expect that all members of our community seek to become the best version of themselves, developing Head, Heart and Soul, so that our students will ultimately be successfully and happily employed in a career with prospects, as well as being citizens with a burning passion to serve their communities.

Our goal is to be a +1 school for progress - our approach to intent and implementation is with this continually in mind. Our belief statements are very important to us and we strongly recommend that you read them to check they align with your beliefs.

[\(https://www.trinityacademybristol.org/about-us/our-vision-and-beliefs/\)](https://www.trinityacademybristol.org/about-us/our-vision-and-beliefs/)

Currently, the structure of the senior team is:

Key responsibilities for the Assistant Headteacher

- Be part of the Senior Leadership team
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- Designated Safeguarding Lead
 - Implement the academy's safeguarding policies and procedures in line with national, statutory requirements
 - Leading on safeguarding including the oversight and appropriate delegation of referrals
 - Oversight and effective management of record keeping through CPOMS
 - Line managing the safeguarding officer
 - Management of Deputy Designated Safeguarding Leaders
 - Leading the safeguarding team including daily 'huddles' and weekly safeguarding meetings
 - Managing the operational elements of safeguarding including but not limited to
 - ALPS
 - Severely absent students
 - Bespoke provision
 - Review and adjust policies to ensure compliance (eg KCSIE updates)
 - Maintaining appropriate levels of training for yourself your team
 - Embed the anti bullying strategy including leading student ambassadors
 - Effectively liaise with external agencies
 - Lead on planning, implementation and review of systems and procedures including external audits
 - Collaborate with the Trust on wider safeguarding strategies
 - Lead on complaints and concerns related to safeguarding issues
 - Safeguarding induction and staff training
 - Liaise with PSHE leaders to ensure emerging priorities are responded to quickly and efficiently
- Attendance
 - Lead and manage the Trinity attendance strategy
 - Lead and manage the attendance team
 - Be responsible for reducing the numbers of severely and persistently absent students

- Hold to account the heads of year through regular meetings to raise attendance

- Pupil Premium
 - Develop an effective Pupil Premium strategy ensuring expenditure is impactful, targeting the areas of greatest need
 - Ensure that the Pupil Premium strategy is implemented and embedded across the school
 - Report on Pupil Premium expenditure and impact to all stakeholders

Whilst this is the outline of the role we are looking to fill, fundamentally we are looking for **the right person**. This means there is flexibility in the responsibilities and we are open to creative conversations about designing this post around your passions, skills and experience.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.