JOB DESCRIPTION	
Job Title	Assistant Head Teacher – Pastoral & Pupil Wellbeing
Grade	Leadership and Management Scale 9 - 14
Terms and Conditions	Undertake the duties of an Assistant Headteacher and Teacher in accordance with the conditions of employment as detailed in the School Teacher's Pay and Conditions Document Undertake the duties and responsibilities as detailed in the National Standards for Subject Leaders (TTA).
Responsible to:	Headteacher and Deputy Headteachers
Job Purpose	• To effectively lead and manage the areas of parental engagement, student attendance, enrichment opportunities and pastoral support on a day-to-day basis under the direction of the Deputy Headteacher with responsibility for Personal Development • To act as a Deputy Designated Safeguarding Lead (DDSL), ensuring all safeguarding procedures and records are accurate and meticulously maintained. • To serve as a key member of the Senior Leadership Team, collaborating closely with the Deputy Headteacher for Personal Development to drive excellence in pupil welfare, community outreach, enrichment opportunities and attendance. • To lead on developing positive relationships with parents, external agencies, and the wider community to remove barriers to learning and enhance student inclusion.
Competencies	Analytical thinking, team working, developing potential, information seeking, holding people accountable, challenge and support, drive for improvement, impact and influence, outward facing.

Main Responsibilities

The Assistant Head Teacher will:

- Be a member of the Senior Management Team assisting the Head/Deputy Headteachers in the management of the school
- Undertake a teaching commitment as a class teacher for 0.5 of the week
- Take a significant role in School Self Evaluation and School Development and Improvement
- Support and represent the Head/Deputy Head Teachers as and when required.
- Undertake the duties of a teacher in accordance with the conditions of employment as detailed in the current School Teacher's Pay and Conditions Document.

Whole school responsibilities

- To effectively manage and co-ordinate the work of staff within school under the overall instruction and guidance of the Headteacher
- To implement the Authority's and Governing Body's policies on equal opportunity issues for all staff and pupils in relation to sex, gender, race, disability and special educational needs
- To assist in the efficient and effective management of staff; promoting positive relationships within school and between school and outside bodies.
- To lead meetings, assemblies and other functions as directed by the Headteacher or Deputy Headteachers
- To participate as required in the selection and deployment of teaching and support staff and supply staff as appropriate
- To demonstrate effective leadership, representation and liaison both within the school and other interested or involved persons or bodies, maintaining good relationships with individuals, groups and staff unions and associations
- To contribute to good management practice by ensuring positive staff participation, effective communication and procedures to support the school's aims and ethos.

Additionally, STPCD requires all teachers to be involved in:

- Advising and co-operating with the Headteacher and other teachers on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements
- Taking any such part as maybe required in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school
- Co-ordinating and managing the work of other staff
- Evaluating own performance against 'The Professional Standards for Teachers'.

Specific Responsibilities

1. Safeguarding

1.1 Function as a Deputy Designated Safeguarding Lead (DDSL), sharing responsibility for safeguarding policies, training coordination, and multi-agency responses.

1.2 Support the Deputy Headteacher in the monitoring, evaluation, and continuous improvement of behaviour through Positive Behaviour Support plans and pastoral frameworks.

1.3 Contribute actively to school self-evaluation, development planning, and policy formulation specifically linked to inclusion, attendance, and welfare.

1.4 Keep the Headteacher and Deputy Headteachers fully appraised of all pastoral, attendance, and safeguarding developments.

1.5 Act as line manager to members of the Pastoral team.

2. Pupils, Parents, Community, and External Agencies

2.1 Manage and coordinate parental engagement initiatives, outreach programs, and effective home-school communication channels.
2.2 Lead on strategies to improve and monitor student attendance, analysing trends and working closely with families and external services to address persistent absence.
2.3 Manage the school's public profile regarding social media and community outreach, promoting the school's ethos and values, including determining methods by which to engage the wider community, trialling innovative and creative approaches to secure and sustain engagement
2.4 Maintain robust working relationships with external agencies, health services, and local authorities to support holistic child development and safety.

3. Teaching and Learning

3.1 To promote excellence in classroom practice by example and other appropriate support or advice to staff
3.2 To effectively monitor the delivery and report on the quality, breadth and balance of the holistic curriculum and teaching and learning
3.3 To ensure effective development of teaching and learning through contribution to:

a) School policies on curriculum, teaching and learning, assessment, recording and reporting;
b) Ensuring that information on pupil progress is used to improve teaching and learning, to inform and motivate pupils, to inform parents, to provide necessary references for other educational institutions and employers, and to aid Governors in their future management of the school;
c) The monitoring and evaluation and presentation of information relating to teaching and learning and assessment, recording and reporting systems, including summative and formative assessments and Statutory Assessments

4. Subject Leader

4.1 To be the curriculum area leader for a core subject throughout the school and maintain an overview of teaching, standards and ongoing improvement in the subject by:

a) advising and liaising with staff on the effective delivery of the subject (s), taking account of school, Authority and National policies, through formal and informal meetings and written documents
b) developing your curriculum area throughout school and monitoring relevant recording and assessment procedures
c) managing efficiently budget and resources assigned to your curriculum area
d) ensuring an up-to-date knowledge of your curriculum area through attending relevant courses, personal reading and discussion with other professionals.

4.2 To keep the Headteacher and Deputy Headteacher responsible for whole school holistic curriculum fully informed of your work within your curriculum area.

5. General

5.1 To undertake such other duties and responsibilities as may from time to time be required of a similar character and reflected within the job purpose for the post and to support the Headteacher at all times on all matters connected with the school.

Written by: Kathryn Arts November 2026