



Barton Manor School

Assistant Headteacher Job Description

ASSISTANT HEADTEACHER: Pastoral Care (Key Stage 3), G&T achievement and Whole School Charity.

Achievement, Attendance and Behaviour (Key Stage 3)

L14 – L19

Reports to: Headteacher

- 1(a) **Key Purpose:** With the Headteacher and Executive Headteacher the post holder will:
- a) Support the DSL for safeguarding and child protection in KS3, including taking part in strategy discussions and inter-agency meetings, and contribute to the assessment of children. Will advise and support other members of staff, as appropriate on child welfare and child protection matters, and liaise with relevant agencies such as the local authority and Police. At all times the post holder will refer and keep fully up-to-date the Deputy Headteacher on all matters relating to Safeguarding and will seek guidance and advise as necessary.
 - b) Share responsibility for school policies, decision-making and strategic planning.
 - c) Develop an ethos of high expectations for students and staff.
 - d) Lead on change and innovation.
 - e) Take on full accountability for key areas of the School's work, including Outcomes/ pastoral care KS3, ECA, pastoral care (KS3), Y7 to 13 Gifted and Talented achievement. Charity (fundraising) & wider stakeholder engagement.
 - f) Deputise for the Deputy Headteacher (Pastoral care) in their absence at BMS and support them with their workload, when tasks are delegated or shared.
- 1(b) **Deputy DSL Duties and responsibilities** The key focus of this role is to Safeguard all students at KS3 and all levels across the school community.

Policy and Procedure

- Act as a champion of the School's Safeguarding Policy and procedures by supporting all staff to have access to and understand them

- Contribute to the School Safeguarding Policy and review process
- Ensure that all staff are aware of their responsibility to challenge behaviour which breaches any of the school policies.

Managing referrals

- Referrals made to Social services
- Refer cases of suspected abuse to the Local Authority Children's Social Care
- Keep detailed, accurate and secure written records of concerns and referrals at KS3. These are reviewed regularly (at least once every 3 weeks) to ensure concerns are escalated as appropriate and any multi-agency involvement are held to account for escalating concerns.

Working with staff and other agencies

- Ensure staff can access and understand the School's Child Protection and Safeguarding Policy and procedures (especially new and part time staff)
- Inform immediately the DHT: Pastoral Care of safeguarding issues.
- Act as a source of support, advice and expertise for staff
- Understand the assessment process for providing early help and intervention
- Develop a working knowledge of how Local Authorities conduct a child protection case conference and a child protection review conference
- Attend and contribute effectively to Child In Need meetings, Child Protection conferences, Early Help, and planning and review meetings; including those taking place out of normal working hours.
- Liaise with the LA and follow up any referrals made.
- Monitor and review medical needs of students in KS3 and implement and monitor the effectiveness of care plans

Training

- Undergo training to develop and maintain the knowledge and skills required to carry out the role
- Undergo Prevent training and be able to:

- Support the School in meeting the requirements of the Prevent duty
- Provide advice and support to staff on protecting children from the risk of radicalisation
- Undergo training on female genital mutilation (FGM) and be able to:
 - Provide advice and support to staff on protecting and identifying children at risk of FGM
 - Report known cases of FGM to the Police, and help others to do so
- Undergo training on Online Safety and be able to:
 - Support the School in meeting the requirements of On-Line Safety as outlined in the KCSIE Policy (Updated annually)
 - Provide advice and support to staff on protecting children from the unique risks associated with on-line safety.
 - Ensure all staff are provided with on-line safety training at Induction and updated annually as required and all staff recognise the additional risks for SEND students with on-line safety.
- Refresh knowledge and skills at least annually so remain up-to-date with any developments relevant to the role
- Obtain access to relevant resources

Raise awareness

- Ensure the School's Child Protection policies are known, understood and used appropriately
- Ensure the Safeguarding Policy is available and easily accessible to everyone in the school community
- Be alert to the specific needs of children in need at KS3, those with special educational needs and young carers
- Encourage a culture of listening to children among all staff, ensuring that children's feelings are heard where the School puts measures in place to protect them

1c) A key focus of this post is to ensure the highest quality of provision in: Outcomes/ pastoral care (KS3) ECA, pastoral care (KS3), Whole School Gifted and Talented Provision, Charity (fundraising) & wider stakeholder engagement. This will be achieved by:

- a) Developing excellence in KS3 pastoral care leading to outstanding academic outcomes for all students and all sub-groups.
- b) Developing excellence in G&T provision and pastoral care leading to outstanding academic outcomes, including outcomes for G&T students.
- c) Monitoring and evaluating the work of curriculum provision in KS3.
- d) Regular monitoring of student progress in KS3 against school, subject and individual targets.
- e) Regular monitoring of Attendance and Behaviour at KS3
- f) Oversee the effective transition from KS2 to KS3.
- g) Directing and monitoring the work of Heads of Year in leadership of KS3 Pastoral Care, attendance, achievement, behaviour and G and T progress.
- h) Accountability for line management of designated curriculum subjects and G&T Coordinator.
- i) Lead whole school charity fund raising

2. Areas of Responsibility and Accountability

(a) Leadership and Management

- a) Deputise for the Deputy Headteacher (Pastoral Care) at BMS when required and share leadership at the most senior level.
- b) Make significant contributions to meetings of the Senior Leadership Team, Extended Leadership Team, Pastoral Team and the Curriculum Team.
- c) Contribute to the operational management of the School and ensure it functions efficiently and effectively.
- d) Be a highly visible presence around the School and a role-model for expectations and standards to staff and students.
- e) Take full accountability for meeting targets relating to KS3: Attainment 8, Progress 8, %E+M (4&5), %5+ A*-C E+M, destinations.
- f) Take full accountability for targets relating to G and T, Attainment 8, Progress 8, %E+M (4&5), %9 -7, %5+ A*-C E+M, destinations.
- g) Take full accountability for the examination results of the designated curriculum subjects (line management).
- h) Make a significant contribution to the Governors' Monitoring Group meetings, including appropriate documentation.
- i) Make a significant contribution to the School's self-evaluation process, including METAL, the SIP and SEF
- j) Assume any other responsibilities as may reasonably be required by the Headteacher.

(b) Student learning and achievement

- a) In conjunction with the AHT for T&L and AHT for Curriculum Monitor the quality of curriculum at Key Stage 3 in line with the School's policy on teaching and learning.
- b) Support the Leadership Team with the pastoral care of all students who are underachieving;
- c) With the AHT Teaching and Learning (METAL) support the cycle of curriculum monitoring to ensure the highest standards and achievement for all learners.
- d) Contribution to the Governors Committees with respect to KS3 Achievement, Attendance, Behaviour, G and T Progress, and your whole school delegated responsibilities.

(c) **Staff Support and Challenge:**

- a) Lead and manage the work of either Director of Key Stage or Heads of Year and G and T coordinator.
- b) Direct and support the work of Curriculum leaders in so far as they relate to your areas of devolved whole school responsibility.
- c) As part of METAL undertake lesson observations, book trawls, student interviews, and use the outcomes to identify and promote "best practice";
- d) Remain positive at all times and lead staff by example.

(d) **The Learning Community**

- a) Represent the School at any relevant meetings.
- b) Represent the School at PTA meetings

3(a) **Teaching commitment**

- a) To teach 23 hours per fortnight (46%)

To carry out as requested from time to time any other relevant duties as may be reasonably required by the Headteacher or Executive Headteacher.

The job description will be reviewed at the end of the academic year or earlier if necessary. In addition, it may be amended at any time after consultation with you.

Signed: Date:

