

Assistant Headteacher – Safeguarding and Pastoral Lead

Job Description



Post:	Assistant Headteacher
Salary:	Leadership Range L12 – L16
Accountability:	Headteacher and Governing Body. Line-Managed by the Headteacher.

Responsibilities of the Role

In addition to carrying out the professional duties of a Teacher, the Assistant Headteacher will:

- Have a role in the leadership and management of Foreland Fields School, including leading and having oversight of specific aspects or functions of the school.
- Undertake the role of Designated Safeguarding Lead, taking overall responsibility for safeguarding and child protection (including online safety).
- Take on the role of attendance lead, monitoring the attendance of all pupils and taking steps to improve school attendance.
- Lead on recruitment within school including liaison with the Personnel and Payroll Officer.
- Lead on Pupil Premium, Bursary Funding and other student-related funding streams. Ensure that funding is effectively allocated to improve outcomes and that all expenditure is clearly evidenced.
- Deputise for the Headteacher and Deputies as required.
- Line and performance manage agreed members or groups of staff.
- Articulate and promote the values of the school as described in key school policies and documentation.
- Ensure that the safety, wellbeing and standards achieved by our pupils are at the heart of everything we do as a school.

General Duties and Responsibility of all Staff:

- To be aware of, adhere to and promote the school's safeguarding procedures.
- Ensure sound understanding of safeguarding policies and related guidance including Keeping Children Safe in Education and Working Together to Safeguard Children.
- Be aware of, and comply with, policies and procedures relating to safeguarding/child protection, confidentiality and data protection, reporting all concerns to an appropriate person.

- To demonstrate a sound understanding that safeguarding is the responsibility of all school staff.
- To adhere to school policies and procedures.
- To present the school in a positive way within the community.
- To respect the confidential nature of all information acquired in the performance of the role, either verbally or in writing.
- To actively promote the school's values and ethos in everyday practice.
- To work in a responsible and safe manner, adhering to all health and safety procedures operating within the school.
- To ensure interactions with colleagues, parents/carers and professionals are positive.

Area	The Assistant Headteacher will
Strategic Direction and Development of the School	<ul style="list-style-type: none"> • Play a leading role in the strategic direction and development of the school, contributing to the Self -Evaluation and School Improvement processes including writing and leading the implementation of aspects of the school plan. • Contribute to the maintenance and formulation of school policies that set the ethos of the school and establish expected practice within the school. • Maintain responsibility for specific budget areas, as appropriate to areas of responsibility, planning and monitoring expenditure and ensuring that all funds are spent with maximum impact and best value.
Pupil Progress (Vulnerable Groups)	<ul style="list-style-type: none"> • Take part in the monitoring of progress of vulnerable groups in discussions with class Teachers and Pathway Leads, based on school pupil progress data. • Champion pupil progress, ensuring that students make the greatest possible progress, working with staff to identify and overcome barriers to progress. • Maintain a good current awareness of the progress of vulnerable groups and ensure that the Leadership Team and Governing Body are provided with timely updates.
Leading and Managing Staff	<ul style="list-style-type: none"> • Support the Headteacher and Deputies in ensuring all staff carry out their professional duties as specified in Job Descriptions. • Undertake back to work meetings with all staff returning from a period of absence. Where required, complete risk assessments in order to support staff to perform their roles effectively and safely. • Performance manage and provide line management to agreed members of staff. • To act as a coach / peer support. Provide coaching, within a trusting peer-to-peer framework, as well as informal advice and guidance to improve practice. • Use the iGROW model to establish goals and all possible options for meeting goals. • Review performance with coachees at the end of the review cycle, supporting them with their evidence based self-assessment judgement.

	<ul style="list-style-type: none"> • Keep brief notes of coaching sessions, in particular regards to actions required. Ensure that coachees leave sessions with a clear understanding of required actions. • Through the coaching process, devise individual targets/areas for development to be a focus of future appraisal cycles. • Plan, prepare and deliver developmental activities for all staff. • Chair team meetings, as appropriate to their specific areas of responsibility. • Provide support for staff in order to promote a mentally healthy school. • Through liaison with school staff and parent/carers, identify suitable mental health support, e.g. counselling services for pupils/students and staff. • Attend and chair team meetings as they relate to particular areas of responsibility.
Health and Safety	<ul style="list-style-type: none"> • Have oversight of health and safety issues in the school. • Take reasonable care of their own health and safety and that of others who may be affected by what they do or fail to do. • Ensure the health and safety of all pupils/students and staff remains a priority. • The Assistant Headteacher should not interfere with anything provided to safeguard their health and safety or that of others. • Report all health and safety concerns to the Headteacher or Deputy Headteachers.
Working with Governors	<ul style="list-style-type: none"> • Attend relevant committees of the Governing Body, providing regular reports on aspects of the work of the school. • Report to the whole Governing Body as required.
Links with Other Agencies	<ul style="list-style-type: none"> • Responsibility for fostering and maintaining links with other agencies, as appropriate to individual areas of responsibility. • Represent the school at agreed off-site meetings pertinent to areas of responsibility. • Ensure a good awareness of national and countywide initiatives through attendance at appropriate meetings. Represent the school at external meetings, appropriate to specific areas of responsibility.
Specific Areas of Responsibility for the Assistant Headteacher	
The following roles and responsibilities are the specific responsibility of the post holder.	
Designated Safeguarding Lead	<ul style="list-style-type: none"> • To respond to safeguarding concerns in a timely manner. • Work closely with the safeguarding team to implement actions related to safeguarding concerns and matters. • Maintain and update the school's safeguarding records (MyConcern). • Ensure all safeguarding actions are addressed in a timely fashion. • To deliver safeguarding training to new and existing members of staff in line with the school's safeguarding policy as well as statutory guidance such as 'Keeping Children Safe in Education.' • To liaise with social workers and other relevant support agencies to ensure that all families, vulnerable children and young people receive the care and protection they require.

	<ul style="list-style-type: none"> • To ensure that all child protection plans are maintained and implemented. • To attend multi-agency meetings and ensure subsequent record keeping. • To meet regularly with the safeguarding team and line manager to report on progress of identified pupils. • To closely monitor vulnerable pupils and advise school staff (as appropriate) on safeguarding matters and actions. • To meet regularly with governors in relation to safeguarding and provide written reports as required. • To promote the speedy and effective transfer of information between schools and other educational settings, carers and agencies, keeping detailed notes of the transfer of files.
Looked After Children – Designated Teacher	<ul style="list-style-type: none"> • Ensure that the SEND code of practice, as it relates to looked-after and previously looked-after children, is being followed. • Perform the role of Designated Teacher for Children in Care. • Be a central point of initial contact for children in care within the school. • Promote the educational achievement of every looked-after and previously looked-after child on the school’s roll. • Work with parents/carers, social workers and virtual schools to promote the education of looked-after and previously looked-after children. • Ensure all school staff understand the factors which affect how looked-after and previously looked after children learn and achieve via the delivery of regular staff training. • Appreciate the central importance of the looked-after child’s PEP in helping to create a shared understanding between teachers, carers, social workers and the child’s own understanding of how they are being supported. • Report on the spending of premiums for looked after and previously looked after children and the impact of this expenditure. • Work with class teachers to provide reports for PEP meetings, share progress of looked after and previously looked after children and, in consultation with parents and professionals, plan targets and next steps for children. • Monitor targets set at PEP meetings and support programs to meet these targets • Have high expectations of looked-after and previously looked-after children’s learning and set targets to accelerate progress. • Demonstrate a good awareness of the emotional, psychological and social effects of loss and separation (attachment awareness) from birth families and that some children may find it difficult to build relationships of trust with adults because of their experiences, and how this might affect the child’s behaviour.

	<ul style="list-style-type: none"> • Understand the importance of involving the child’s parents or guardians in decisions affecting their child’s education, and be a contact for parents or guardians who want advice or have concerns about their child’s progress at school.
Attendance Officer	<ul style="list-style-type: none"> • Promote good attendance within the school. • Work closely with the SLT, Attendance Officer and Educational Welfare Officer to improve attendance of all pupils particularly vulnerable pupils. • Monitor the attendance of students. Responsibility for identifying attendance issues and patterns of absence/late arrivals. • Issue routine correspondence to parents/carers regarding attendance/absence requests in accordance with the school procedure. • Undertake routine liaison with external agencies, e.g. Attendance Officer regarding attendance e.g. persistent absence or other attendance issues. – e.g. Attendance Officer. • Collate attendance data producing routine reports and prepare statistical returns regarding attendance and submit to Headteacher/SLT as appropriate. • Produce reports for Governors detailing the latest attendance figures. • Represent Foreland Fields School at regular Attendance Officers meetings. • Liaise with Headteacher, Deputy Headteacher, Pathway Leads and Class Teachers (as appropriate) over attendance concerns. • Maintain contact with parents over all aspects of attendance including written correspondence when required. • Ensure all attendance related policies are updated regularly and reflect latest guidance and legislation related to attendance. • Maintain contact with students not attending school in order to ensure they are both safe and receiving appropriate support, including home learning.
Recruitment	<ul style="list-style-type: none"> • Ensure that the school’s robust recruitment procedures and checks for appointing staff and volunteers are adhered to in order to ensure that all reasonable steps are taken not to appoint a person who is unsuitable to work with children. • Liaise with the Personnel and Payroll Officer to ensure that all required pre-employment checks are undertaken, including references and verification of the candidates right to work in the UK prior to a formal job offer being made. • Along with the Personnel and Payroll Officer, devise advertisements for posts as they become available. • Lead on assembling interview panels, ensuring that at least one member of the panel has attended safer recruitment training within the past 2 years.

	<ul style="list-style-type: none"> • Maintain/monitor safer recruitment training for staff engaged in recruitment. • Maintain oversight of the Single Central register.
Premium Expenditure	<ul style="list-style-type: none"> • Manage the administrative, financial, and reporting processes for disadvantaged student funding. • Plan and track spending of premiums in order to ensure the money is allocated appropriately. • Organise interventions and resources in order to meet the needs of students in receipt of the funding. • Ensure compliance with school, local authority and government guidance/legislation in relation to the spending and accounting of premium funding. • Provide timely reports to school leaders, governors and other key stakeholders. • Post annual reports, detailing the impact of expenditure, on the school website and/or to other required agencies.
Pastoral Lead	<ul style="list-style-type: none"> • To provide and/or cocordinate pastoral support to pupils in relation to: <ul style="list-style-type: none"> ➤ behaviour ➤ confidence and self-esteem ➤ relationships with peers or adults • Build and maintain professional working relationships and liaise with relevant staff/agencies. • Review related school policies in relation to welfare and wellbeing. • Network with other pastoral leads across Kent and share best practice. • Keep parents informed of pupils' needs and progress and secure positive family support and involvement. • Develop and implement practices, which reflect the school's commitment to positive behaviour and emotional well-being. • Lead on the development of the school's Positive Behaviour Policy. • Work with the PSHE/RSE lead to enhance the delivery of the curriculum in these areas, reflecting the school's own issues. • Deliver interventions to groups or individuals, to meet their needs. • Lead workshops and arrange external talks to educate parents in pastoral trends and issues facing pupils. • Liaise with the Headteacher, Deputy Headteachers, Pathway Leads and Behaviour Lead in relation to behaviour and welfare concerns.