

Job Title	Assistant Head of School – Personal Development, Behaviour and Welfare
Academies responsible for	Holcombe Grammar School
Reporting to	Principal
Salary	L9-L13

Main purpose of the post:

The Assistant Head of School will be the lead operational professional for the quality of pastoral provision in the school, which ensures every learner achieves.

The AHoS will help develop an ethos of high expectations for staff and students, lead on pastoral care, support/guidance and therefore further development in standards of teaching, learning and achievement.

1. Skills/experience required:

- Have experience of working with senior teams to create a productive learning environment which is engaging and fulfilling for all students and staff reflecting the identity of the School;
- Have strong leadership skills, demonstrated through the development of high performing teams
- The ability to provide professional management of pastoral policies and practices across the school;
- The ability to work collaboratively and effectively with others;
- The ability to monitor attendance/punctuality robustly; to synthesise data on attendance/punctuality, Behaviour for learning/internal and external exclusions, progress of targeted students – esp. Pupil premium showing how these are impacting on whole school improvement
- The ability to demonstrate the school's vision and values in everyday work and practice

2. Behaviour and Welfare

- Ensure that provision for any pupil with behavioural needs in lessons is appropriate and meets the needs of the individual whilst nurturing independence in their learning
- Work with Heads of Year, SENCO and all staff responsible for SEN/ targeted pupils to ensure they are given effective support and challenge

- Monitor the effectiveness of individuals/teachers in supporting Pupil Premium/DSEN/BME/ and pupils with behavioural/emotional needs and intervene appropriately
- Monitor and evaluate the standards of all targeted students' achievement, using data from school and national benchmarks.
- Ensure every targeted student is nurtured to become effective, enthusiastic, independent learners, committed to life-long learning;
- Support a culture and ethos of challenge and support where all pastoral supported students can achieve success and become engaged in their learning;
- Challenge underperformance at all levels and ensure effective corrective action and follow up;
- Be responsible for exclusion paper work and make recommendations regarding exclusions;
- Report on positive and negative behaviour within the school;
- Effectively use the House System to promote positive behaviour within the community;
- Ensure appropriate interventions are used to support high levels of attendance.

3. Securing Accountability

- Ensure that the School is constantly "Ofsted ready" in terms of the pastoral provision/inclusion/behaviour and safety that would ensure positive inspection outcomes
- Ensure Heads of Year and subject leaders' accountabilities are clearly defined, understood and agreed, in terms of leading behaviour/attendance/punctuality in their year group/curriculum area/s
- Lead and quality assure the work of Heads of Year, Tutor/Form Time/PD programme in the curriculum
- Use a range of evidence, including national data and own School performance data, to support, monitor, evaluate and improve the outcomes of all student receiving pastoral support including challenging poor performance.

4. Operational Management

- Provide effective organisation and management of pastoral teams and the Pastoral Time/SRE programme in the timetable.
- Lead on the Pastoral system through effectively working with the Principal, SLT, ELT, Heads of Year, Inclusion staff and SENCO, TAs, subject leaders.
- Lead and manage transition work so that pupils in Y7 have the best start to their secondary education and that any pupil requiring additional support has been identified, visited in Y6 and has a programme of support in place.

5. Working with Others and Self Development

- Treat people fairly, equitably and with dignity and respect to create and maintain a positive culture;
- Build a professional and collaborative learning culture within the School and actively engage with others to build effective learning communities;
- Ensure the School's pastoral policies and practices are implemented effectively;

- Acknowledge the responsibilities and celebrate the achievements of individuals and teams;
- Develop and maintain a culture of high expectations for self and for others and taking appropriate action when performance is unsatisfactory;
- Regularly reviewing own practice, set personal targets and take responsibility for own personal development by participating positively in arrangements made for performance management;
- Manage own workload and support others to manage an appropriate work life balance.

6. Strengthening Community

- Engage with the Thinking Schools School Trust community to secure quality and entitlement of provision for all students;
- Promote the internal and external high expectations, perceptions and standards of the School to the wider community;

7. Conditions

- The Assistant Head of School will undertake any other duties which from time to time may be required and be relevant and commensurate with the post, as deemed necessary by the Principal, Director of Education and Governors/Trustees.

GENERIC DUTIES RELEVANT TO ALL MEMBERS OF STAFF

1.1 The Trust

The ethos of the Trust is included within the strapline “Transforming Life Chances”. All staff are expected to be committed to this aim in everything they do.

It is expected that all staff work collaboratively as members of the Trust to share good practice, resources and ideas and realise the Trust’s visions and aims. All staff should act with professional integrity at all times, following the “Code of Conduct”.

As a member of the Trust your role will be based at the Trust central office. However you may be asked to work at any of the other academies within the Trust or partner schools and you should expect to travel between sites as required.

1.2 Teaching and Learning

This is our core business and therefore it is an absolute priority. Although this role is not a direct teaching role you are expected to support all teaching staff, irrespective of seniority, to ensure they concentrate on the core business. This may mean undertaking tasks outside of your area of responsibility where required.

1.3 ICT

It is expected that all teaching and support staff follow the ICT Vision of the Trust.

All staff will be expected to utilise ICT and to improve communication and reduce paper use. Security procedures must be followed when using ICT systems.

All staff are expected to follow (and ensure students follow) the procedures as laid out in the Trust's Acceptable Use Policy. Staff are also expected to ensure that they follow Trust policies with regard to professional conduct when using ICT systems or Trust ICT equipment.

1.4 Health and Safety

Employees are required to work in compliance with the Academy's Health & Safety Policies and under the Health and Safety At Work Act 1974 (as amended), ensuring the safety of all parties they come into contact with, such as members of the public, in premises or sites controlled by the Trust.

In order to ensure compliance, procedures should be observed at all times under the provision of safe systems of work through safe and health environments, including information, training and supervision necessary to accomplish those goals.

1.5 Safeguarding

The Thinking Schools Academy Trust is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. All staff are to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Thinking Schools Academy Trust. Any safeguarding or child protection issues **must** be acted upon immediately by informing the Designated Child Protection Officer.

1.6 Data Protection

The Thinking Schools Academy Trust takes the responsibility of protecting and securing the data of Pupils, Staff, Parents and all associated individuals very seriously. The Trust requires all staff to complete data protection training and to adhere to its Data protection policies and procedures. All staff must ensure that if they suspect a data breach they must inform the Trust Data Protection officer immediately.

This job description forms part of the contract of employment of the person appointed to the post. The duties, responsibilities and accountabilities highlighted in this job description are indicative and may vary over time at the discretion of the Trust and the Finance Director. This job description will be reviewed annually and is an integral part of the Appraisal and line management process.