



St Francis Catholic Primary School

Queen's Rd, Maidstone, Kent, ME16 0LB.

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Headteacher: Mrs E. Blanden

Job Description for Assistant Headteacher Pastoral

Job title: Assistant Headteacher, Pastoral

Responsible to: The Headteacher and Governing Body of the school
Salary L4-8

Main purpose of the job

- To promote the Catholic ethos and special characteristics of the school
- To lead on developing, organising and co-ordinating the management of pastoral care across the school
- To lead the development of outdoor learning
- To assist the head teacher in the organisation, management and development of the school, carrying out specific responsibility for the wellbeing agenda.
- To carry out teaching duties as required (expectation of no more than three days teaching commitment per week).
- To assume responsibilities of the head teacher in the absence of the head teacher
- To be responsible for promoting and safeguarding the welfare of children and young people within the school and be designated safeguarding officer
- To carry out the duties of this post in line with the remit outlined in the School Teachers' Pay and Conditions Document including the conditions of employment for Assistant Head teachers and the school's own policy

Duties and Responsibilities

Shaping the future

- Support the head teacher and governors in establishing a vision for the future of the school
- Play a leading role in the school improvement planning process, through agreed priorities
- Contribute to the school's self-evaluation process, including devising and monitoring action plans and other policy development
- Lead by example especially when implementing change and improvements in standards
- Promote a culture of inclusion within the school community where all views are valued and taken account of
- Leading teaching and learning
- Be an excellent role model, exemplifying a high standard of teaching and promoting high expectations for all members of the school community
- Work with the head teacher to raise standards through staff appraisal, as outlined in the school's staffing structure
- Help with the provision of training and support for all staff as required
- Be responsible with the head teacher, for the process involved in evaluating the quality of teaching and learning taking place throughout the school, including lesson visits, statistical analysis and target setting
- Be responsible with the head teacher for ensuring that all children requiring specific monitoring are appropriately managed to access the curriculum
- Promote the active involvement of pupils in their learning

Developing self and working with others

- Promote and protect the health, safety and welfare of pupils and staff
- Support the development of collaborative approaches within the school and beyond

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- Support the induction of staff and pupils new to the school and those being trained within
- Be a good role model for both staff and pupils in terms of being reflective and demonstrating a desire to improve and learn
- Work closely with the head teacher in ensuring an appropriate programme of professional development for all staff, in line with the school development plan and performance management outcomes
- Contribute to regular reviews of the school's systems to ensure statutory requirements are being met
- Be an effective member of the senior leadership team
- Contribute to the day-to-day effective organisation and running of the school

Securing accountability

- Support the staff and governing body in fulfilling their responsibilities with regard to pupil wellbeing
- Contribute to the reporting of the school's performance to the school's community and partners (including linked schools)

Strengthening community

- Assist the head teacher in developing the pastoral policy
- To attend meetings with parents and carers as appropriate to ensure positive outcomes for all parties
- Strengthen partnership and community working
- Promote relationships and work with colleagues in other schools and external agencies

Specific tasks

- Have responsibility for the school's Pastoral policy; its development, maintenance and evaluation. This includes the following:
- To have particular responsibility for providing guidance and support on all matters related to pastoral care
- To draw up an Annual Action Plan that outlines the areas for development
- To support training for staff on all matters relating to safeguarding and to ensure all staff have access to training within our safeguarding portal.
- To co-ordinate the production and review of school policy and guidelines on pastoral care.
- To contribute to the formulation, monitoring and review of the School Development Plan on pastoral related priorities.
- Provide information about training opportunities available on pastoral matters
- Act as a consultant to all staff on safeguarding, behaviour and outdoor learning issues
- Monitor the effectiveness of record-keeping
- Inform the Senior Leadership Team of developments in safeguarding, behaviour and outdoor learning
- Support the head teacher with appropriate analysis of data related to pupil wellbeing
- Evaluate the quality and appropriateness of existing resources
- Manage the purchase and deployment of pastoral resources
- Organise and lead school-based inset activities on aspects of pastoral care including working with Phase leaders, subject leaders and alongside class teachers
- Keep up-to-date with national and local developments on safeguarding
- Attend appropriate Inset and disseminate information to staff

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