



HALL GREEN SCHOOL
JOB DESCRIPTION
POST: ASSISTANT HEADTEACHER – PASTORAL CARE

Post Title	Assistant Headteacher
Purpose	To be a strategic and supportive member of the leadership team, playing a key role in the development of the school in providing the best possible opportunities for all pupils.
Reporting to	The Headteacher
Core tasks and responsibilities	
Strategic Direction and Development	<ul style="list-style-type: none"> • Support the strategic leadership of the school by providing effective leadership and management of the pastoral care strategy. • Contribute to the school improvement plan and school evaluation form. • Lead on the development and implementation of school policies related to pastoral care. • Report on pastoral care to the Headteacher, senior leadership team, and governing body. • Development and review of school policies related to area of responsibility.
Behaviour management and Support	<ul style="list-style-type: none"> • Lead on the school's behaviour policy including sanctions and rewards. • Lead on effective intervention programmes to improve pupil engagement and attainment. • Oversight of managed moves and alternative provision. • Ensure effective behaviour and communication records are maintained.
Pastoral care	<ul style="list-style-type: none"> • Coordinate the form time structure and staffing. • Source and develop mentoring programmes for vulnerable pupils. • Ensure high standards of uniform. • Lead pastoral leaders to build a strong team which secures our shared vision and cements high levels of behaviour, engagement, and sense of community. • Play an active part in the development of a culture of celebration and success.
Safeguarding and Welfare	<ul style="list-style-type: none"> • Be the school's Designated Safeguarding Lead taking lead responsibility for safeguarding and child protection. • Be the school's named Single Point of Contact. • Lead staff CPD on safeguarding, including induction processes. • Be the school's Designated Teacher for Looked After Children. • Engage with external agencies to support the wellbeing of all pupils.
Attendance and Punctuality	<ul style="list-style-type: none"> • Lead on raising levels of attendance and punctuality. • Manage the attendance team.
Teaching and Learning	<ul style="list-style-type: none"> • To ensure appropriate support and interventions are put in place, as necessary, to secure effective teaching and learning in line managed departments. • To work as part of the Senior leadership team to develop and maintain policies and practices across the school that promote inclusion and high achievement through effective teaching,

	<p>learning and assessment and the creation of a culture and ethos that demands positive attitudes and respect towards each other, the environment, the community and the wider world.</p> <ul style="list-style-type: none"> • See also 'Job Description: Teacher'.
Leading and Managing Staff	<ul style="list-style-type: none"> • Work as part of the Senior leadership team to ensure appraisal arrangements are effective so as to secure outstanding performance and effectively plan and deliver professional development activities to promote high quality teaching, learning, assessment, and pastoral care • Line manage: Heads of Houses, Attendance Officer, Support Base Manager, Welfare & Inclusion Manager.
Effective Deployment of Staff and Resources	<ul style="list-style-type: none"> • To support subject leaders in line managed departments to promote high quality teaching and learning, including those for individual pupils, through effective resourcing. • To participate in arrangements made in accordance with the regulations for the appraisal of staff.
Quality Assurance	<ul style="list-style-type: none"> • To effectively implement and monitor appropriate quality control systems. • To monitor the work of line managed areas and ensure evaluative reports are produced.
Other Duties	<ul style="list-style-type: none"> • To actively participate in the school's monitoring and evaluation systems: learning walks, work scrutiny and departmental reviews. • To support staff duty teams, ensuring that staff absence does not detract from effectiveness.
<p>The post holder will be subject to appraisal objectives which will be agreed and reviewed annually. The post holder is expected to carry out such other duties as may reasonably be assigned by the Headteacher.</p> <p>The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.</p>	