

**JOB DESCRIPTION FOR THE POST OF
ASSISTANT HEADTEACHER [INCLUSION] SCALE 10 – 14**

Job details: Assistant Headteacher responsible for Inclusion, Behaviour & Welfare

Reports to: Headteacher

Purpose:

To provide professional leadership and management in order to help formulate and achieve the school's aims including the inclusion and well being of all students.

Principal accountabilities:

- To help to build, communicate and implement a shared vision for a reflective and continuously improving school.
- To be a member of the school's Leadership team, helping to lead and evaluate change.
- To contribute to the school's strategic planning and self-review processes.
- To lead and manage the school's inclusion strategy, using the school's improvement plan and up to date curriculum, LEA and government policy knowledge.
- To lead the school's inclusion team in monitoring and responding to student under-achievement and in writing and monitoring appropriate pastoral support plans.
- To have oversight of the school's links with other agencies involved in student welfare and support.
- To be the lead designated safeguarding officer.
- To lead development and staff training in strategies for promoting the highest standards of student behaviour, attendance and punctuality, conduct and attitudes.
- To develop the use of new and emerging technologies to support student achievement and behaviour tracking and help students overcome barrier to learning.
- To have line management responsibility for the performance management of a specified number of middle managers and for reviewing progress on the school improvement plan relating to these managers.
- To undertake appropriate development as necessary.
- To be available to perform such duties at such times and such places as may be specified by the headteacher (or, where the teacher is not assigned to any one school, by his employer or the head teacher of any school in which he may for the time being be required to work as a teacher) for 1265 hours in any school year, those hours to be allocated reasonably throughout those days in the school year on which he is required to be available for work.

POST DESCRIPTION :

The Assistant Headteacher will have overall responsibility for the management of pastoral care to support learning, working with a team of Year Heads in this 11 – 18 High School.

This will involve:

- Ensuring that pastoral care is clearly focused on supporting learning through developing whole school systems for supporting pupils identified as under-achieving, working with pastoral and academic staff, and the deputy heads responsible for Target setting/Assessment and Learning Support.
- Working with the pastoral team and the deputy responsible for Learning Support to develop and sustain effective approaches to behaviour management, anti-bullying/anti-racism, exclusions, pupil punctuality, attendance and welfare.
- Training and supporting pastoral staff in all aspects of their role, including effective communication with parents, liaison with outside agencies and behaviour and conflict management
- Promoting a multi-agency approach to supporting children at risk, liaising with outside agencies and having shared responsibility for the management of Child Protection issues.
- Promoting social inclusion issues and supporting the PSHE co-ordinator in the development of practical projects to promote community involvement and good citizenship.
- Monitoring and evaluating the effectiveness of pastoral systems and practices and providing regular evaluative reports to the Headteacher and the Governors.