



## **Job Description**

**Post:** Assistant Headteacher – Safeguarding Lead

**Salary:** L10 – 15 Leadership (Inner London)

**Contract type:** Full-time Fixed term

**Reporting to:** Executive Headteacher

## **Main purpose**

To be work effectively as a member of the Senior Leadership Team and wider school teams to demonstrate and articulate the school vision and values in day-to-day practice, inspire others to commit to and practice to the highest standards to ensure that each pupil at Paddock has the best opportunity to achieve their potential.

To play a significant role in evaluating school policy and practice; formulating, developing, and implementing improvement plans.

To lead by example with exemplary organisational skills, integrity, creativity, resilience, and clarity- drawing on their own scholarship, expertise, and that of those around them

## **Conditions of Employment**

All teachers are subject to the Conditions of Employment set out annually in the school Teachers Pay and Conditions Document. As a senior leader you will be working within both Teachers Standards (July 2011) and the Headteacher's Standards (2020) and any other subsequent standards.

## **Key Responsibilities**

### **1. Leadership of Pastoral and Welfare provision**

- Develop and implement policies, procedures, and practices to promote the emotional wellbeing and personal development of students.
- To oversee and manage the health care needs of the pupils.
- Lead and coordinate pastoral support systems ensuring effective communication and collaboration with parents staff and external agencies
- Foster an inclusive and positive school culture that supports the diverse needs of students
- To line manage a post of pastoral and welfare assistant

### **2. Designated safeguarding lead**

- Act as the designated safeguarding lead ensuring compliance with the relevant policies and procedures
- Advise the Senior Leadership Team and Governors on matters relating to safeguarding and child protection
- Provide guidance and training to staff members on safeguarding practises and procedures

- Act as the main point of contact for safeguarding concerns liaising with external agencies
3. **Well-being champion and mental first aid lead**
    - Promote and champion the importance of mental health and well-being within the school community
    - Provide support and guidance to staff and students in matters related to mental health and well-being
    - Facilitate mental health first aid training for staff equipping them with the necessary skills to support students and colleagues in distress
  4. **Curriculum Leadership**
    - Lead a curriculum team providing direction support and guidance
    - Collaborate with Heads of School to ensure high quality teaching learning and assessment practices
    - Monitor curriculum delivery tracking progress and identifying areas for improvement
  5. **Assessment support**
    - Assist in the development and implementation of effective assessment strategies
    - Support staff in the analysis and interpretation of assessment data to inform teaching and learning strategies
    - Contribute to the continuous improvement of assessment practises across the school
  6. **Teaching and learning support**
    - Provide guidance and support to teachers sharing best practices and innovative approaches
    - Collaborate with teaching staff to develop and implement strategies to meet diverse needs of students
    - Conduct observations and provide constructive feedback to enhance teaching and learning experiences
  7. **Induction support**
    - Support the induction process for new staff ensuring a smooth transition into the school community
    - Provide guidance and mentoring to new teachers assisting them in adapting to the school's environment and culture
    - Coordinate induction training sessions and activities
  8. **Effective Governance**
    - Understand and promote effective governance practises within the school
    - Collaborate with the governance team to ensure compliance with policies, regulations and statutory requirements
    - Provide regular updates and reports to the governance team sharing insights and recommendations.

## Person specification

Criteria	Essential	Desirable
Qualifications and experience	<ul style="list-style-type: none"> <li>• Qualified teacher status</li> <li>• Degree</li> </ul>	<ul style="list-style-type: none"> <li>• Successful special school experience</li> <li>• Training and experience of using a range of specialist strategies</li> <li>• National Professional Qualification for Middle Leaders (NPQML), higher level degree or management qualification or equivalent</li> <li>• Proven commitment to professional development in leadership and management and / or other relevant training</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• Experience of managing complex safeguarding cases</li> <li>• Knowledge of the National Experience of consistently delivering outstanding teaching in a special school</li> <li>• Experience of leading high impact training</li> <li>• A proven track record of leading school improvement and raising standards</li> <li>• Successful experience of leading and motivating teachers and support staff through collaboration and delegated leadership</li> <li>• Proven track record of developing appropriate personalised curriculum for pupils with special educational needs leading to positive academic, personal, and social outcomes</li> <li>• To have successful experience of chairing meetings such as TAC (Team Around the Child) meetings, EHCP (Education and Health Care Plans) meetings</li> <li>• Successful experience of leading a department and developing a team atmosphere</li> <li>• Successful experience of working with children with complex needs and pupils who are working at the early levels of the National Curriculum</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of acting as a designated safeguard lead</li> </ul>

	<ul style="list-style-type: none"> <li>• Experience of writing and updating school policies in line with central borough and school best practice</li> </ul>	
<b>Knowledge and Understanding</b>	<ul style="list-style-type: none"> <li>• Clear understanding of performance management in its wider sense, including performance management of support staff, and the impact on school improvement and development</li> <li>• A clear understanding of Paddock School Vision, Values and Aspirations and how they can be embedded in school culture</li> <li>• An understanding of the systems needed to assess, plan, teach and evaluate the learning of pupils with special educational needs</li> <li>• A clear understanding of child protection and safeguarding in its widest context and a clear commitment to ensuring children have the highest quality care.</li> <li>• Commitment to safeguarding and equality</li> </ul>	<ul style="list-style-type: none"> <li>• An understanding of the school self-evaluation schedule and how it meets OFSTED requirements</li> </ul>
<b>Skills Proven ability to:</b>	<ul style="list-style-type: none"> <li>• Demonstrate outstanding organisational skills and work under pressure with conflicting demands</li> <li>• Analyse data to identify areas for development and raise standards</li> <li>• Engage, motivate, and successfully manage staff to deliver an established vision, values, and aspirations.</li> <li>• Listen and respond appropriately to adults and young people and handle sensitive issues with respect and care</li> <li>• The ability to communicate succinctly to a range of different stakeholders including parents, teachers, governors, support services and the wider community</li> <li>• To represent the school, its needs, and interests in a variety of settings, fostering collaborative partnerships through alliances and external developments</li> <li>• To represent the school, its needs, and interests in a variety of settings, fostering collaborative</li> </ul>	


	partnerships through alliances and external developments <ul style="list-style-type: none"> <li>• The ability to embrace and manage change effectively</li> <li>• The ability to be teacher in charge when necessary</li> </ul>	
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**Notes:**


This job description may be amended at any time in consultation with the postholder.

**Last review date:** 28/03/2021

**Next review date:** 28/03.2025

**Headteacher/line manager's signature:**  \_\_\_\_\_

**Date:** \_\_\_\_\_

**Postholder's signature:**  \_\_\_\_\_

**Date:** \_\_\_\_\_