**CHESTNUT GROVE ACADEMY - JOB DESCRIPTION**

**ASSISTANT HEAD (Pastoral)**

Grade/TLR: Leadership Scale L5 - L18 (on a 7 point scale depending on

experience)

Contract: Permanent

Conditions: Teachers National Pay & Conditions

Reports To: The post is professionally responsible to the Headteacher.

(who carries out Performance Review) but will take direction on a day to day basis from a Deputy Headteacher.

Location: Primarily within the school site but maybe required to work externally if required.

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1. **Context**

* Chestnut Grove Academy is a high performing comprehensive school which prides itself on enabling students of all abilities and backgrounds to achieve highly.
* The Chestnut Grove curriculum provides a rigorous, knowledge-rich, transformational education, encapsulated through our PROUD values, which prepares our students to succeed at university, thrive in employment and lead fulfilling lives. It is the embodiment of our ethos of a creative learning community, which marries traditional and dynamic approaches to teaching and learning.
* A key element of this role is securing exceptional behaviour for learning in order to ensure that our curriculum intent (above) has a positive impact on all of our students.
* This is a very important senior leadership post in the school’s structure. The post holder is accountable for a very significant area of the School Improvement Plan. Responsibilities are reviewed annually and Assistant Heads are expected to be flexible and take on new responsibilities in the context of whole school developments and their own professional development.
* The post holder will be expected to undertake a specified number of duties at break, lunch (paid) and after school and take assemblies as directed.
* Apart from the specific responsibilities outlined in this job description, Assistant Heads are expected to undertake or be capable of undertaking the core responsibilities of an Assistant Head

**2.0 Specific Responsibilities of the Role**

**2.1 Student personal development throughout the school**.

* To lead on effectively implementing the behaviour for learning policy across the Academy;
* To lead a team to ensure high quality tutoring, care, guidance and support for all students throughout the school;
* To be accountable for a high quality pastoral programme throughout the school;
* To ensure that students’ academic achievement is maximised through a highly personal programme of pastoral support;
* To monitor and evaluate the impact of tutor time, assemblies and PSHE (Health) provision.

**2.2 Line-managing the pastoral team (through Deputy Head)**

* To ensure high quality provision for vulnerable students throughout the school. This to include:
* To ensure effective leadership and management of all the pastoral team (Heads of Year for 7-11).
* To oversee the delivery of the tutor time programme;
* To ensure that academic monitoring is effectively carried out by the tutor team in order to support learning;
* To oversee the assembly rota to ensure that there is a planned daily act of collective worship;
* To oversee the implementation of rewards across Chestnut Grove Academy

**2.3 Admissions (including casual admissions), recruitment and transition KS2-3.**

* To oversee the administration of all admissions;
* To liaise effectively with primary schools;
* To ensure the smooth transition for students entering Chestnut Grove Academy.
  1. **Student behaviour**
* To work with the Senior Leadership Team to ensure the good order and running of the school on a day-to-day basis; Dealing with disciplinary incidents as appropriate;
  1. **Attendance.**
* To work effectively and closely with Education Welfare Officer, Attendance officer, Raising Standards Leaders and tutors to ensure that attendance is outstanding.
* To undertake weekly meetings with the EWO and attendance officer in order to effectively track the progress of persistent absentees and coordinate the effective follow up on students who have attendance below 90%.

**2.6 IAG and Careers.**

* Ensuring high quality careers advice internally and through Connexions, line managing the Connexions officer;
* Overseeing all IAG, particularly at transition points.

**2.7 Parents and community:**

* To ensure excellent communication externally with parents and relevant outside agencies;
* To ensure excellent communication internally with Heads of Departments, teaching staff, tutors, relevant support staff and the Student Support Service,
* To support and work effectively with the Friends of Chestnut Grove;
* To organise parent and community events as appropriate.
* To participate in the marketing of the school, including Open Days, press releases, web-site, newsletter etc;

**2.8 Safeguarding**

* To ensure that students are kept safe at all times and that all relevant guidance and statutory policies are effectively implemented, which particular reference to ‘Keeping children safe in education’ (2015).
* To liaise with the Senior Leadership Team, EWO and outside agencies as and when necessary in relation to child protection issues.
* To be the Deputy Designated Member of Staff for safeguarding and take on the role of DMS if the DMS is not on site. To undertake all relevant safeguarding training to be the deputy DMS and keep up to date with changing safeguarding practice.

**3.0 Common Responsibilities as an Assistant Head**

**3.1 Operational & Strategic Leadership, Planning and Management**

* To participate actively in the Senior Leadership Team’s formulation of all strategic plans to secure the school’s development and improvement in line with current educational developments and the school’s aims and objectives;
* To participate actively in all SLT meetings, up to 3 residential conferences per year and governors’ meetings as required.
* To formulate, as requested, school policies and procedures and to ensure their implementation and review;
* To work with the Senior Leadership Team to raise achievement at all levels and to ensure Chestnut Grove’s progress as an inclusive school.

**3.2 Teaching**

* To lead, manage or liaise with appropriate staff to ensure an appropriate and personalised curriculum for students of all ages and abilities;
* To ensure very high standards of teaching and learning;
* To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher.

**3.3 Staff & Resources**

* To lead and manage staff to promote teamwork, motivation and effective working relations;
* To ensure high quality Professional Development for line-managed staff;
* To work with the Senior Team to ensure the effective staffing of line-managed teams, including attending relevant recruitment interviews.
* To manage the available resources of space, staff, money and equipment effectively within the limits, guidelines and procedures laid down;

**3.4 Quality Assurance**

* To participate in setting the school’s academic and behaviour targets based on sound analysis, and to ensure the school works towards their achievement;
* To ensure the effective implementation of the school’s Monitoring, Self-Evaluation and Review procedures;
* To participate actively in the school’s Self Evaluation Procedures

**3.5 Other key responsibilities**

* Any other appropriate activity reasonably requested of you by the Headteacher;
* To play a full part in the life of the school community, to support its ethos and to encourage students, staff and colleagues to do the same.
* To engage actively with own performance review process and take responsibility for own development.
* To be fully aware of and understand the duties and responsibilities from the *Children’s Act 2004* and *Working Together* in relation to child protection and safeguarding children, young people and vulnerable adults.
* To ensure that the line manager or designated safeguarding officer is made aware and kept fully informed of any concerns in relation to safeguarding and/or child protection.
  + To ensure the maintenance of accurate and up-to-date information on the management information system (BROMCOM) and its effective dissemination;

**4.0 PERSON SPECIFICATION**

The successful candidate must satisfy the Interview panel that they meet the following:

**4.1 Qualifications; Experience & Knowledge**

***Essential Qualifications & Experience***

Essential

* Qualified Teacher Status ;
* Experience of successfully managing change within a middle leadership position;
* Experience of successful implementation of a whole school initiative;
* Evidence of having a significant impact on student outcomes;
* Varied and successful teaching experience across 11-19 range;
* Experience of school review process (e.g. Action planning, self-evaluation);

Desirable

* A Masters level qualification;
* Experience at a senior level;

**Competencies & Skills**

* Evidence of successful leadership of staff;
* An outstanding classroom practitioner;
  + A thorough understanding of current developments and initiatives in 11-19 and post 16 education;
  + The ability to monitor, review and evaluate the work of the Academy against OFSTED criteria;
  + The ability to analyse data, identify patterns and trends and plan interventions;
  + Deep understanding of the Academy’s curriculum;
  + Ability to exploit opportunities for success and remove barriers to achievement for pupils and staff;
* A passion for leadership and for inspiring others to achieve highly;
* Evidence of successfully managing change;
* Evidence of successful relationships with students, parents, staff and governors;
* In-depth understanding of the pastoral systems necessary to support students’ learning and well-being;
* In-depth understanding of safeguarding procedures and how to keep children safe in education.
* In-depth understanding of teaching, learning and assessment and how these enable students to reach their potential;
* A creative approach to engage and inspire students;
* Good I.C.T. skills;
* Excellent inter-personal and communication skills in speech and writing.

**Personal Traits**

* An exemplary record of attendance and punctuality;
* Ability to be proactive, self-starting, enthusiastic and committed;
* Ability to work under own initiative and take ownership for key tasks;
* Ability to understand and work within the culture of Chestnut Grove, including opportunities and challenges presented by that culture;
* A positive mind-set with a ‘can do’ approach to problem solving.;
* Resilient and determined with a resolve to work hard to get the job done;
* A creative thinker
* A sense of humour and the ability to keep a sense of perspective when faced with challenging situations.

*Although some specific responsibilities may be fixed as part of an individual’s job description, there will be a regular audit of tasks and responsibilities within this job description to ensure they meet the needs of the business in the future. Some tasks or aspects of responsibility may change over time in response to internal and external changes or to maximise opportunity for professional development and the need to ensure a collaborative approach to all aspects of work. Any significant changes to this job description will be discussed with the individual.*