



**JOB TITLE:** Assistant Headteacher (Safeguarding, Behaviour & Attitudes)

**REPORTS TO:** Headteacher

**BAND:** Leadership 13-17 (Fringe)

## **JOB PURPOSE**

### **Safeguarding, Behaviour & Attitudes**

The Assistant Head Teacher has a crucially important role under the overall direction of the Headteacher in respect of:

- Being the Designated Safeguarding Lead for the School
- Setting the culture and ethos of the school
- Leading the behaviour improvement work
- Leading a number of different student support teams including the Pastoral team, the House Leader team and the Behaviour Support team.

The Assistant Headteacher shall undertake any professional duties of the Headteacher reasonably delegated to them by the Headteacher.

## **KEY CORPORATE ACCOUNTABILITIES**

- Commitment to the Trust's central team Vision and Values;
- To maintain awareness of and commitment to the Trust's Equality and Diversity in Employment Policy in relation to both, employment and service delivery and to observe of conduct which prevents discrimination taking place;
- To comply with all Trust policies including Code of Conduct, Safeguarding Policy and E-Safety Policy;
- To fully comply with the Health and Safety at Work Act 1974 etc, the Trust's Health and Safety Policy and all locally agreed safe methods of work;
- At the discretion of the Headteacher, such other activities, as may from time to time, be agreed consistent with the nature of the job describe above;
- To work with colleagues to achieve service plan objectives and targets;
- To participate in the Performance Management Procedure and contribute to the identification of our own team development needs.

## **PRINCIPAL ACCOUNTABILITIES**

### **Teaching & Learning**

- Plan and teach lessons to the classes they are assigned to teach within the context of the school's plans, curriculum and schemes of work – both within and outside specialist subject area as necessary.
- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures in such a way as to support the both the Trust and School's values and vision.

### **Health, safety and discipline**

- Act as the Designated Safeguarding Lead for the School
- Promote the safety and well-being of pupils.
- Maintain good order and discipline among pupils.

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### **Management of staff and resources**

- Oversee the work of different teams engaged in student support work. For example, leading the team of 5 House Leaders who are themselves responsible for the vertical tutoring system, form tutors and daily standards.
- Direct and supervise support staff assigned to them and, where appropriate, other teachers.
- Contribute to the recruitment, selection, appointment and professional development of other teachers and support staff.
- Deploy resources delegated to them.

### **Communication**

- Communicate effectively with pupils, parents and carers.
- Working with colleagues and other relevant professionals.
- Collaborate and work with colleagues and other relevant professionals within and beyond the school.

### **Safeguarding**

- Act as the Designated Safeguarding Lead for the School

Fulfil personal responsibilities, and secure compliance by those working in school, for safeguarding as set out in the Children's Act, Keeping Children Safe in Education, other statutory guidance and by the Local Children's Safeguarding Board. These include:

- Operating a culture of listening to children and taking account of their wishes and feelings, both in individual decisions and the development of services.
- Operating clear whistleblowing procedures.
- Sharing information, with other professionals.
- Take responsibility as the deputy designated professional lead for safeguarding.
- Operating safe recruitment practices.
- Ensuring appropriate supervision and support for staff, including undertaking Induction, safeguarding training and reviews of practice.
- Establish, operate and monitor clear policies for dealing with allegations against people who work with children.

### **Professional development**

- Oversee the safeguarding training of all staff
- Promote the participation of staff in relevant continuing professional development.
- Participate in arrangements for the appraisal and review of their own performance and, where appropriate, that of other teachers and support staff.
- Participate in arrangements for their own further training and professional development and, where appropriate, that of other teachers and support staff including induction.

### **General duties and responsibilities**

- To continue meet the required Teachers' Standards as set out in the School Teachers' Pay and Conditions Document.
- To continue to meet the required standards for Qualified Teacher Status.
- To remain up to date with changes to statutory guidance and to ensure that staff are kept well informed.

The duties and responsibilities in this job description are not restrictive and the post-holder may be required to undertake any other duties that may be required from time-to-time. Any such duties should not, however, substantially change the general character of the post.

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***This organisation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.***

I confirm that I have read and understood, and that I accept, the above job description:

Signature : ..... Date: ..... Name in full .....



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**PERSON SPECIFICATION**

<b>General heading</b>	
<b>Qualifications &amp; Experience</b>	<ul style="list-style-type: none"> <li>• Qualified Teacher Status</li> <li>• Qualified to at least Degree level</li> <li>• Experience of teaching across the age and ability range</li> <li>• Preferably have experience of teaching English, Geography, History, Maths, RE, Science or Business Studies</li> <li>• Held a position of responsibility for an area of management or leadership for at least one year</li> <li>• NPQSL desirable</li> <li>• Experience of working in more than one school desirable</li> <li>• Evidence of recent and relevant professional development</li> </ul>
<b>Communication</b>	<ul style="list-style-type: none"> <li>• Proven ability to use clear language to communicate information unambiguously</li> <li>• Proven ability to listen effectively</li> <li>• Able to overcome communication barriers with pupils and adults</li> <li>• Established effective partnerships with parents/carers, including working with vulnerable families</li> <li>• Excellent interpersonal and communication skills at all levels</li> </ul>
<b>Working with children</b>	<ul style="list-style-type: none"> <li>• Ability to understand and support pupils with developmental difficulty or disability</li> <li>• A proven track record of impact on pupil achievement</li> <li>• Understand and support the importance of physical and emotional wellbeing</li> <li>• Emotional resilience in working with challenging behaviours and a full commitment to inclusion on all levels</li> <li>• A passion for ensuring all children and young people achieve to the best of their abilities</li> </ul>
<b>Working with others</b>	<ul style="list-style-type: none"> <li>• Understanding of a Multi Academy Trust framework and the ability to work with Trust senior leadership team members</li> <li>• Understand the role of others working in and with the school and the use of different leadership styles and approaches</li> <li>• Understand and value the role of parents and carers in supporting children</li> <li>• Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults</li> <li>• Know when, how and with whom to share information</li> </ul>
<b>Skills, Abilities and Knowledge</b>	<ul style="list-style-type: none"> <li>• The ability to demonstrate a positive attitude and to develop and maintain positive and supportive relationships with pupils, staff, parents, Trust senior leadership team and agencies</li> <li>• Knowledge of the KS3 and KS4 curriculum</li> <li>• Excellent organisational and time management skills and an ability to prioritise</li> </ul>



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	<ul style="list-style-type: none"><li>• A thorough knowledge and understanding of how pupils learn, develop and progress through life stages and events</li><li>• How IT can be used effectively to motivate pupils to learn</li><li>• The ability to use curriculum management to ensure the school's role in providing effectively for all pupils</li><li>• How to monitor, record and extrapolate relevant information to evaluate pupil progress and development and report to parents, school senior leadership team and other professionals and agencies</li></ul>
<b>General</b>	<ul style="list-style-type: none"><li>• Awareness of and commitment to equality and how equalities and inclusion policies are implemented in schools</li><li>• Knowledge about the importance of health and safety and the role of the individual in promoting and safeguarding the welfare of the pupil</li><li>• Good understanding of and commitment to child protection procedures</li><li>• Understand procedures and legislation relating to confidentiality</li><li>• Be prepared to develop and learn in the role</li></ul>