



Park End Primary School

Job Description

Post Title:	Assistant Headteacher/ Designated Safeguarding Lead
Post Grade:	SCP L11- L15
Contractual Status:	Permanent
Responsible to:	Headteacher
Line Manager:	Headteacher
Staff Supervised :	TLR, Class Teachers, Teaching Assistants, Safeguarding and Pastoral officer

Responsible for:

1. GENERIC TEACHER ROLE

- To carry out the duties of a school teacher as set out in the current School Teachers' Pay and Conditions document and subject to any amendments due to government legislation. This includes any duties as may be reasonably directed by the Headteacher.
- To demonstrate good inclusive practice with particular reference to children with special educational needs, more able children and children with English as an additional language.
- To be committed to and actively promote the school's equal opportunities policy.
- To uphold the school's principles and policies which underpin good practice and the raising of standards.

2. JOB PURPOSE AND ACCOUNTABILITY

- Work with the Head Teacher to provide professional leadership for the school which secures its success and improvement, ensuring high quality education for all its pupils and improved standards of learning and achievement.

In addition to carrying out the professional duties of a teacher (as described in the 'School Teachers' Pay and Conditions Document') the Assistant Headteacher will be responsible for:

3. GENERAL DUTIES AND RESPONSIBILITIES:

- To carry out the duties of the Assistant Head Teacher as set out in the School Teachers Pay & Conditions Document
- To support the Head Teacher in the day to day organisation of school systems.



Strategic direction and development of the school

- Work with the Head Teacher and the governing body to develop a strategic view for the school, analyse and plan for its future needs and further development.

Vision

- Work with the Head Teacher to establish commitment to a shared vision for the school.
- lead by example to inspire and motivate staff, parents, governors and pupils.

Ethos

- Work with the Head Teacher to establish an ethos which promotes effective teaching and learning and which sustains improvement in the development of all pupils.

Strategic plan

- Work with the Head Teacher to develop and implement a strategic plan, underpinned by sound financial management and a range of data, which identifies priorities and targets for school improvement.

4. TEACHING AND LEARNING

Work with the Head Teacher and the governing body to create and sustain an environment and code of behaviour and discipline that secures and sustains effective teaching and learning.

Professional Skills

- Provide a model of good or outstanding teaching and be able to share that expertise with colleagues.

Curriculum planning and design

- Work with subject leaders to plan and design a curriculum that ensures that the teaching of the core subjects are underpinned by cross curricular links within a broad curriculum context.

Education.

- Support the maintenance of effective teaching and learning by:
 - Observing teaching and learning in order to support and develop colleagues to meet personal and professional targets
 - Monitoring planning and pupils work
 - Analysing pupil progress using tracking systems to set targets and inform school improvement.

Leading and managing staff

- Act as a positive role model to staff, maintaining high professional standards and high levels of care.
- Establish and maintain effective communication systems with teaching and support staff.
- Lead the professional development of staff by example, providing support and leading.

Efficient and effective deployment of staff and resources

- Work with the Head Teacher to organise staffing and timetables to ensure effective and efficient teaching strategies and achieve the goals of the School Improvement Plan



Effective communication

- Ensure that parents and pupils are well informed about the curriculum, and ensure that channels of communication are used effectively within the school.
- Advice to the governing body.
- Provide information, objective advice and support to the governing body to enable it to meet its responsibilities.
- Be accountable for school performance.
- Present a clear and accurate account of pupil performance in areas for which you are responsible e.g. a core subject, specific groups of children, for a range of audiences including governors, the LA, OFSTED and others.

Undertake any professional duties of the Headteacher reasonably delegated to the postholder by the Headteacher. All staff are expected to uphold the school's principles and policies which underpin good practice and the raising of standards across the school.

5. Designated Safeguarding Lead

- Managing safeguarding referrals including safer referrals, referrals to channel, police and other external agencies
- Line manage the Deputy Designated Safeguarding Leads (DDSL) and local partners providing safeguarding services
- Assume role of designated teacher for looked after children.
- Lead and manage the Single Central Record (SCR) ensuring that all safeguarding procedures are in place in relationship to staff and other adults who may have contact with children or will be on site.

Working with staff and other agencies

- Act as a source of support, advice and expertise for all staff on matters of safety, safeguarding and welfare (including online and digital safety)
- Act as a point of contact for safeguarding partners
- Inform the headteacher of safeguarding issues, especially ongoing enquiries under section 47 of the Children Act 1989 and police investigations.
- In partnership with the head teacher, liaise with the case manager and the local authority designated officer (LADO) for child protection concerns in cases that concern a staff member.
- Promote supportive engagement with parents and/or carers in safeguarding and promoting the welfare of children, including where families may be facing challenging circumstances.

Managing child protection records

- Ensure child protection information (secured securely upon CPOMs) is kept up to date
- Monitor levels of access to confidential information on a 'need to know' basis in line with information sharing advice as set out in Keeping Children safe in Education (KCSIE)



- Manage information transfer to other schools according to the guidance set out in KCSIE.

Raising Awareness/ Training

- Understand the importance of information sharing, both within the school, with other schools and with the safeguarding partners and other agencies.
- Be the named Data Protection Officer for the school and undertake relevant training for this role.
- Understand relevant data protection legislation and regulations, especially the Data Protection Act 2018 and the UK General data Protection Regulation (UK GDPR)
- Ensure data protection policies and procedures are up to date and informed by relevant training around UK GDPR
- Keep detailed, accurate, secure written records of concerns and referrals.

6. Premises/ Health and Safety

- Act as school's Health and Safety and Fire Coordinator (delegating roles as appropriate)
- Ensure the school's Health and Safety policies are clearly communicated and available to all stakeholders, that policies are reviewed annually or when changes are made
- Work in compliance with the school's health and safety policies and under the Health and Safety at work act (1974), ensuring the safety of all parties with whom contact is made, such as members of the public, in premises or sites controlled by the school.
- Ensure appropriate comprehensive records are held in relation to premises management.
- Ensure a safe and secure environment is provided for all stakeholders in which due learning processes can be provided.
- Oversee a programme of risk assessments and fire drills.
- Ensure the planning and maintenance or records or fire practices and alarm tests.
- Ensure systems are in place to enable identification of hazards and risks.
- Ensure systems are in place for effective monitoring, measuring and reporting of Health and Safety issues to SLT, Local Authority and, where appropriate the HSE.
- Ensure the maximum level of safety and security consistent with the ethos of the school.

7. Attendance Lead

- Be responsible for implementing the attendance policy effectively and lead the attendance team to drive improvement.
- Work with families and key staff, including pastoral staff, SLT and external professionals to improve attendance and punctuality, reduce absence and unauthorised absence.



- Raise the awareness of the importance of school attendance for all stakeholders.
- Champion behaviour and attendance excellence through strategic planning, data analysis and implementation of effective interventions.

ADDITIONAL INFORMATION

Asylum and Nationality Act 1996

Under the Asylum and Nationality Act 1996 you will be required to prove your eligibility to work within the UK

Disclosure and Barring Service

The school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. An offer of employment for the post will be subject to a satisfactory enhanced disclosure clearance with children's barred list check through the Disclosure and Barring Service in England and Wales.

Equalities

Park End Primary School is an equal opportunity employer. It is committed to make any necessary reasonable adjustments to the selection process, job role and working environment that would enable access to employment opportunities for disabled people. Where a disabled applicant is being assessed, the recruitment panel's decisions will be based upon an assessment of that person's expected capabilities once reasonable adjustments have been made.

Safeguarding Children

The school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The successful candidate will require an enhanced DBS clearance.

The above job description was agreed on This job description will be reviewed regularly and may be subject to change with appropriate consultation.

_____. Signed by (Post holder)

_____. Signed by (Headteacher)