

Assistant Headteacher Job Description Spring 2025 Personal Development, Behaviour, Attitudes and Safeguarding

Salary / Grade Range	L12 - 16
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<p>Overall Purpose</p> <p>To assist the Headteacher in leading, motivating and enabling staff to provide the highest standard of education for all students.</p> <p>To ensure the climate for learning and the school environment is one of ambitious progress, incredible behaviour, mutual respect and optimism.</p> <p>In conjunction with the Headteacher and other Senior Leaders, to provide the vision and effective leadership that will enable the school to develop further through periods of change.</p> <p>To maintain Beaminster School's Christian ethos and values, lived through our focus on 'Ambition, Service and Kindness' (ASK).</p> <p>A teacher as set out in the School Teachers' Pay and Conditions Documents and the relevant Professional Standards.</p>
<p>Purpose of the Role</p> <p>You will be the school's key strategic lead on Personal Development, Behaviour and Attitudes and our Designated Safeguarding Lead (DSL).</p> <p>You will devise a clear strategy to ensure that standards of behaviour and pupil attitudes are consistently excellent and ensure exceptional learning can take place in a purposeful environment; teaching and learning is our core priority.</p> <p>You will lead the Key Stage 3 and 4 Directors of Learning and Achievement (DoLAs) to ensure that the Year Teams are effectively deployed and delivering on our strategic priorities in this area.</p> <p>Furthermore, you will ensure that our Personal Development programme provides our students with the knowledge, skills and understanding to flourish in their lives. This includes leading our Safeguarding team, promoting positive and healthy relationships, addressing safeguarding risks and protecting students by responding quickly to local and national issues.</p> <p>You will report directly to the Headteacher on all areas of accountability, and be expected to take a proactive approach to emerging trends, ensuring our students continue to learn in a safe, positive and productive environment.</p>
<p>Principles</p> <p>Ensure your moral purpose is known and understood by all, lead by example and ensure that you have students at the heart of your decision making.</p> <p>Be restless and aware of new ideas, have a detailed overview and understanding of data, ensure teaching, learning and intervention is implemented clearly and with precision.</p> <p>Leave absolutely nothing to chance or let emotion get in the way of necessary action.</p> <p>Find opportunities to offer deep personal gratitude for the work of colleagues in an open and closed forum and create a culture of positive support and encouragement.</p> <p>Be relentless in the pursuit of excellent outcomes and better education opportunities for the community we serve.</p>
<p>Responsible to: Headteacher, Deputy Headteacher.</p> <p>Responsible for: KS3/4 Directors of Learning and Achievement (DoLAs), Year Leaders and staff as required.</p>

Responsibilities

To play a full part in the life of the school community and support its ethos, values and aims.

To contribute to, follow and actively promote the agreed policies of the school.

To create a safe, calm, orderly environment both inside the classrooms and across the wider school.

Foster a positive and respectful school culture in which staff know and care about the students

Ensure an environment in which pupils feel safe, and in which bullying, discrimination, sexual harassment, sexual abuse and sexual violence – online or offline – are not accepted, and are dealt with quickly, consistently and effectively whenever they occur.

Ensure the protection and safety of pupils and staff through effective approaches to safeguarding, as part of the duty of care.

To comply with the school's Health and Safety policy and undertake risk assessments as appropriate.

Collaborate with external agencies and key stakeholders to maintain and enhance standards of Personal Development, Behaviour and Attitudes both within and outside the school.

Work with transport agencies to ensure students demonstrate exemplary behaviour during commutes and external transitions.

Lead initiatives to strengthen relationships with parents, ensuring effective communication and fostering strong partnerships to support student development and achievement.

To have high expectations and lead by example to foster an open, fair, equitable culture where alternative perspectives can be expressed and considered.

Coaching and mentoring staff in order to develop their professional skills and knowledge.

To work as a member of a team and to contribute positively to effective working relations across the school.

To have and share with colleagues effective, up to date working knowledge and understanding of how to use and adapt a range of teaching, learning and behaviour management strategies.

Play a significant role in monitoring and maintaining high standards of learning and teaching across the school.

Be an active and visible member of the Senior Leadership Team, modelling exemplary behaviour, empowering others and setting high standards for both staff and students.

Develop appropriate evidence-informed strategies for improvement as part of well targeted plans which are realistic, timely, appropriately sequenced and suited to the school's context.

Develop and enforce clear routines, expectations, and protocols for students and staff during Tutor time, lessons and unstructured periods such as breaks and lunch.

To engage actively in Performance Management and Professional Development to ensure professional skills are developed and kept up to date.

To share and support the school's responsibility to provide and monitor opportunities for academic and personal growth.

Ensure a strong focus on attendance and punctuality so that disruption is minimised.

Successfully line manage allocated areas and leaders.

Work closely with the school's Governing Body, attending such meetings as required, and being responsible to oversee relevant policies.

Strategic Lead for Personal Development, including Assembly and Tutor Programme

Lead, plan and assist in the delivery of the Personal Development programme at Beaminster School, including the discrete teaching of KS3 PSCHE through our unique Life Studies programme, and nourish the spiritual development of our pupils so that they can reflect on their own personal journey.

Alongside the KS3/4 DoLAs, co-ordinate an effective Tutor time programme that supports the Life / PSCHE curriculum, Health Education, Wellbeing, character development, knowledge retention and building a reading culture.

Work closely with Year teams to ensure that we cultivate and sustain a culture of exceptional behaviour among students which is high profile and builds upon our 'ASK' ethos to facilitate the highest levels of learning.

Oversee the KS 3/4 DoLAs, their work with the Heads of Year and the Tutor teams to provide ambitious and appropriate support for all students.

Strategic Lead for Behaviour and Attitudes

Continuously promote and nurture a culture where exemplary student behaviour and conduct leads to the very best learning and high performance.

Support the strategic implementation of the school's Behaviour Policy, embedding its philosophy and principles into all areas of school life.

Working with our DoLAs, and all staff, implement clear and effective behaviour and attendance policies with clearly defined consequences that are understood by all and are applied consistently and fairly by all.

Set and maintain clear routines and expectations for the behaviour of pupils across all aspects of school life, not just in the classroom.

Ensure that the use of rewards and recognition systems positively influence student behaviour and encourages high standards.

Work closely with the Inclusion team to ensure that the needs of all students are effectively met, barriers to achievement are removed and any student wellbeing concerns are swiftly addressed.

Ensure our IT systems (ClassCharts, School Portal etc) provide the maximum impact on student wellbeing and achievement, engaging parents and carers in their child's learning.

Ensure that effective and efficient use is made of pastoral and academic data by all colleagues to improve outcomes for students.

Work with the KS 3/4 DoLAs to co-ordinate the monitoring of student performance and the whole school mentoring process.

Oversee student leadership opportunities in the school.

Strategic Lead for Wellbeing and Designated Safeguarding Lead (DSL)

Lead and line manage the operational Safeguarding team to ensure that our school community remains a safe and welcoming place to learn for all.

Develop the role of our Student Support and Guidance Centre (SSGC) to provide the very best support and targeted intervention for students.

Prioritise student wellbeing with an effective whole school strategy that is regularly monitored and reviewed for improvements

Implement an effective anti-bullying culture, encompassing both education and sanctions, normalising a culture where bullying, in any form, is not tolerated.