

JOB DESCRIPTION

Post Title:	Assistant Headteacher - Wellbeing
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The professional duties of all teachers are set out in the STPCD and describe the duties required of all leadership posts. In addition, the requirements of the post of Assistant Headteacher at Bohunt School Worthing have been set out below. These tasks are not exhaustive and specific responsibilities will be negotiated and renewed with the postholder and in accordance with the post holder's strengths and the strategic development needs of the School.

Purpose:	(a)	<p>Leadership and Management –</p> <ul style="list-style-type: none"> ▪ To lead agreed and identified areas of School Improvement Plan including being accountable for overall standards (academic and student support related). ▪ To contribute to the School's SEF processes including the Headteacher's Report to Governors. ▪ To lead and manage middle leaders as identified, including their performance management. ▪ Other responsibilities as determined in light of the post holder's strengths. These will be reviewed annually.
	(b)	<p>Teaching and Learning –</p> <ul style="list-style-type: none"> ▪ To monitor the effectiveness of learning and teaching including lesson observation, learning walks and contributing to staff CPD; providing support and challenge as appropriate. ▪ To line manage middle leaders in using available data to identify students who are underachieving and implement and monitor the impact of measures to address this. ▪ To liaise with others regarding curriculum delivery and the effective grouping of students.
	(c)	<p>Student Support –</p> <ul style="list-style-type: none"> ▪ To keep up to date with legislation relating to Student Support. ▪ To prepare relevant documentation in relation to appeals and exclusions as required. ▪ To monitor and support the behaviour of students and use available data to intervene as necessary. ▪ To ensure the school meets all statutory safeguarding legislation and have oversight of school safeguarding systems, structures and referrals. ▪ To ensure appropriate provision for identified students using both in school resources and working with external agencies. ▪ To monitor the variety and effectiveness of educational opportunities students receive. ▪ To promote student leadership and their positive contribution to the school community. ▪ To monitor and hold to account the work of Achievement Coordinators (Heads of House) and other aspects of the pastoral team ▪ Establish and promote the effective implementation and development of the house system and tutor team working. ▪ To organise parental events that support the co-working of school and home.

	(d)	<p>Staff Development –</p> <ul style="list-style-type: none"> ▪ To carry out the Performance Management Review of staff as required. ▪ To lead and manage staff training across the school in areas of your responsibility.
	(e)	<p>Other Duties –</p> <ul style="list-style-type: none"> ▪ To lead professional development sessions as required. ▪ To lead assemblies as required. ▪ To attend and contribute to governor meetings ▪ Any other duty reasonably requested by the Headteacher
Responsible to:		Headteacher
Salary/Grade:		Leadership 12-16

Bohunt School Worthing is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to have an Enhanced Disclosure from the Criminal Records Bureau.