



**Westcliff High School
for Boys**

**JOB DESCRIPTION
ASSISTANT HEAD**



INTRODUCTION

We are seeking to appoint a talented, positive and forward-thinking Assistant Head to join the School's Senior Team. We would be pleased to hear from applicants with experience and interest in either the Main School or Sixth Form Division of education as flexibility exists to shape the position according to the successful candidate's particular skills and interests.

SUMMARY JOB DESCRIPTION

Applicants should have leadership experience with a track record of impressive organizational and interpersonal skills. Specific responsibilities will be Pastoral in nature and we are seeking candidates with a strong track record in the Pastoral field within a School. Whilst this experience is our priority, we would also be interested to hear from candidates who can offer experience in one or more of the following areas (please note that these are not essential criteria for applicants, or necessarily a focus for this role, but they are areas of interest which may support the School's development planning):

- Curriculum timetabling;
- Compiling, analyzing and reporting on School data;
- Experience of working in or with business/commercial organizations;
- Emerging technologies.

It is our intention to attach to the position additional whole School responsibilities which support the School's development priorities and, as indicated above, which align with the skills, experience and interests of the candidate appointed.

The successful candidate will be able to offer creativity and imagination with the ability to motivate, challenge and inspire staff and students; combining professional integrity with high expectations of self and others. He/she must have a genuine belief in the potential of all students and a commitment to promoting aspiration and achievement in the School.

DURATION

This is a permanent position.

SALARY

The precise financial package attached to the position is negotiable but the appointment is offered at Points L12-L16 (£55,338-£61,166) on the Leadership Spine.

LINE OF RESPONSIBILITY

The Assistant Head is directly responsible to the Headmaster.

LINE MANAGEMENT

The Assistant Head will be responsible for line managing a Pastoral Division of the School. Currently, each Pastoral Division is led by a Director of School (who manages Progress Leaders for each particular Year Group). The Progress Leaders manage Form Tutors within their Year Group. Each Pastoral Division has its own office accommodation and a full-time Pastoral Tutor. The Assistant Head will also line manage other staff to be determined by their whole-School responsibilities.

JOB CONTENT

The Assistant Head will:

- Work with senior colleagues and Heads of Department to ensure that individual student progress is monitored, supported, evaluated, reported and reviewed throughout the student's time in his/her particular phase of education, in order that s/he is enabled to achieve maximum potential.
- Work with staff in the Pastoral Team in order to ensure there is a complete understanding of matters relating to student progress (including examination performance) and to initiate measures to promote effective academic progression and personal development for students.
- Mobilise the resources of the support team, and within the School as a whole, to ensure the Pastoral operations are underpinned by highly effective systems.
- Implement and review appropriate measures to encourage effective independent learning and to ensure students fully utilise their opportunities for academic learning. This will include ensuring effective structures are in place for monitoring and understanding student engagement.
- Review and evaluate the monitoring of student progress and the provision of targeted support in order to ensure that students are receiving appropriate levels of advice and support regarding their studies and general wellbeing.
- Exhibit a commitment to continuous improvement to ensure the Pastoral function delivers outstanding provision to support students' learning, development and preparation for Higher Education and future employment. This will include encouraging and supporting all colleagues and students in striving for high levels of progress and achievement.
- Develop and nurture positive working relationships with external agencies, providers and others in order to maximise opportunities for students.
- Line manage support staff in key areas of responsibility to ensure an excellent standard of provision and effective communication.
- Ensure rigorous procedures are in place for the monitoring of student attendance. Provide regular reports on attendance to the Headmaster and oversee intervention arrangements if issues relating to particular students are identified.
- Be responsible for the daily routines of a Pastoral Division of the School and the final point of referral in cases involving lateness, neglect of academic study or non-attendance, after Form Tutors, Progress Leaders and the Director of School.
- Manage student conduct in a Pastoral Division, including sanctions, House points, commendations and honours, with consistency, ensuring that excellent practice is supported by appropriate policies which are disseminated to all members of the Pastoral team and the wider staff. This includes ensuring that all students observe the School's dress code and other reasonable requirements set by the School.
- Promote the academic, cultural, sporting, civic and social aspects of the relevant Pastoral Division and the wider School. Encourage new societies and activities, and demonstrate a commitment to encouraging and developing the extra-curricular life within the School.
- Encourage students within the Pastoral Division to become involved in the promotion of activities for pupils in other Year Groups, including peer mentoring or support, and encourage their participation in a range of provision offered to the wider community, including Primary Schools.

- Ensure effective mechanisms are in place for maintaining contact with parents on a regular and timely basis and shall be available to discuss particular cases with parents and pastoral staff as necessary.
- Liaise with the Headmaster regarding the welfare of particular students where concerns or potential issues are identified, and communicate with members of staff from outside agencies as deemed appropriate.
- Work with the Headmaster, and Heads of Department as appropriate to ensure the curriculum offer for students is continually monitored and evaluated.
- Work with the Director of School and Progress Leaders, Form Tutors and Pastoral Tutor/Assistant with a view to ensuring that pastoral responsibilities are properly discharged and that effective use is made of Form Time.
- Be responsible for the updating of relevant sections of the School prospectuses and other documents.
- Contribute to the writing of UCAS references on behalf of some students applying for Higher Education.
- Promote the effective use of School facilities, and ensure a high standard of environmental care and presentation at all times.
- Lead, motivate and direct the work of all members of a Pastoral Team to ensure that School policies, practices and development priorities are delivered, and support, challenge, and hold to account all staff in achieving the very highest standards of teaching and learning. This work will include conducting annual appraisals for those members of staff as agreed with the Headmaster, and ensuring that annual targets are aligned with the School's objectives.
- Oversee the arrangements for, and contribute to, the processes of admitting and inducting students new to the School (Sixth Form Pastoral Position Only).
- Offer advice to students seeking admission to Higher Education. Work with the Director of Sixth Form/HE Adviser in monitoring the progress of applications and oversee the work of Form Tutors and other members of staff who are supporting students with the preparation of their personal statements (Sixth Form Pastoral Position Only).
- Oversee the selection and management of School Prefects (Sixth Form only).
- The Assistant Head is a member of the Senior Team and has whole School responsibilities. The nature of these specific responsibilities will be agreed with the Headmaster. Some of the more general responsibilities are listed below. The Assistant Head will:
 - Contribute to the School's ongoing programme of Departmental Review, through lessons observations and providing appropriate feedback.
 - Contribute to the discussion on whole School issues as a member of the Senior Team and, as a member of that team to contribute, in a variety of ways, to the smooth day-to-day running of the School.
 - Contribute to the School's programme of whole-school in-service training.
 - Promote the academic, cultural, sporting and social aspects of the wider School and consider possibilities for new societies and activities, and demonstrate a commitment to encouraging and developing the extra-curricular life within the School. This includes regular attendance at concerts, plays and other events.
 - Contribute to the weekly programme of whole School Assemblies, both in the delivery of assemblies and, as, and Assistant Head, from time to time, coordinating the work of students who have agreed to contribute.

Within a 60-period fortnight, the Assistant Head is expected to have a teaching commitment of around 26 periods (each period is approximately 50 minutes) and applicants should be in no doubt that the position is one requiring intellect, developed powers in communication, tact in the management of students, staff and parents, judgment and, not least, stamina.

The successful candidate will be expected to be available during vacations and, in particular, in the period further to the publication of examination results.

All staff are responsible for promoting and safeguarding the welfare of students at Westcliff High School for Boys by ensuring compliance with the School's Safeguarding and Child Protection Policy at all times. It is a requirement of all staff to report any actual or potential risks to the safety or welfare of students to the Designated Safeguarding Lead.

This document summarises the main responsibilities of the post. All staff are required to undertake whatever else may reasonably be requested by the Headmaster. All staff are expected to uphold, support and realise the ethos of the School, as outlined in the Mission Statement Learner Profile. Job Descriptions are subject to annual review.

CONDITIONS OF EMPLOYMENT

- The above responsibilities are subject to the general duties and responsibilities contained in the written Statement of Conditions of Employment (the Contract of Employment).
- The post-holder is required to support and encourage the School's ethos and its objectives, policies and procedures as agreed by the Governing Board.
- To uphold the School's policy in respect of child protection and safeguarding matters.
- The post-holder shall be subject to all relevant statutory requirements as detailed in the most recent School Teachers' Pay and Conditions Document.
- Particular attention is drawn to the section noting that, 'A teacher with leadership or management responsibilities is entitled, so far as is reasonably practicable, to a reasonable amount of time during School sessions for the purpose of discharging those responsibilities'.
- Attention is also drawn to the requirements for planning preparation and assessment time under which all teachers at a School with timetabled teaching commitments have an entitlement to reasonable Planning, Preparation and Assessment (PPA) time within the timetabled teaching day, the amount of PPA time being a minimum of at least 10% of the teacher's timetabled teaching time.
- The post-holder may be required to perform any other reasonable tasks after consultation.
- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed.
- This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification at any time after consultation with the post-holder.
- All staff members are required to participate in the School's Appraisal Scheme.



Westcliff High School for Boys

Headmaster: Mr MA Skelly M.A.

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