



Assistant Head (Pastoral) and Designated Safeguarding Lead

Job details

Salary:	Canbury School Payscale
Contract type:	Full time (Permanent)
Reporting to:	The Head
Responsible for:	Heads of Key Stage, Form Tutors, Pastoral Lead, Mental Health and Behaviour Lead and Pastoral Assistant.

Why Canbury School?

We do things differently at Canbury - because we understand that everyone is unique, as such we know that the manner in which we educate and support our students must also embrace those differences to ensure that we harness their individual talents.

If you thrive on seeing the opportunities in a situation, rather than the challenges, then we want to hear from you. We are seeking a talented individual with a 'can do' attitude. The pastoral aspects of the school are integral to our ethos and aims, and we pride ourselves on the provision we offer to students.

All staff here act, teach, foster and mentor in a way designed to bring out the very best in every one of our extraordinary students. We expect the utmost mutual respect from all, and working as part of a team is vital. You should be able to work constructively within a cohesive and busy school.

At Canbury the students are genuinely at the heart of everything we do, and everybody goes the extra mile. It is therefore essential you enjoy working for the benefit and enrichment of neurodiverse students.

Main purpose

The Assistant Head, under the direction of the Head, will take a major role in:

- Formulating the pastoral aims and objectives of the school
- Establishing policies for achieving these aims and objectives
- Managing staff and resources to that end
- Monitoring progress towards the achievement of the School's aims and objectives
- Ensuring that Canbury School's ethos and values are deeply embedded and visible.

The Assistant Head will also have a timetabled teaching commitment of approximately 30%, complying with the Teachers' Standards and modelling best practice for others.

They may also be required to undertake any of the duties delegated by the Head.

Duties and responsibilities

School culture and behaviour

Under the direction of the Head, the Assistant Head will:

- Create a culture where students experience a positive and enriching school life
- Uphold educational standards in order to prepare students from all backgrounds for their next phase of education and life
- Ensure a culture of staff professionalism
- Oversee the effective implementation of our positive behaviour policy
- Encourage high levels of pupil attendance and help to uphold a school culture of safety, enjoyment, and engagement with learning to support attendance.

Pastoral Systems and Procedures

Under the direction of the Head, the Assistant Head will:

- Monitor the whole-school systems for student wellbeing
- Conduct student voice surveys to ensure they feel happy and safe in school, championing the importance of student voice to other members of the senior leadership team (SLT)
- Provide staff with training and support so they can play a part in enhancing student's personal development
- Promote and evaluate the effectiveness of the school's behaviour policy and strategies
- Monitor the co-curricular aspects of the school
- Monitor student attendance and ensure it is continuously improving
- Analyse whole-school data on attendance, behaviour, exclusions and wellbeing to inform future improvement strategies.

Designated Safeguarding Lead

Under the direction of the Head, the Assistant Head will:

- Hold ultimate responsibility for safeguarding and child protection in Canbury School
- Refer cases of suspected abuse to children's social care or police as appropriate, and manage the on-going case files for these
- Manage the school's reporting and record system software (MyConcern)
- Liaise and develop links with the local authority and work with other agencies and professionals in line with Working Together to Safeguard Children and KCSiE
- Organise the staff safeguarding training programme
- Manage safeguarding awareness for our students and their families
- Act as a source of support, advice and expertise for staff.

Additional and special educational needs (SEN) and disabilities

Under the direction of the Head, the Assistant Head will:

- Promote a culture and practices that enable all students to access the curriculum
- Have ambitious expectations for all students with SEN and disabilities
- Working with the SENCO, make sure the School works effectively with parents, carers and professionals to identify additional needs and provide support and adaptation where appropriate
- Working with the SENCO, make sure the School fulfils statutory duties regarding the SEND Code of Practice.

Organisational management and school improvement

Under the direction of the Head, the Assistant Head will:

- Sustain the School's values, ethos and strategic direction together with the rest of SLT and governing board and through consultation with the school community
- Assist the Head and SLT in the creation and implementation of the school evaluation form (SEF) and strategic development plan

- Oversee the pastoral systems, processes and policies so the School can operate effectively
- Ensure rigorous approaches to identifying, managing and mitigating risk
- Ensure effective use of all pastoral and PSHE/RSE budgets and resources
- With the Senior Leadership Team, take responsibility for the organisation and management of significant public events and provide a presence at all such occasions
- Identify problems and barriers to the school's pastoral effectiveness, and develop strategies for school improvement that are realistic, timely and suited to the School's context
- Assist SLT on all staffing issues, including the appointment of new staff and staff appraisal
- Plan the staff meeting cycle and the allocation of time to staff training.

Professional development

Under the direction of the Head, the Assistant Head will:

- Ensure staff have access to appropriate, high standard professional development opportunities
- Keep up to date with developments in education
- Seek training and continuing professional development to meet needs
- Manage the new staff induction programme.

Governance, accountability and working in partnership

Under the direction of the Head, the Assistant Head will:

- Provide pastoral and safeguarding reports to the governing board, at least termly via a written report
- Work closely with the safeguarding governor and meet at least termly
- Ensure that staff understand their professional responsibilities and are held to account
- Line manage the middle leader pastoral roles and chair regular meetings with them to keep a breast of any behavioural or pastoral concerns to ensure people's health and wellbeing needs are met
- Investigate any complaints linked to the pastoral areas of the school as requested by the Head
- Ensure the School effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties
- Work successfully with other schools, local authorities and organisations
- Maintain working relationships with fellow professionals and colleagues to improve educational outcomes for all students.

Other areas of responsibility

- Plan, coordinate and assess the PSHE and RSE programme
- Plan, teach and assess a curriculum subject across all or part of the school (i.e. Life Skills, ASDAN or PSHE)
- Be the online safety officer for the school, working closely with our IT manager and teacher of IT.
- Be the school's lead for Equality, diversity and inclusion.

Person specification

Criteria	Essential	Desirable
Qualifications and training	<ul style="list-style-type: none"> ● Qualified teacher status ● Degree 	<ul style="list-style-type: none"> ● National Professional Qualification for Senior Leadership (NPQSL)
Experience	<ul style="list-style-type: none"> ● Successful leadership and management experience in a school ● Teaching experience at Secondary school level ● Involvement in school self-evaluation and development planning ● Demonstrable experience of successful line management and staff development 	<ul style="list-style-type: none"> ● Held EDI responsibility ● Experience of leading and teaching across a very broad age and ability range
Skills and Knowledge	<ul style="list-style-type: none"> ● Data analysis skills, and the ability to use data to set targets and identify weaknesses ● Understanding of high-quality pastoral care, and the ability to model this for others and support others to improve ● Knowledge and understanding of Social, Emotional and Mental Health needs ● Understanding of school finances and financial management ● Working knowledge of SEND ● Effective communication and interpersonal skills ● Ability to communicate a vision and inspire and influence others ● Ability to build effective working relationships ● Able to use IT systems and to conduct analysis and produce reports 	<ul style="list-style-type: none"> ● Recently held the role of designated safeguarding lead ● High knowledge of available support services in the local area
Personal Qualities	<ul style="list-style-type: none"> ● A commitment to getting the best outcomes for all students and promoting the ethos and values of the School ● The ability to develop excellent relationships with young people and adults ● Ability to work with determination and resilience when under pressure and to prioritise effectively ● Commitment to maintaining confidentiality at all times 	

	<ul style="list-style-type: none"> ● Commitment to safeguarding and equality, ensuring that personal beliefs are not expressed in ways that exploit the position ● Sensitivity and wisdom in managing relationships with students, parents and staff ● Clarity of vision with the ability to communicate it in a compelling and engaging way ● Openness, sense of humour, energy and enthusiasm ● Willing to roll up your sleeves and help colleagues in a small school environment 	
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This job description should be seen as enabling rather than restrictive; it is not to be regarded as exclusive or exhaustive, and does not form part of a contract of employment. It is an outline of the areas of activity and responsibility of the role and, like all such documents, will be amended from time to time to reflect the changing needs of the School.

Benefits of working at Canbury School

- Knowledgeable and supportive colleagues
- High ratio of classroom support staff
- 34-week school year
- Maximum class sizes of 15
- Generous PPA time
- Good work/life balance - actively promoted
- SW London location with excellent transport links
- Salary on the Canbury independent school scale
- Defined Contribution pension scheme with flexible contributions
- Excellent CPD opportunities
- Employee Assistance Programme, which includes:
 - 24hr Health & Medical Information Service
 - Legal Advice Helpline
 - 24hr Counselling Helpline Service
- Free eye tests and flu vaccinations
- Cycle to Work scheme
- Each SLT member and teacher has their own school laptop
- Regular staff social events and clubs

Extra-Curricular Activities

All members of staff are asked to contribute to some areas of the extra-curriculum and from time to time to assist with one of our occasional evening events to help support events like the school production.

Staff Induction, Staff Review and Continuing Professional Development:

A full induction training programme is offered at the start of the first term and continues throughout the first year.

The School is committed to the continuing professional development of its staff and there is an annual review procedure, conducted by a line manager.

We have a strong track record of staff development, with meaningful opportunities offered across the school and at various stages of career development.

Canbury School is committed to the proper safeguarding of its students. All staff are required to undertake Child Protection Training as part of their induction and every three years thereafter.

Remuneration

Salary on the Canbury independent school scale. The School currently contributes towards the APTIS pension scheme.

Application process

Please return your completed application form to the Bursar at bursar@canburyschool.co.uk by 1st March 2024 at 5pm

Interviews will be held week beginning Monday, 11th of March 2024.

We reserve the right to hold interviews and appoint before the deadline.

Canbury School is committed to safeguarding and promoting the welfare of children and this post is subject to child protection screening including checks with past employers and an enhanced DBS check.