



## **POSITION: Assistant Head**

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### ABOUT US

East Hall School is a unique SEMH school based in stunning rural Hertfordshire with places for up to 16 students. We specialise in education for KS4 students, with a curriculum that includes a range of subjects at GCSE level, whilst also offering City and Guilds vocational qualifications. There is a high emphasis on the outdoors, and we take full advantage of the fact the school is situated on a 2000-acre estate with access to extensive space, woodland and animals.

We are dedicated to providing a nurturing environment that priorities social and emotional development, whilst providing an outstanding educational provision through a carefully planned, ambitious curriculum. Our approach is child led; the emotional wellbeing of our students is at the heart of East Hall School. We commit to providing a highly individualised approach to meet every student's needs.

The majority of our students will have an EHCP, many will have encountered traumatic events in their lives, often impacting their ability to engage in education. We believe our approach offers our students a framework to rebuild their love of learning, ensuring that they are enabled to reach their full academic and personal potential.

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## BASIC INFORMATION

<b>JOB TITLE</b>	Assistant Head	<b>DEPARTMENT</b>	Pastoral
<b>SUPERVISOR</b>	Headteacher		

## MAIN PURPOSE

- To oversee the pastoral system and work with the Head to ensure that clear information, advice and recommendations regarding pastoral care are shared with the relevant teachers, leaders, parents/carers and professionals.
- To oversee the trips / visits documentation and processes to ensure robust systems are in place for all off site visits
- To work with the form tutors and teachers to ensure that the pastoral care programme is robust and has impact on student's wellbeing.
- To oversee the health and safety of the school premises and ensure regular checks are carried out in line with policies and procedures
- To oversee the CEIAG provision within school and ensure that all Gatsby benchmarks are fulfilled

## KEY RESPONSIBILITIES:

### Pastoral

1. Act as the Deputy Designated Safeguarding Lead when required and ensure that all relevant procedures and policies are adhered to.
2. To facilitate form tutor meetings, training and development to ensure consistencies between tutor groups.
3. To oversee tutor training, development of policies and procedures relating to pastoral care and the development of the PSHE curriculum.
4. Liaise with the form tutors and staff to ensure that all pastoral procedures and systems are followed and adhered to.
5. Assist with pastoral parent/career meetings when required and ensure that accurate records are kept regarding meetings that take place.
6. Oversee the PASS / Student / Parent/Carers surveys process and liaise with form tutors regarding interventions and follow ups as required.
7. To engage with parents and students in order to provide clear and effective lines of communication regarding pastoral care in East Hall School.

8. To create and maintain staff rotas for on call provision across the school.
9. Produce half-termly reports and analyse data from data systems regarding behaviour of students to ensure effective tracking and interventions are in place.
10. Be a form tutor to an assigned group of students.
11. To register students and notify the DSL immediately about any concerns relating to a student.
12. Carry out half termly attendance and punctuality reports and report findings to the headteacher.

## **Curriculum**

1. Monitor the delivery and content of PSHE through learning walks, book looks, student surveys, staff surveys and parent surveys as per the RSE policy.
2. To have high expectations of all students.
3. To teach using a variety of delivery methods which will stimulate learning, meeting the demands of the curriculum and through scaffolding and objectives ensure that the needs of all students are met.
4. To maintain discipline in accordance with the school's policies and encourage good practice with regard to attendance, punctuality, behaviour and standards of work.
5. To assess students' work in line with school policies and procedures referring to student targets.
6. To develop and implement PE and PSHE's strategic action plan.
7. To use data, both externally and internally produced, to assess student's performance and to develop appropriate courses of action.
8. To review on a regular basis, methods of learning and teaching.
9. To attend all curriculum, parent teacher conferences and other such academic or pastoral events.
10. To ensure effective monitoring and communication with parents regarding academic progress both in line with school reporting procedures and in response to specific concerns as they arise.
11. To prepare and update subject materials, including schemes of work.
12. To plan and prepare sequences of lessons to show progress over time.
13. To produce reports for all students taught in line with the school's teaching and learning policy.

### **Careers Lead**

1. Develop a strategic careers plan across the school and ensure that all subjects incorporate careers opportunities and development into curriculum plans and lessons.
2. Evaluate the impact of the careers provision annually using the Gatsby benchmarks and create an action plan according to findings.
3. Facilitate staff training in relation to careers and further education as required to ensure that all staff are able to support students in their future transition.
4. Engage with employers and further education establishments to develop a meaningful approach to experiences of the workplace.
5. Oversee the World of Work unit within the creative rotation, including work experience placements.
6. Support the headteacher and the board to understand statutory duties relevant to careers.
7. Commission personal guidance services as and when required.

### **Educational Visits Co-Ordinator (EVC)**

1. Oversee and guide other staff to arrange and organise educational visits.
2. Assess the ability of other staff to lead visits and a designate suitable trip lead for each visit.
3. Assess outside activity providers and ensure that all relevant risk assessments are in place for any educational visit/ trips.
4. Advise the headteacher and the board when they're approving trips.
5. Access the necessary training, advice and guidance required for staff.
6. Evaluate all visits once complete, from planning to the visit itself, and use this to improve future arrangements.

### **Health and Safety Lead**

1. Attend half termly health and safety meetings with school leaders.
2. Carry out weekly and monthly health and safety checks as per the school's policies and procedures and record these inspections.
3. Report and liaise all Health and safety concerns with the Headteacher.
4. Train and develop all East Hall School Staff in relation to Health and Safety.
5. Ensure that East Hall School maintains inspection ready in relation to Health and Safety.
6. Ensure Health and Safety risk assessments are completed, implemented and appropriate for activities that students and staff take part in.
7. In conjunction with the Headteacher, conduct termly fire drills for staff and students, recording these drills and maintaining records.

### **Leadership**

1. Line manage all form tutors, including inputting into staff performance within this role.
2. Train and develop all East Hall School staff in relation to areas of responsibility.
3. Ensure that all members of staff present, at all times, a positive image to the school to all staff, parents and visitors both internally and externally.
4. Develop a staff team that delivers and meets the needs of the school.
5. Take all decisions in line with the vision and values of the school, and encourage others to do the same.
6. Input and update manual and computerised record / information systems in a timely manner.
7. Input analysis and information into termly board reports.
8. To attend, lead and / or contribute to all staff meetings.
9. To comply with the current policies and procedures of the school.
10. To carry out any other duties, as reasonably requested, by the headteacher.

### JOB QUALIFICATIONS

<b>Basic Qualification</b>	<b>Education</b>	<ul style="list-style-type: none"> <li>• Level 5+ in related work area</li> <li>• Qualified teacher status (desirable or willingness to work towards this during employment)</li> </ul>
<b>Experience</b>	<b>Working Experience</b>	<ul style="list-style-type: none"> <li>• Minimum of 5 years' experience of working with children with social, emotional, mental health issues.</li> </ul>
<b>Preferred Qualification and Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Creative and problem solving.</li> <li>• Excellent communication and interpersonal skills, proven ability to communicate effectively with different types of people.</li> <li>• Strong passion for the education and development of students.</li> <li>• Strong track record of solving complex problems, strategic thinking and delivering significant impact as a leader.</li> <li>• Proven ability to work with data and develop recommendations for action based on the analysis.</li> <li>• Personal Integrity, accountability and credibility.</li> <li>• Strong mindset for continuous improvement to meet or exceed expectations.</li> </ul>	

*East Hall School is totally committed to safeguarding the welfare of children and young people and expects the same from its employees. All new staff will be subject to enhanced pre-employment clearance, including identity checks, criminal background checks, qualifications checks, social media checks and employment checks to include an exploration of any gaps in employment.*