



The Beaulieu Park School

Job Description

Post: Assistant Principal (Behaviour, Welfare & Safety)

Responsible to: Principal

Pay Scale: L12-16

JOB DESCRIPTION

Part 1: The behaviour, welfare and safety of students

- To establish an inclusive, aspirational, driven and happy school community and learning culture
- To have overall responsibility for leading and managing the school's pastoral system and pastoral provision in the school.
- To provide effective leadership and line management of the Heads of House
- Ensure there is a highly effective system of student support in the school, in line with school policy, including:
 1. Promotion of systems designed to reward students for excellent effort and behaviour
 2. Promotion of systems designed to promote positive behaviour and attitudes to learning in lessons whilst, at the same time, ensuring there are effective systems in place to deal swiftly with any disruption to learning. Also ensure there are effective systems in place to regularly analyse data in relation to this.
 3. With Heads of House and Pastoral team, set down clear guidelines for establishing high levels of expectation with respect to student conduct, behaviour and achievement
- To be the designated member of staff for Child Protection (Designated Safeguarding Lead or DSL).
 1. Ensuring that the school is fully compliant with all legal obligations in relation to safeguarding
 2. Provide and facilitate training for staff to ensure the staff body is literate in all key aspects of safeguarding, both in school and beyond
 3. To keep and maintain accurate Child Protection records
 4. To have oversight of the Single Central Record and ensure it is checked and kept up to date
 5. To have oversight of student attendance and strive to improve this constantly
 6. To have oversight of alternate timetables
 7. To be the named 'teacher' for looked after children
 8. To liaise with all appropriate external agencies and act as the point of contact within The Beaulieu Park School for them
 9. To ensure the establishment and continuance of a culture that places the safety of all children above everything else
 10. To nurture strong relationships with key personnel in our local group of schools and play an active role in the BAP (Behaviour and attendance partnership)
- To work with the Pastoral Support Team to ensure that all students are fully supported in school in every aspect.
- To attend LGB meetings and present to Governors a termly report



Part 2: Transition

To have overall responsibility for leading and managing the key transition points for a variety of students throughout the year:

1. Year 6 to Year 7 transition (with Heads of House)
2. Year 9 Options Evening (with Heads of House)
3. Year 11 to 12 transition (with Head of 6th Form)
4. Specific Year Group information evenings, including consultative evenings

Part 3: Other

- To lead on Personal Development (inc. PSHCE and SMSC)

This list is not exhaustive. The post holder must undertake and lead on all aspects of child behaviour, welfare and safety, whenever and however these arise.

Duties related to Leadership Scale:

- To deputise for the Principal/Head of Primary School/Head of Secondary School in his/her absence
- To provide effective line management to identified staff
- To be fully engaged with school self-review process, including observations of staff and undertaking learning walks to help ensure quality of provision
- To attend and contribute to school's Senior Leadership Team Meetings
- To chair, on a rotational basis, the School's Senior Leadership Team meetings
- To attend, where relevant, meetings of the Local Governing Body / Board of Trustees and produce reports (or provide information to the Principal) that will furnish these meetings
- To deliver assemblies where required
- To implement key elements of the school development plan
- To provide leadership in relation to relevant aspects of the school's process of self-review (SEF)
- To support the Principal to ensure an orderly atmosphere in school
- To attend Parents Evenings and provide support for the front desk at these evenings
- To be an engaged, active and highly visible member of staff, during lesson, break and lunchtimes
- To carry out duties in the near locality of the school at the end of school
- To supervise Senior Detentions (rotation / shared).

Duties related to Teaching:

- To have a secure and up to date knowledge and understanding of concepts and skills necessary to teach the specialist subject at Key Stage 3, 4 and 5
- To plan teaching to achieve progression in students learning



- To establish and maintain a purposeful working atmosphere which supports learning
- To be able to deliver lessons that are engaging and allow all students, regardless of ability, to make the required progress.
- To assess, record and report on pupils' progress
- Attend and contribute to departmental and staff meetings as appropriate
- To communicate and consult with parents of students as necessary.
- To exploit opportunities to improve basic literacy, numeracy and ICT skills.
- To follow school policies in relation to marking, setting of homework and behaviour.
- To participate in staff development opportunities and accept responsibility for own professional development.
- To prepare students for examinations and participate in examination arrangements.
- To cover classes whose teacher is not available as and when required, in line with the school's policy of rarely cover.

The Conditions for Employment of Schoolteachers (schedule 3) specify the general professional duties of teachers. These duties may be varied to meet the changing demands of the school at the reasonable discretion of the Principal. This job description does not form part of the conditions of employment – it describes the way in which the post holder is expected and required to perform.

PERSON SPECIFICATION

The successful candidate should have:	Qualifications and Experience	Essential/ Desirable
Section 1: Qualifications and Experience		
1.1	Degree(s) or equivalent	E
1,2	Qualified teacher status	E
1.3	NPQH	D
1.4	2ND Degree	D
1.5	Experience of having worked successfully in a large school setting, teaching students from all socio-economic backgrounds	E
1.6	Proven and recent, successful, relevant experience at senior level in schools	D
Section 2: Knowledge, Skills and Abilities		
2.1	Evidence of excellent leadership and management skills	E
2.2	Good knowledge of curriculum development and improvement	E

2.3	Appropriate training and a willingness to continue training to manage the key areas and tasks outlined in the job description	E
2.4	Proven, excellent classroom management skills	E
2.5	Proven, excellent interpersonal relationship skills and the ability to communicate effectively and sensitively with students, parents and colleagues	E
2.6	An understanding of how students learn and improve their skills, knowledge and understanding	E
2.7	Evidence of good information and communication technology skills	E
2.8	Thorough knowledge and understanding of a subject and how it can effectively be taught across the spectrum of age and ability	E
2.09	Excellent knowledge of achievement methods and measurement	E
2.10	Knowledge of personnel management principles	E
2.11	Knowledge of resource management principles	E
2.12	General knowledge of support agency structures	E
2.13	Knowledge of health and safety requirements	E

Section 3: Personal Attributes and Qualities

3.1	Clear educational aims and values which are consistent with the school aim of high quality teaching and learning.	E
3.2	Ability to engage in cooperative working to help the team achieve its goals	E
3.3	Ability to filter, judge and act decisively	E
3.4	Ability to operate effectively when working under pressure	E
3.5	The ability to motivate and inspire a range of audiences including students and teachers	E



3.6	Excellent punctuality and attendance record	E
3.7	A firm commitment to and ability to adhere to the school's race equality and cultural diversity policy in all aspects of the post	E