

Deputy Headteacher (Intervention)

Specific Responsibilities

Leadership and Management

To be one of the Designated Senior Leads in relation to all matters concerning safeguarding within school and to coordinate all relevant training in this area; representing school and reporting at Child Protection / Child In Need / Child Looked After meetings.

To deal on a daily basis with staff, pupils and parents on the most pressing pastoral and behavioural issues.

To lead all aspects of intervention in school: working with Year Leaders, Learning Support, Curriculum Leaders, SLT, Pupil Support Team, School Counsellor, Attendance Worker and external agencies (such as social services, family support services and the police) to provide appropriate intervention for pupils who may be underachieving or in need of support, including pupil support referrals and CAFs

To coordinate the work of the Pupil Support and Wellbeing team.

To develop collaboratively the school's approach to motivating learners and managing behaviour; to oversee and develop the use of the school information management system (SIMS / PARS) to support effective behaviour for learning and ensure consistent use by staff.

To monitor key indicators such as attendance and exclusions, identifying significant concerns or trends in order to develop and implement strategies for school improvement.

To act as "Pupil Premium Champion", monitoring all aspects of school life for the cohort and managing support and interventions as necessary.

To be responsible for the organisation and management of Parents' Evenings

Line Management and Internal Liaison

Line Manage Pastoral Support Team staff, Attendance Improvement Worker and School Counsellor.

To line manage administrative staff in the completion of internally required information relating to attendance, detentions, exclusions and seclusions, providing returns as required by key outside agencies such as the DfE, the Local Authority and the Diocese.

Leadership Team Responsibilities

To attend all School Leadership Team meetings.

To contribute to whole school self-evaluation and school policies, acting as SLT link with named departments and Year groups, undertaking learning walks and lesson observations.

To attend and provide briefings for relevant Governors' Meetings, particularly the Governors' Pupil Wellbeing and Admissions sub-committee.

To assist with lunchtime duties, whole school and PTFA events and represent the school at Crossroads Masses.

Communication with staff and parents

To speak to or meet with parents of children who are giving cause for concern, including those about to be given or returning from fixed term exclusions.

To liaise with departments on suitable intervention strategies for individual pupils and groups of pupils.

Transition and Primary Liaison

To chair the termly Primary-Secondary liaison meetings which are attended by the headteachers from our ten partner primary schools or by their representatives.

To be responsible for primary transition, working with primary schools and Year Leader (Y7) to ensure smooth transition of pupils, transfer of information, organisation of form groups and setting arrangements. To attend Prospective Parents' Meetings in the Autumn Term and organise Year 6 Intake Days and Intake Evening.

Liaison with Outside Agencies

As the Designated Child Protection Officer, to oversee child protection issues, liaising with all relevant agencies and parties and to maintain and review the school's policy in this area.

To liaise with Social Services, the Education Psychology Service and other relevant agencies.

To liaise with bus companies and the Safer Travel Unit, dealing with all bus related issues.

Extra-curricular

St Augustine's School Leadership Team traditionally takes a proactive role in supporting the rich extra-curricular life of our school. The SLT is always represented at PTFA meetings and events throughout the year. We would expect any new member of our SLT to share this enjoyable commitment with us. There is also a division of labour within the SLT in terms of organising specific events.