

**THE HEATHLAND SCHOOL**  
**ASSISTANT HEADTEACHER WITH RESPONSIBILITY FOR PERSONAL DEVELOPMENT**  
**LEADERSHIP SCALE L14 – L18 (Outer London)**

**JOB PURPOSE**

- To ensure that the School provides opportunities for learners' broader personal development, enabling them to develop and discover their interests and talents, to develop their character and to keep physically and mentally healthy
- To act as a Deputy Designated Safeguarding Lead and be a member of the safeguarding team.

**KEY ACCOUNTABILITIES**

**A. To be a member of the Heathland Leadership Team (HLT) and to support the Headteacher in:**

- A1 Providing strategic leadership for the whole school
- A2 Formulating the aims and objectives of the school
- A3 Establishing the policies and key procedures through which they should be achieved
- A4 Contribute to the 3-Year Strategy and School Development Plan
- A5 Supporting staff by maintaining a presence in pupil areas at lunchtime and after school
- A6 Reinforcing the school's high standards across the school
- A7 Contributing to raising school performance through active participation as required: teacher-learning check ins, student-learning check ins, assemblies, pupil mentoring, pupil interviews learning walks and results day/Sixth Form interviews in August
- A8 Maintaining The Heathland School's strong reputation by contributing to marketing the School

**B. Strategic development of personal development**

- B1 To conduct an ongoing evaluation of the Personal Development provision across the school, including termly visits by the link Governor, and use this to inform the relevant section of the SEF.
- B2 To formulate plans, with costs, for the Personal Development section of the School Development Plan
- B3 To ensure the school continues to meet our obligations for 'Spiritual, Moral, Social and Cultural' education
- B4 To conduct ongoing evaluation and monitoring of extra-curricular activity across the school and use this to ensure equity of opportunity and uptake.
- B5 To formulate a strategy to further embed our Core Values across the school.
- B6 To manage and develop provision for careers advice and guidance throughout the school

**C. Care, Guidance and support**

- C1 To organise Pupil Interviews and to ensure, in liaison with the School Council Co-ordinator, that 'pupil voice' makes a positive contribution to school life.
- C2 To meet with parents, as appropriate, to maintain the school's commitment to high standards of pupil behaviour.
- C3 To attend safeguarding meetings and liaise with external agencies/alternative provider as appropriate.

#### **D. Leading and Managing Staff**

- D1 To work collaboratively with the Deputy Head (Pupil Support) and the Assistant Head (Inclusion) to ensure high quality support for vulnerable pupils.
- D2 To provide line management for PSHE and PE.
- D3 To provide line management for the Careers Advisor.
- D4 To provide line management for the School Council Co-ordinator and Heads of House
- D4 To provide leadership and line management for the coordinator of provision for the 'Most Able' pupils at Key Stage 3 and Key Stage 4
- D4 To line manage the coordinator for the Duke of Edinburgh Award Scheme

#### **E. General**

- E1 To have overall responsibility for the organisation of the annual 'World of Work' day and 'Charity Week'
- E2 To manage on behalf of HLT, approval and admin for trips and visits
- E3 To ensure the 'Alumni' section of the website represents a positive image for the school
- E4 To follow all safeguarding procedures and complete training as required

This job specification may be revised if the needs of the school change in future.