

Assistant Head – Operational & Safeguarding

Overview

The Assistant Head – Operational & Safeguarding is an exciting role, which offers the opportunity to lead the School, along with the Senior Leadership Team, through an exciting period of growth.

The role of Assistant Head – Operational & Safeguarding within Banstead Prep School will be to maintain a high profile throughout the school and wider community, ensuring the smooth day to day running of the school, fostering key strategies to promote excellence in the quality of the education delivered. You will be part of the Senior Leadership Team, ensuring that the school is able to meet both strategic and operational goals. You will be required to build strong, professional relationships with all staff and pupils to sustain and enhance the reputation of the school.

We aim for our pupils to develop a lifelong love of learning which is developed through a meaningful, engaging and vibrant holistic education. The Assistant Head – Operational & Safeguarding will work collaboratively with the Leadership Team to ensure the smooth running of all areas of curriculum, assessment, pastoral support, well-being, community and governance. It is imperative that within the role of Assistant Head – Operational & Safeguarding you have thorough knowledge and understanding of whole school operations.

This job description indicates the range of duties involved is not intended to be all-inclusive and requires the post-holder to be flexible and show initiative. The post holder may perform other related duties as required to meet the ongoing needs of the school.

General

- Ensuring that the vision for the School is clearly articulated, shared, understood and acted upon
- Attend all major school events and those within the wider community
- Taking a lead role in supporting the School's marketing strategy to ensure its attractiveness in the wider market and secure optimum pupil numbers
- To attend Open Mornings, take tours and lead marketing events, where appropriate
- Assisting the Headteacher to develop amongst the staff an outward perspective and personal commitment to the promotion of the School
- Display a high standard of professional behaviour and integrity, at all times
- Actively establish excellent relations and build a professional rapport with parents and visitors to the school
- Demonstrate excellent organisational skills
- Foster the development of a positive and supportive ethos for learning, including social responsibility
- Work alongside the Headteacher and other members of SLT in maintaining a vibrant and thriving school
- Take an active role in the personal development and wellbeing of children and staff in the school
- Supporting the Headteacher in preparing and delivering communications about the School for internal and external stakeholders
- To support the transition of children to Senior School
- To support the Headteacher in managing the School budget, thereby contributing to the successful and prudent financial management of the School
- Carry out such duties as the Headteacher may reasonably request

Teaching Commitments

- To take on whole class teaching, as decided by the Headteacher (approx. 0.5 of a timetable).
- Undertake duties, lesson cover and/or activities as required of all staff.

Leadership

- Chair meetings including Staff Briefings/Staff Meetings, where appropriate
- Keep up to date with changes in educational theory and subject requirements; the EYFS, National Curriculum, 11+ and Scholarship expectations. Stay abreast of initiatives at group and national level
- Liaise with Headteacher, School Business Manager and Senior Leadership Team in prioritising budgets, ensuring good value for money
- Attend full meetings of the Local Governing Board as a visitor and any relevant committees, where appropriate. Represent the Headteacher at group and feeder school events when required
- To lead staff training and development and parent workshops, where appropriate
- Contribute to the management decisions on all aspects of policy, development and organisation
- To develop a character-building education within the School, providing opportunities for links with local and global communities
 - Working with the Senior Leadership Team to implement the 'Hidden Curriculum' and other key skills for learning for each and every child
 - Developing the mindset of pupils and staff to create a culture where learning and development are key, and risks are taken in the classroom
 - Further exploring the current curriculum for opportunities to develop character and mindset
- To provide challenging and supportive leadership and line management, including appraisal, to allocated staff, motivating them in developing opportunity and achievement for pupils in line with the School's vision. To support subject leaders in their role, co-ordinating their responsibilities and ensuring quality outcomes
- To work with the Headteacher to manage the planning, implementation and closure of projects in the School which relate to the implementation of the School's Development Plan
- To liaise with others in United Learning schools, Central Office and beyond to share ideas and develop best practice in leadership and teaching
- Establish school links with the community
- Support staff when dealing with children and parents, as necessary

Management

- To support the daily running of the school in a streamlined and efficient way
- Oversee all aspects of the organisation and management, including preparing agendas and chairing meetings, in order to ensure that school policies and practices are being delivered
- Undertake/lead assemblies, as appropriate
- To manage and co-ordinate the charities supported by the school
- To manage the school calendar, including term dates liaising closely with the Headteacher and Senior Leadership Team
- Publish summaries and handbooks to be used within the school and wider communities
- Ensure that administrative tasks are carried out smoothly, liaising with the Office Manager for school events
- To oversee the House System, including House Events



BANSTEAD

PREPARATORY
SCHOOL

- Act as EVC (Educational Visits Co-ordinator) to co-ordinate and oversee the organisation of school visits, including risk assessments
- Oversee the School's extensive co-curricular programme (before school, lunchtime and after school clubs)
- Monitor the co-curricular contribution of staff and involvement of pupils
- Monitor the quality of provision of Breakfast Club and After School Care
- Annually review contents of the planners, liaising with publishers
- Support inspection preparation

Safeguarding and Behaviour

- To act as the DSL. Attend training, liaise with governors and ensure that all policies reflect the regulations
- To assist the HR & Compliance Manager with the induction process of new members of staff with regards to safeguarding
- Monitor pupils' attendance and address issues of lateness and/or persistent absence, as well as any safeguarding concerns
- To be responsible for On-line safety. With the assistance of the Computing Subject Leader, the Assistant Head – Operational & Safeguarding will develop a whole school approach to On-line Safety, which involves staff, pupils and parents
- Oversee the general behaviour of the school
- To lead a behaviour system which is based on positivity and high expectations
- Monitor the standards of behaviour across the school reinforcing policy and best practice
- Monitor the appearance of the children and deal with all matters relating to school uniform
- Set an agreed system of positive reinforcement

Curriculum and Assessment

- Support and contribute to the school's system for the review and evaluation of teaching and learning
- Produce records and systems on behalf of the Headteacher
- Involve the staff in projects which promote their personal effectiveness
- Co-ordinate staff and/or staff events, e.g. INSET arrangements and CPD
- Write duty rotas, in conjunction with the Deputy Head – Academic
- To allocate cover for staff who are absent (teaching and duties), ensuring that staff know what is expected of them

Recruitment

- To contribute towards the recruitment and selection of new members of teaching staff
- To support the Headteacher in mentoring/coaching new staff