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Assistant Head Teacher (Behaviour and Attendance)

Range: L9 - L13

**OAKWOOD ACADEMY**

**Job Description**

**Post** Assistant Head Teacher (Behaviour and Attendance)

**Pay Range** Leadership Range: L9 – L13

**Responsible to** Executive Head teacher and Head of School

**Core Purpose**

We are seeking a committed, strategic, and emotionally intelligent leader to join our senior leadership team at Oakwood Academy as Assistant Head Teacher for Behaviour and Attendance. This is a critical leadership role with responsibility for shaping and sustaining a calm, consistent, and inclusive environment across the school. The successful candidate will lead on whole-school attendance and behaviour, ensuring every pupil is supported to meet their potential in a nurturing special school setting.

You will work collaboratively with senior leaders, the Inclusion Manager, Heads of Year, and pastoral teams to implement robust systems, drive continuous improvement, and empower staff to manage behaviour effectively and support pupils in attending school every day.

**Key Responsibilities**

**Strategic Leadership**

* Lead the school’s vision and strategy for behaviour and attendance, ensuring alignment with our inclusive ethos and SEND provision.
* Support the SLT in the daily operational running of the school.
* Line manage and support key pastoral and curriculum staff, including behaviour support and attendance teams.
* Provide senior leadership for primary phase provision and liaise closely with staff in our Willows setting.

**Behaviour Leadership**

* Lead on the implementation of a consistent, proactive behaviour strategy tailored to our pupils’ SEMH and ASC needs.
* Develop a culture of high expectations, restorative practice, and positive relationships.
* Manage serious incidents, exclusions, and reintegration plans in line with statutory guidance and internal policies.
* Coach and mentor staff to enhance behaviour management practice.
* Monitor and analyse behaviour data, using this to shape strategy and improve outcomes.
* Oversee whole-school staff training in behaviour, de-escalation, and safeguarding-linked responses.

**Attendance Leadership**

* Monitor whole-school, group, and individual attendance data, identifying key trends and areas for improvement.
* Work directly with families, staff, and external partners to reduce persistent absence.
* Lead attendance panels and liaise with the Local Authority when appropriate.
* Promote excellent attendance through whole-school rewards and recognition strategies.
* Ensure attendance concerns are effectively linked with safeguarding processes.

**Designated Provision Oversight**

* Lead the strategic and operational development of the Designated Provision, ensuring it meets the needs of pupils with ASC and SEMH.
* Oversee bespoke curriculum planning and implementation for pupils in the provision.
* Monitor outcomes and use data to inform continuous improvement.
* Lead staff development to embed inclusive practice and enhance provision quality.

**Pupil Premium Strategy**

* Co-lead the Pupil Premium strategy with a specific focus on pastoral and inclusion outcomes.
* Monitor the impact of interventions on attendance, behaviour, well-being, and personal development of disadvantaged pupils.

**Mental Health & Wellbeing**

* Oversee the Senior Mental Health Lead role, ensuring pupil and staff mental health is a strategic priority.
* Collaborate with colleagues and external agencies to promote whole-school wellbeing.

**Pastoral Leadership**

* Serve as Senior Head of Year, providing leadership to the wider pastoral team.
* Support pupils through key transitions and lead on mediation or tribunals when required.
* Ensure high levels of pupil engagement and well-being through effective pastoral care.

**Staff Development and CPD**

* Support the development and delivery of high-quality CPD in behaviour, attendance, and inclusive practice.
* Lead on the performance management and professional growth of identified staff.

**Wider Senior Leadership Duties**

* Lead and contribute to whole-school improvement through KPI monitoring and analysis.
* Actively participate in SLT and governor meetings, offering strategic insight and leadership.
* Oversee the smooth running of the school day, including unstructured times and transitions.
* Represent the school within the local community and with parents, ensuring strong stakeholder relationships.
* Support outreach and school-to-school improvement work where required.

**Personal and Professional Expectations**

* Be a visible role model for professionalism, commitment, and high standards.
* Uphold and embody the school's values in all aspects of leadership and decision-making.
* Demonstrate a commitment to continuous professional learning and reflective practice.
* Must demonstrates a high level of empathy and understanding towards the diverse needs and emotions of students, staff, and parents.

Must be able to effectively communicate and collaborate with various stakeholders, fostering positive and supportive relationships.

* Must exhibit a strong sense of self-awareness and an ability to reflect on personal emotions, behaviours, and their impact on others.
* Must show a commitment to continuous self-improvement and a willingness to seek feedback and implement changes accordingly.