**Woolston Brook School.**

**Job Description/Person Specification**

**Job title: Assistant headteacher - Behaviour and Attendance**

**Salary:** (L6 – L10)

**Contract type:** Full time permanent

**Reporting to:** Head Teacher

**Responsible for:** The Behaviour and Culture team, comprising the Pastoral Coordinator, Behaviour for Learning Mentors, and the Attendance and Engagement Mentor. The leadership of all other teaching and support staff (including admin) in matters relating to the behaviour and attendance of our pupils

# Main purpose

The assistant headteacher, with the support and guidance of the headteacher, will take the lead role in:

* Formulating the aims and objectives of the school as pertains to attendance, behaviour and welfare of our pupils.
* Establishing policies for achieving these aims and objectives and ensuring staff have the understanding and resources to implement these consistently
* Managing staff accountability and resources to that end
* Monitoring and reporting on progress towards the achievement of the school’s aims and objectives.

The assistant headteacher will also have a timetabled teaching commitment of no more than 50%, complying with the teachers’ standards, and modelling best practice for others.

They may also be required to undertake any of the duties delegated from the headteacher.

# Duties and responsibilities:

# Leadership

Under the direction of the headteacher or deputy headteacher:

* Support the headteacher and deputy headteacher in the day-to-day management of the school
* Communicate the school’s vision consistently and compellingly and support the headteacher’s strategic leadership
* Lead by example, focusing on providing excellent education for all pupils
* Lead on whole-school strategies and policy areas in relation to attendance, behaviour and personal wellbeing of pupils
* Build positive relationships with members of the school community
* Remain professionally curious and keep up to date with changes in education.
* Seek training and continuing professional development to meet own needs
* To be the Lead for Children in Care.

Managing staff

Under the direction of the headteacher or deputy headteacher:

* Assist with the selection and recruitment of new teaching and support staff
* Performance manage teaching and support staff, including carrying out appraisals, providing professional development opportunities, and holding staff to account to their performance
* Be responsible for managing the attendance of staff in their team in accordance with the school’s managing staff attendance policy.
* Create an ethos within which those in their team are motivated and supported to develop their own skills and knowledge

Modelling best practice for teachers

* Demonstrate excellent performance against parts one and two of the teacher’s standards: teaching and personal and professional conduct
* Implement strategies and initiatives to share best practice with others in the school, developing confidence and skills in others

Systems and processes

Under the direction of the headteacher or deputy headteacher:

* Ensure that the school’s systems, organisation and processes are well considered, efficient and fit for purpose
* Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing exemplary behaviour
* Implement systems for managing the performance of all staff, addressing any underperformance, supporting staff to improve and valuing excellent practice
* Attend assigned governing board (Behaviour Safety and Welfare) as appropriate, providing and presenting clear detailed reports in relation to our pupils and/or external CPD/support to schools
* Report on the progress of Pupil Premium
* Support strategic, curriculum-led financial planning to ensure effective use of budgets and resources
* Support distribution of leadership throughout the school

Pastoral

* Establish and implement whole-school policies and systems for pupil behaviour, attendance, and wellbeing
* Work in tandem with the AHT Personal Development and Community voice to conduct pupil voice activities and to ensure tour children feel happy and safe in school.
* Provide staff with training and support so they can play their part helping our pupils understand how to improve their own behaviour
* Promote and evaluate the effectiveness of the school’s behaviour and reward/engagement strategies
* Monitor pupil attendance and ensure it is continuously improving, and working with the relevant agencies such as Education Welfare team, Early Help etc. where there are concerns around a pupil’s attendance and engagement in learning.
* Analysing whole-school data on attendance, behaviour, exclusions and other pupil KPIs to inform future improvement strategies, reporting findings to senior leadership team, governors and the LA as required

Other responsibilities

* Have an active role in the school’s delivery of external support to mainstream colleagues as the specialist SEMH provision in Warrington. This can include external CPD, the Specialist SEMH Lead teacher programme and undertaking SEN reviews

The assistant headteacher will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the deputy headteacher will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher.

# Person specification

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| Criteria | Qualities (E = Essential. D = Desirable) |
| **Qualifications** | * Qualified teacher status - **E** * Degree - **E** * Professional development in preparation for a leadership role, e.g. NPQSL – **D** * Team-Teach positive behaviour management Level 2 qualification/ a willingness to achieve within 12 weeks of taking up post - **E** * Team-Teach Trainer qualification - **D** |
| **Experience** | * Leadership and management experience in a school - **E** * A minimum of 4 year’s teaching experience **- E** * Involvement in school self-evaluation and development planning - **D** * Line management experience - **E** * Experience of contributing to staff development - **E** * Experience of leading a whole-school area of responsibility - **E** |
| **Skills and knowledge** | * Understanding of high-quality teaching, and the ability to model this for others and support others to improve - **E** * Understanding of school finances - **D** * Effective communication and interpersonal skills - **E** * Ability to communicate a vision and inspire others **- E** * Ability to build effective working relationships - **E** * Ability to write clear and concise reports to a variety of audiences, including SLT and governors - **E** * Ability to deliver CPD to staff effectively - **E** * Ability to monitor and report on performance of Teachers in the classroom - **E** |
| **Personal qualities** | * A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school - **E** * Ability to work under pressure and prioritise effectively - **E** * Commitment to maintaining confidentiality at all times - **E** * Commitment to safeguarding and equality - **E** * Ability to think and act strategically; to see ‘The bigger picture’ as it pertains to the pastoral care of our pupils. - **E** |

# Notes:

This job description may be amended at any time in consultation with the postholder.

Last review date: 30th May 2022

Next review date: Summer term 2024

Headteacher/line manager’s signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Postholder’s signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_