

## Assistant Headteacher: Behaviour and Attendance

### PURPOSE OF POST

1. To be a member of the Senior Leadership Team of St Anne's Academy, with a specific responsibility for behaviour and attendance
2. To work with the Headteacher and Senior Leadership Team to provide strategic direction for the work of the school and secure high-quality provision and processes that ensure an outstanding education for all students.
3. To bring knowledge, expertise and high-order skills to the work of the school.
4. To actively model and promote the values and ethos of the school which serves a multi-faith, multi-ethnic community.
5. To be accountable for the line-management of staff as directed by the Headteacher.
6. To actively support the efficient and effective running of the school and good order, welfare, and safety of students and staff.

### REPORTS TO

Headteacher

### TEACHING AND SLT RESPONSIBILITIES

The Assistant Headteacher must be able to model for other staff. They will therefore have a reduced teaching timetable.

#### Strategic leadership and operational management to secure educational excellence

- To contribute actively and substantially to building, communicating and implementing a shared vision for the school.
- To keep abreast of local, national and global trends. To lead the planning, development and implementation of key areas of the school's improvement plan.
- To be able to accurately evaluate areas of responsibility and plan and implement strategies to bring about school improvement.
- To build capacity within the staff of the school to deliver and sustain the highest quality of provision and achievement for students across the school.
- To be accountable for effective project management of deadlines, engaging staff, delegating, holding areas accountable and securing resource to deliver the highest quality outcomes.
- To be accountable for the continuing effective work of all staff for whom the post holder has responsibility, line-managing, training, mentoring and coaching staff as appropriate, to enable them to give of their best.
- To be able to effectively manage a budget and ensure value for money for their areas of accountability.
- To be accountable for leading and managing change.

# St Anne's Academy

## Job Description and Person Specification



### Significant contribution to the collaborative work of senior and system leadership

- To deputise for the Deputy Headteacher and /or the Headteacher as required
- To lead, with other members of the SLT the behaviour policy of the school.
- To work with the Headteacher, Deputy, and other Assistant Headteachers, to plan and organise the effective working of the SLT.
- To contribute at a high level to policy discussions and decisions on curriculum, assessment, pastoral management, safeguarding, staff development and training, finance and estates issues, staff recruitment, appointment and management.
- To be ready to take on new tasks and responsibilities within SLT as needs arise.
- To be informed about national policy, educational research and evidenced-based practice, and bring this to SLT for deliberation.
- To engage with commitment with the school's role in being outward facing, working collaboratively and productively with partners and managing the interface with the school, so that there is continuous benefit for pupils.

### Staff management and development

- To lead, develop and enhance the teaching practice of others through the line management process.
- To train, mentor and coach staff in the development of teaching and management skills.
- To contribute to and help lead school CPD.
- To monitor, renew and quality assure the areas specified in the individual's role, and respond in a structured way to identified needs.

### Pupils and parents

- To lead and develop a climate for pupils' learning and development that is warm, nurturing, with high expectations and clear boundaries.
- To take a lead role in safeguarding policy and practice.
- To commit fully to and publically advance the cause of equal opportunities and the right of every student to become the best they can be and are meant to be.
- To model restorative practice throughout.
- To work closely with parents and engage them in their children's progress. To make every effort to reach out to parents who do not engage with school.
- To support, with other members of SLT, the activities that pupils become involved in within the curriculum and in the co-curriculum, and the staff who provide the opportunities for young people.

### Other school responsibilities

- To lead whole-school assemblies in line with the Christian ethos of the school
- To take a full responsibility for duties, leading and monitoring a duty team, and taking responsibility for oversight of lunchtime supervision, and to be a visible and accessible presence in and around school.
- To comply fully with the school's health and safety policy.
- To develop and promote policies and procedures that ensure that the school's ethos is reflected in every aspect of the school's work.
- To teach a timetable.
- Any other duties that might reasonably be required of an Assistant Headteacher.

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**Whilst every effort has been made to set out the main duties and responsibilities of the post, each individual task undertaken may not be identified.**

**This job description is a guide to the duties and should be read in conjunction with the accompanying person specification.**

**This post is subject to an enhanced DBS disclosure check through the Disclosure and Barring Service.**

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## Job Description and Person Specification

Assistant Headteacher: Behaviour and Attendance		
Essential	Desirable	How Identified (A/I/T/LO/R)
<b>Educational Qualification</b>		
Degree PGCE and Qualified Teacher Status	Higher Degree/Relevant Qualification	A
<b>Professional Knowledge, Experience and Attributes</b>		
Significant, substantial and successful experience at middle leadership level	Ideally in at least two schools	A/R/I
Successful experience of leading change in curriculum and pedagogy		A/R/I/T
Track record of successful team leadership which has improved provision, progress and outcomes	Ideally at both department level and at a whole-school level including a cross-section of staff whom you do not line manage	A/R/I/T
Track record of effective and successful project management, and change management	At whole school level in addition to team	A/R/I
Awareness and understanding of the wider education context and curricular transition	Experience of supporting/mentoring/coaching staff leading in a different context  Active involvement in Teaching School or Alliance structure/accredited SLE	A/R/I/T
Awareness and understanding of educational research on curriculum, pedagogy and teaching and learning.	Experience of implementing research/evidence led improvement	A/R/I/LO/T
Successful experience of leading CPD within a department team	Successful experienced leading CPD at school level	A/R/I
<b>Professional Qualities</b>		
Intellectually and organisationally agile and well-organised; open to new directions, continuously pro-active and thinking ahead, whilst planning and structuring what needs to be done to translate aspiration into reality		A/R/I/T
Data Smart – able to use data analyses and ask the right questions to promote thinking and improvement		A/R/I

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Outstanding communicator – persuasive and inspiring at a group level, with high emotional intelligence and influencing skills 1:1 and with smaller groups		I/R/T/LO
Flexible, receptive and good networker		A/R/I
Resourceful and creative		A/R/I/T/LO
Excellent time manager		A/R/I
Resilient		A/R/I
Intuitive and tactful		A/I/T/LO
A: Application      LO: Lesson Observation      R: Reference      I: Interview		