



**ASSISTANT HEADTEACHER
STUDENT BEHAVIOUR AND ATTENDANCE
CANDIDATE PACK**



A MESSAGE FROM THE HEADTEACHER

Dear Candidate,

Thank you for showing an interest in joining our wonderful school.

Trinity High School and Sixth Form Centre is a fantastic place to work and develop your career. We are a school with a twin track agenda of academic achievement and developing people of good character. We are also a special community where a family feel is palpable, and our dedicated staff work together to guarantee the students of Redditch a bright future.

In order to support the development of our school, the school community has worked together to develop well published and well understood mission, vision and values. 'Excellence for All' and our HEART values drive our daily work, and these values are evident in all aspects of our practice.

The successful candidate will join the school leadership team at an exciting time in the school's journey and will provide the capacity for us to ensure the school offers the best in academic achievement, alongside a thriving and flourishing personal development programme.

We are ambitious and have high aspirations for our school. We aim to provide the best opportunities for all members of our school community. Our estate is well maintained and well resourced. We take great pride in all aspects of our school.

If this role is of interest to you and you would welcome further information, then please read the candidate pack and contact us and we will answer any questions you have and organise a visit should you wish to find out more about the opportunity and the school.

I look forward to hearing from you.

Yours sincerely,

Nigel Ford
Headteacher



ASSISTANT HEADTEACHER STUDENT BEHAVIOUR AND ATTENDANCE CANDIDATE PACK

Trinity High School is a very special learning community. Our HEART values of Happiness, Excellence, Ambition, Respect and Tolerance underpin our day-to-day work and visitors are always impressed by the warm, friendly and highly positive relationships that exist between staff and students. We are a friendly and caring community where students are encouraged to aim high, embrace challenge and develop resilience so that they can realise their talents and create their futures.

An exciting opportunity has arisen as we are looking to appoint to our Senior Leadership Team an experienced and talented leader with a commitment to 'Excellence for All' with and an intrinsic passion for helping students to transcend their starting points.

We are seeking an experienced, motivational teacher, who is a highly effective communicator and an aspirational role model to lead on behaviour, attitudes and attendance provision at Trinity High School and Sixth Form Centre. The successful candidate will work alongside a dynamic and innovative Senior Leadership Team and alongside the Deputy Headteacher Wider Inclusion, lead a large and highly skilled pastoral team.

The new Assistant Headteacher will be:

- **Passionate about providing the best possible education and care for all students.**
- **Able to support the Headteacher to lead and motivate the staff team and school community; inspiring, challenging and supporting them to achieve our mission of 'Excellence for All'.**
- **Able to support the Headteacher to lead on their clear and compelling vision for Trinity High School and Sixth Form Centre within the Bordesley Multi Academy Trust**

The successful candidate should expect to lead in the following areas:

- **Securing the highest standards of attendance and behaviour across the school**
- **Maintaining, developing and evaluating all aspects of our behaviour and attendance systems.**
- **Leading both the attendance and pastoral teams to ensure that students receive exceptional pastoral care.**
- **Developing and maintaining our behaviour graduated responses and interventions.**
- **Developing and promoting our rewards and anti-bullying strategies.**

The successful candidate will be able to evidence:

- **An infectious passion for ensuring all students, regardless of background, receive a high-quality educational experience**
- **Leadership skills and energy that motivate and inspire staff**
- **Excellent communication and interpersonal skills/dynamism with excellent interpersonal and team building skills**
- **The highest level of personal and professional standards**
- **A problem-solving approach**
- **Effective change management**
- **A good understanding of the current educational landscape**
- **Personal warmth and humour, coupled with resilience**



JOB DESCRIPTION

Job Title: Assistant Headteacher, Student Behaviour and Attendance
Contract: Permanent, full time, starting April 2023
Salary scale: L13-17
Responsible to: Headteacher

Description – In partnership with the other members of the Senior Leadership Team (SLT), to support the Headteacher with whole school strategic development and the leadership of behaviour, attitudes, and attendance.

Line Management – Attendance Team and Pastoral Team

Key Roles - The Assistant Headteacher, under the direction of the Deputy Headteacher Wider Inclusion will undertake a key role in:

- **Formulating the vision, aims and objectives of the school.**
- **Establishing policies, procedures and processes to enable these priorities, aims and objectives to be achieved.**
- **Leading and managing staff and resources effectively.**
- **Monitoring progress towards the achievement of the school's aims and objectives.**

The Assistant Headteacher will also have a timetabled teaching commitment complying with the teachers' standards and modelling best practice for others. They may also be required to undertake any other duties delegated from the Headteacher.

Roles and responsibilities will be reviewed and agreed on an annual basis in response to the needs of the school.

The successful candidate will strategically lead staff to ensure that students have exceptional Behaviour and Attendance.



RESPONSIBILITIES

Specific Responsibility – Behaviour and Attitudes

- Lead the strategic development and delivery of all behaviour systems and student support services
- Work alongside the Deputy Headteacher Wider Inclusion to monitor the behaviour and attitudes outcomes for all students.
- Lead our teams in developing and delivering excellent and inclusive pastoral care and provision
- Secure the highest standards for behaviour, attitudes, and engagement. Ensure behaviour management systems are consistently applied and robustly monitored and evaluated.
- Work alongside the Headteacher and other key staff to create an inclusive culture where highly positive behaviour is simply the daily norm.
- Ensure a consistent method of delivering and recording student support programmes and ensure these are monitored, evaluated, and developed based on their impact
- Review current systems, structures, and ways of work in all areas of student support.
- Coordinate student, staff and parent voice to review performance and progress, championing feedback from our school as part of our leadership and school development process
- Use the rewards system, calendared events and other forums to create opportunities to recognise and celebrate student contributions and achievements

Specific Responsibility – Attendance

- Lead the strategic development and delivery of all attendance systems and student support services
- Work alongside the Deputy Headteacher Wider Inclusion to monitor the attendance outcomes for all students.
- Secure the highest standards of attendance by leading the attendance team to monitor and track attendance data, apply attendance systems swiftly and precisely and deploy our attendance interventions in a timely fashion to swiftly rectify substandard attendance.
- Work alongside the Headteacher and other key staff to create an inclusive culture where highly positive attendance is simply the daily norm.

- Manage the two attendance officers and pastoral managers to ensure that daily attendance casework is highly effective.
- Ensure that our attendance casework is completed in line with statutory DFE guidance and that policies are complied with.

The successful candidate must:

- Lead by example, providing inspiration and motivation.
- Have high expectations and deliver high standards and commands credibility.
- Communicate the school vision in a compelling manner and assist the Headteacher in the strategic leadership of the school.
- Work with the Headteacher and other Deputy Headteacher to drive school improvement.
- Contribute to the SEF, SDP and other whole school documentation.
- To ensure equal opportunities for staff.

Additional requirements

- Demonstrate a flexible approach to the delivery of the work. Consequently, the post holder may be required to perform work not specifically identified in the job profile, but which is in line with the general level of scope, grade and responsibilities of the post.
- Carry out the work of the job in a way that is consistent with the culture, ethos, equalities, and inclusion policies of the school.
- Undertake all duties with due regard to the provisions of health and safety regulations and legislation, data protection under GDPR and acceptable use of ICT policy.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

This post is subject to the current conditions of employment for Class Teachers contained in the School Teachers' Pay and Conditions Document, the 1998 School Standards and Framework Act, the required standards for Qualified Teacher Status and Class Teachers and other current legislation.



PERSON SPECIFICATION

	Essential	Desirable
Essential Qualifications and Experience		
A first degree or equivalent	X	
Qualified Teacher Status	X	
Recent relevant professional development as a senior leader	X	
Recent successful senior leader or middle leader experience	X	
Proven track record in leading and managing effective staff teams	X	
Experience of leading aspects of whole school improvement	X	
Experience of leading attendance and behaviour strategies		X
Experience in more than one school		X
A proven track record of improving student outcomes	X	
Knowledge and Skills		
Excellent classroom practitioner	X	
Thorough knowledge of the secondary national curriculum	X	
Thorough knowledge of safeguarding and safer recruitment	X	
Knowledge of the emerging priorities in the national educational landscape	X	
Highly articulate with exceptional interpersonal skills	X	
Able to prioritise, plan, organise and manage workload	X	
Able to develop both the leadership and teaching skills of others.	X	
Able to use data and a range of evidence to make judgements and identify priorities	X	
Able to undertake robust and accurate school self-evaluation, using the outcomes to plan effectively for improvement	X	
Delivery of high-quality Professional Development		X
Wider Attributes and Personal Qualities		
Able to contribute to effective financial management	X	
Able to develop and communicate a compelling vision	X	
Able to influence others: inspiring, motivating and challenging	X	
Able to build and maintain effective professional relationships	X	
Astute and perceptive with sound judgement and decision	X	
Able to manage change in order to improve outcomes	X	
Committed to continuous improvement and the pursuit of Excellence for All	X	
Having integrity and consistently leading by example	X	
Resilient, flexible and having a positive approach to challenges	X	
Energetic and enthusiastic	X	



APPLICATION DETAILS

For an informal discussion with the Headteacher, please contact Mrs Christine Roberson,
Headteacher's PA on 01527 585859

Visits to the school are warmly welcomed. Please contact Mrs Christine Roberson,
Headteacher's PA, to arrange to visit on one of the following dates:

Wednesday 18th January at 2.00pm

Monday 23rd January at 9.00am

Wednesday 25th January at 3.30pm

CLOSING DATE: Tuesday 31st January 2023

INTERVIEWS: Tuesday 7th and Wednesday 8th February 2023