

**St. John Bosco College****Job Profile: Assistant Headteacher - Behaviour and Attitudes**

**Purpose:** To serve the mission of St. John Bosco College by leading substantial aspects of its work to ensure that all our students benefit from the highest quality Catholic education and are enabled to achieve their full potential

**Salary:** Leadership range L4-14

**Responsible to:** Deputy Headteacher

**Person Specification**

- Hold a good Honours Degree, have qualified Teacher status and be an excellent teacher and role model
- Ability to enthuse, inspire and develop staff and students under the Catholic ethos
- Proven track record of raising standards
- Successful experience of whole school responsibility
- Demonstrable experience of effectively managing and implementing change
- Ability to manage resources efficiently
- Understanding of and commitment to our Salesian ethos
- Genuine enjoyment of working with young people
- Understanding of and commitment to inclusion for all
- Knowledge and understanding of recent developments in learning and teaching
- Demonstrable understanding of effective school evaluation
- Recent and relevant professional development
- Knowledge of current educational issues and recent legislation
- Excellent communication skills and the ability to lead teams
- Commitment to working as a team player
- Capacity to work hard under pressure
- Personal integrity and the drive to do what is best for the students
- Ambition and potential to move on to more senior leadership roles
- Energy, a positive outlook and a good sense of humour

**General Responsibilities**

In addition to the duties laid out in the latest edition of the School Teachers Pay and Conditions Document, the Assistant Headteacher will be expected to:

- Be a member of the Leadership Team, playing a key role in leading the monitoring, evaluation and development of all aspects of school life
- Make a substantial contribution to the development and implementation of the school's mission
- Monitor, evaluate and develop the quality of education throughout the school
- Develop the skills of other senior leaders, middle leaders, teachers and support staff

- Work with the Headteacher, Deputy Headteacher and Governors to develop, implement and evaluate a strategic vision for behaviour and attitudes
- Engage in general aspects of whole school management such as meeting with parents, leading specific events and line managing staff
- Lead and secure success by ensuring the effective implication of school policy
- Provide a significant presence around the College at all times throughout the day
- Represent the school to external stakeholders as and when required

## **Specific Responsibilities**

The post holder will have responsibility the following key areas:

### **Behaviour and Attitudes**

- Ensure that all students are happy, safe and secure at St John Bosco College by taking a leading role in the pastoral work of the school
- Ensure that our distinctive Roman Catholic, Salesian ethos is evident in all aspects of school life
- Lead and implement the whole-school behaviour strategy, ensuring high expectations, consistency and alignment with the school's ethos and statutory guidance.
- Support the drive to improve student attendance, including reducing persistent absence and severe absence, through robust tracking, early intervention and strategic action planning.
- Lead on alternative provision and reintegration, ensuring appropriate support plans, quality assurance of external placements, and smooth transitions back into mainstream provision.
- Line manage and develop middle leaders and support staff with pastoral responsibilities (Heads of House and other related TLR holders)
- Lead on Behaviour and Attitudes with the relevant governors' committee
- Monitor, evaluate and develop the quality of education across the school to secure continuous improvement with particular reference to behaviour and attitudes
- Support and challenge staff to develop their ability to manage student behaviour
- Monitor, evaluate and develop the professional development of all staff with reference to behaviour and attitudes