

**TEACHING STAFF
JOB DESCRIPTION**

ROLE TITLE	Assistant Headteacher Behaviour and Culture
CONTRACTED HOURS	Full time
LOCATION	Castle Manor Academy
GRADE / SCALE POINT – SALARY	Leadership Group L12-16
REPORTING TO	Headteacher/ Deputy Headteacher

INTRODUCTION

All Unity Schools Partnership schools embrace a strong set of values which ensure that pupils learn how to take their place in modern Britain. Every member of staff is required to uphold and promote the values of the Trust in every aspect of their work performance.

All members of teaching staff are responsible personally and collectively for supporting students in becoming confident individuals, successful learners and responsible citizens, through:

- Modelling the core values of the school and wider Trust at all times;
- Nurturing pupils' passions and interests and stimulating their intellectual curiosity;
- Continuously raising pupils' aspirations and self-esteem;
- Contributing to the wider range of opportunities offered by and for the school community;
- Assuming responsibility (as required) for the learning progress of a specific group of individual pupils;
- Ensuring high outcomes for a cohort of pupils All teachers are required to meet the national standards for teachers according to their role.

JOB PURPOSE

To actively pursue the agreed aims of the school and wider Trust, maintaining an outstanding educational ethos, care for the pupils and respect for colleagues whilst undertaking all duties in a professional manner. There is an expectation all staff colleagues will secure a good or better education for all pupils and the continuous improvement of teaching and learning in the school.

To assist the Headteacher and Governors in ensuring the behaviour and culture in the school is of the highest possible standards, creating an atmosphere and structure in which students feel valued and staff have high expectations of them.

To ensure high standards of learning, progress, attainment and behaviour across the school

To work to our vision- We work hard, we are kind, we are PROUD.

To embed the Castle Manor Way in everything we do.

KEY TASKS & RESPONSIBILITIES

- To create highly effective conditions and culture for learning in the secondary phase, ensuring that all groups of pupils achieve their potential and that barriers to learning are removed for all children.
- To ensure a clear, cohesive and embedded approach to Behaviour and Culture is in place constantly within the school
- To take responsibility for the strategic development of Pupil Premium Provision, Alternative Provision, Graduated response approach to behaviour and whole school systems for behaviour monitoring and intervention
- To lead others such as Achievement Leaders and Learning Mentors to create and embed the continued culture of excellence at Castle Manor Academy.

General responsibilities

The main responsibilities of the post are:

Culture, Behaviour and Safeguarding

- To have up to date knowledge of the nature of behaviour and culture in schools and how they support fostering an environment of aspiration and success for all learners.
- Ensure that there are clear cohesive evaluated systems in place to make centralised behaviour systems work fluidly to advantage all staff and students.
- To respond to local changes and challenges strategically and appropriately.
- To establish a clear picture of the culture and behavioural patterns in the school and provide structured support and intervention to make improvements where needed.
- To ensure that Behaviour for Learning is excellent and has positive impact in each classroom and support subjects that are line managed
- To ensure that learning opportunities are provided in and out of the classroom that help children to thrive and grow, focusing on the enrichment and enhancement aspect of provision and ensuring that students access opportunities in our Learning Journey
- Be a role model for students and staff as a learner
- To strategically lead student leadership and praise and reward programmes
- To act as an alternate DSL as part of the safeguarding team

Teaching

- Be an excellent classroom practitioner and share knowledge and expertise with colleagues
- Lead CPD as required focusing on areas of strategic responsibility
- To participate in a lesson observation programme which shares and celebrates good practice leading to inspired, motivated teachers in the secondary phase.
- To work with line manager to understand, disseminate and lead understanding of the OFSTED criteria about what constitutes good & outstanding teaching.

- To provide coaching and support programmes to develop individual teachers where required

Policies

- To develop policies are required by the Headteacher in line with strategic responsibilities

Leadership – Governors

- To prepare, attend and present to specific Governing Body and Committee meetings as required.
- To write reports and provide information for the termly Headteachers Report to Governors.

Leadership – Staff

- To line manage specific colleagues as agreed with the Headteacher and Leadership Team.
- To contribute to the annual school Calendar.
- To complete self evaluation activities according to the Self Evaluation Calendar.
- To contribute to Academy and subject area improvement planning & monitoring processes.
- To attend, prepare for and participate in meetings of the Leadership Team and Extended Leadership Team.
- To lead staff training sessions and training for colleagues in other schools as required.
- To lead/participate in the recruitment/selection of staff processes as required.
- To lead/participate in the staff Performance Management programmes.

Leadership - Students/Pupils

- To lead assemblies which contribute to the Spiritual, Moral, Social and Cultural development of students.
- To teach lessons as allocated to the role, modelling excellent practice to colleagues.
- To be part of the Leadership Team Duty Team on a daily basis.
- To support and attend pupil/student performances, parent information evenings etc as required, working with Leadership Team colleagues

Leadership - Parents/Community

- To lead parents meetings as required.
- To lead community meetings as required.

Personal Professional Development

- To keep up to date with professional skills and knowledge engaging with Chartered College of Teaching and other agencies.
- To take on whole school responsibilities as negotiated with the Headteacher and Leadership Team.

Undertake other tasks as reasonably required by the Headteacher

SAFEGUARDING

Unity Schools Partnership is committed to safeguarding and promoting the welfare of children and young persons at all times.

The post holder, under the guidance of the Headteacher, will be responsible for promoting and safeguarding the welfare of all children with whom he/she comes into contact, in accordance with the Trust's and the school's safeguarding policies. The post holder is required to obtain a satisfactory Enhanced Disclosure from the Disclosure and Barring Service (DBS).

GENERAL

1. Take active responsibility for personal continuous professional development;
2. Take ownership of individual performance management, keeping a continuing professional development portfolio;
3. Maintain consistent high standards of professional conduct, tact and diplomacy at all times in dealings with pupils, parents, staff colleagues, external agencies and any other visitors to the school or wider Trust;
4. Maintain absolute confidentiality and exercise discretion with regard to staff / pupil information and the Trust's business at all times;
5. Act as an ambassador for the School and the wider Trust within the local community and beyond, ensuring that the ethos and values of the Trust are promoted and upheld at all times.

The list above is not exhaustive, and you may be required to undertake any other reasonable tasks and responsibilities which fall within the scope of the post as requested the Headteacher, a member of the Senior Leadership or Trust Executive Leadership Teams.

Unity Schools Partnership has developed a framework for supporting effective practice which will be used to support staff professional development and this job description is subject to change at the discretion of the trust.

PERSON SPECIFICATION

CRITERIA	ESSENTIAL	DESIRABLE
Education and qualifications	<ul style="list-style-type: none"> • Educated to degree level • Teaching qualification 	<ul style="list-style-type: none"> • Further study or training in subject area • Further qualification in leadership and management
Specialist skills and knowledge	<ul style="list-style-type: none"> • Excellent knowledge of teaching and learning • Excellent knowledge of behaviour management strategies and school culture • Ability to analyse data • ICT competency 	
Leadership and management	<ul style="list-style-type: none"> • Positive attitude towards change • Attention to detail and the ability to plan and prioritise • The ability to motivate and enthuse colleagues and students • Good interpersonal and communication skills • Ability to lead meetings effectively • Ability to deal with difficult situations with calmness and kindness • Ability to lead staff training • Excellent presentation skills 	<ul style="list-style-type: none"> • Experience of school improvement • Experience of change management
Relevant experience	<ul style="list-style-type: none"> • Significant middle leadership experience in a behavioural role e.g. year group/house leadership • Evidence of impact of initiatives introduced • Experience of leading whole school initiatives 	

Additional requirements	<ul style="list-style-type: none"> • Belief in our vision and values • We work hard, we are kind, we are PROUD • Professional; Resilient, Optimistic, Understanding, Driven • Committed to continuous improvement • Committed to the children of Haverhill • Approachable and understanding of others and how to get the best out of people. 	<ul style="list-style-type: none"> • Committed to providing learning experiences outside the classroom including trips and visits
	<ul style="list-style-type: none"> • Ability to work as part of a team and independently • Self-motivated and resilient • Passionate the education is the biggest gift we can give our young people. 	