



**North East
Learning Trust**

Assistant Headteacher Behaviour and Standards
Easington Academy
Applicant information pack

Assistant Headteacher Behaviour and Standards

Permanent Required as soon as possible Salary L11 – L15 £63,815 - £70,293 per annum

Easington Academy is a part of the North East Learning Trust and are seeking to appoint an Assistant Headteacher (Behaviour and Standards) to join our dedicated team. The successful candidate will be responsible for the strategic leadership and day-to-day management of behaviour in the Academy. This is an exciting opportunity for the right candidate to join a close and talented team.

At Easington Academy, students consistently achieve excellent GCSE results year-on-year, and we are on a steady path of positive progress. In 2019 we were rated as 'Good' by Ofsted and we are now on a journey of excellence. Our primary aim is for each young person to be courageous, caring, resilient and determined as they strive for excellence and that they leave us as respectful, active and well-rounded citizens with deep integrity.

Our vision, along with all schools in the Trust, is that every child experiences excellence every day.

We are committed to:

- A vibrant learning community with enthusiastic and engaging students
- A positive and caring ethos
- An excellent learning environment and resources
- A team of hardworking, dedicated and friendly staff where everyone is valued
- A supportive and effective governing body

We will offer you:

- National Terms and Conditions of Employment
- Access to Teachers' Pension
- Up to 1 day paid leave for staff wellbeing
- Lifestyle Savings – range of discounts from top retail brands
- Discounted gym membership
- 24/7 Employee Assistance Programme and wellbeing portal

Deadline: Monday 17th March noon 12:00

Interviews the week commencing Monday 17th March

How to apply:

Application packs can be downloaded from our website.

Letters of application should be no more than two sides of A4 and should be returned with application forms to tracey.hann@easingtonacademy.co.uk or by post to Tracey Hann, Support Services Manager, Easington Academy, Stockton Road, Easington, SR8 3AY.

Please do not submit a CV unless it is to complement your application form.

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff to share this commitment. All posts will be subject to receipt of satisfactory enhanced DBS disclosure, medical and reference checks. All pre-employment checks are in line with "Keeping Children Safe in Education" and the Trust's Safeguarding Policy which is available on our website.

Job description

Post title:	Assistant Headteacher Behaviour and Standards
Responsible to:	Deputy Headteacher (Pastoral)
Responsible for:	The strategic leadership and day to day management of behaviour and standards in the Academy
Salary Band:	Leadership (L11-L15)

Job Purpose:

- Provide Strategic leadership and day-to-day management of the Academy's behaviour system
- Manage the development and implementation of policies, practices and procedures related to the behaviour system

Generic Responsibilities:

Undertake responsibilities as a member of the Senior Leadership Team of the Academy.

- To actively contribute to the Senior Leadership Team
- To work with the Head of School contributing to the vision and professional leadership of the school
- To undertake responsibility as part of the Senior Leadership Team for self-evaluation, school improvement planning and performance management
- To promote and develop school ethos and policies in line with Trust systems

Specific Responsibilities:

Strategic leadership and management of the Behaviour System and standards

- Have strategic oversight of the implementation and impact of the Academy's Behaviour System
- Implement the Behaviour System directly through the work of the Pastoral Team on a daily basis
- Ensure Academy and Trust policies relating to the Behaviour System are followed by all staff and that all staff are held accountable for their implementation and success
- Work with Trust leaders in the development of processes to enhance the way the Behaviour System works in the Academy
- Work with outside agencies to ensure student needs are met appropriately
- Maintain an overview of funding held in budget cost centres related to the Behaviour System
- Liaise, where appropriate, with other agencies and disseminate information to colleagues where relevant
- Undertake self-evaluation of the Behaviour System in order to contribute to the Academy systems of monitoring, evaluation, review and improvement
- Provide support for key front-line staff in the Pastoral Team for all disciplinary matters
- Contribute to the Academy Self Evaluation Form and School Improvement Plan

- Monitor progress and evaluate the effect of developments and targets on student behaviour in the Academy
- Lead the Academy's multi-agency group through monthly meetings of the Pastoral Liaison Group
- Ensure accurate and detailed records relating to behaviour are maintained
- Ensure parents and carers are kept fully up to date with information about their child's behaviour
- Work with Trust leaders to continually develop our behaviour curriculum, ensuring it is adapted to match context
- Ensure the behaviour curriculum is understood by all stake holders and permeates all areas of Academy life
- Maintain the highest standards with regards to uniform, punctuality and readiness to learn

Leadership and Management

- To be part of the Senior Leadership Team and contribute to the strategic development of the Academy
- Assess staff training needs and determine how to address them effectively
- Have an enthusiasm which motivates and supports other staff and encourages a shared understanding of the contribution they can make to all aspects of students' lives
- To act as line manager for teaching and support staff where relevant to the Behaviour System, undertaking performance management reviews yearly in conjunction with the Trust's policies and procedures
- Provide support to colleagues across the Trust as needed
- To consistently set and adhere to high standards of professional conduct and expertise and model appropriate practice

General

The list of duties is extensive but not exhaustive and may not identify each individual task which may reasonably be requested of the post holder. Employees will be expected to comply with any reasonable request from their manager to undertake work of a similar level that is not specified in this job description.

This job description is current at the date shown, but, in consultation with you, may be changed by the Executive Head Teacher/ Head of School to reflect or anticipate changes in the job commensurate with the grade and job title.

The post will require travel between Academies and Head Office.

Health and Safety:

It is the responsibility of individual employees at every level to take care of their own health and safety and that of others who may be affected by their acts at work. This includes co-operating with the Trust and colleagues in complying with health and safety obligations to maintain a safe environment and particularly by reporting promptly any defects, risks or potential hazards. Specifically:

- To report any incidents/accidents and near misses to your line manager

- To ensure own safety and safety of all others who may be affected by the Trust's business

Safeguarding

The Trust has a Child Safeguarding policy and procedure in place and is committed to safeguarding and promoting the welfare of all its students, each student's welfare is of paramount importance to us and you are expected to share this commitment. All staff will fully comply with the Trust's policies and procedures, attend appropriate training, inform the Designated Person of any concerns, record any potential safeguarding incidents appropriately.

Person specification

Assistant Headteacher Behaviour and Standards

	Essential	Desirable
Education/training	<ul style="list-style-type: none"> • Qualified Teacher Status • First Degree or equivalent in a relevant subject 	<ul style="list-style-type: none"> • Further Professional Development
Experience	<ul style="list-style-type: none"> • Recent and successful teaching experience in a relevant subject area at both KS3 and KS4 • Experience of working with pastoral teams and managing developments within them • Experience of working at a whole-school level • Experience of working with external agencies • Experience of managing challenging behaviours and supporting others to do so 	<ul style="list-style-type: none"> • Involvement in self-evaluation and development planning • Experience of conducting training/leading INSET
Aptitude and skills	<ul style="list-style-type: none"> • Ability to plan and evaluate interventions • Data analysis skills and the ability to use data to inform planning • Effective communication and interpersonal skills • Ability to build effective working relationships • Ability to influence and negotiate • Good record-keeping skills 	<ul style="list-style-type: none"> • Willingness to keep up-to-date with local, county and national initiatives
Personal qualities	<ul style="list-style-type: none"> • Commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school • Ability to work under pressure and prioritise effectively • Commitment to maintaining confidentiality at all times • Commitment to safeguarding and equality 	

References:

References will be requested prior to interview, except for non-teaching roles where there are exceptional circumstances, and the applicant does not give consent to do so on the application form.

DBS:

North East Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

An application for a DBS certificate will be submitted for all candidates once they have been offered the position. For posts in regulated activity, the DBS check will include a barred list check. During the recruitment process, any offences, or other matters relevant to the position will be considered on a case-by-case basis.

Any offer of employment will be subject to receipt of a satisfactory DBS Enhanced Disclosure.

Pre-occupational health:

Pre-occupational health check is an essential part of the selection and recruitment process to assess if any reasonable adjustments are required.

Equal opportunities:

We are an equal opportunity employer. We want to develop a more diverse workforce and we positively welcome applicants from all sections of the community.

Applicants with disabilities will be granted an interview if the essential job criteria are met.