

Assistant Headteacher Behaviour and Inclusion

Leadership scale: L11-L15

Purpose:

- To develop, lead and promote an ethos of ensuring excellence in all areas of the school's life
- To take the lead in creating an atmosphere in which commonalities are identified and celebrated, where difference is valued and nurtured, and bullying, harassment and violence are never tolerated
- To lead and manage all matters pertaining to Behaviour Management and Inclusion
- To lead and manage all matters pertaining to the maintenance of a high level of student attendance
- Be the lead person responsible for all matters relating to Disadvantaged Students; their attendance and academic progress in school
- Encourage a school culture of inclusion, including the celebration of diversity and equality
- To contribute to the operational and strategic leadership of our school as part of our Senior Leadership Team
- Ensure that our values are put into practice and we make significant progress across the school
- To raise levels of achievement and standards through highly effective leadership and management of the school's quality assurance programme
- To work to ensure that there is a culture of Aspiration, Adaptability, Resilience and Respect across the school

Principle Responsibilities

Working with the Senior Leadership Team to:

- Support the Senior Assistant Headteacher in leading the pastoral vision of the school: Care for yourself, Care for Others
- To lead, direct and manage the Year Leaders and the Pastoral Support Team with regards to student behaviour
- To remove barriers to learning through an intellectual analysis of factors to support student progress and engagement
- To develop and maintain policies and practices across the school that promote inclusion, equality and engagement
- To work closely with the schools SENCo to promote the ethos of 'inclusion elevates all'
- To oversee analysis of behaviour and attendance data and action plan accordingly
- To have overall responsibility for leading the Assessment Team
- Coordinate and lead pastoral and intervention meetings, ensuring that appropriate strategies are implemented, monitored and reviewed
- To set, develop and implement policies, plans, targets, practices and procedures related to behaviour management systems, including the Behaviour for Learning Policy and the school's Peer on Peer Abuse Policy
- To lead actions to follow up concerns about the behaviour of students
- Review and lead on the school's rewards and sanctions systems
- To promote Restorative Justice
- To be the Designated Teacher for Looked After Children (LAC)

Pupil Premium

Working with the Senior Leadership Team to:

- Decide on the allocation of Pupil Premium & Pupil Premium plus spend across the school
- To monitor and review the impact of Pupil Premium spend across the school and hold others to account for evaluating the impact of the monies they have spent
- To regularly produce analyses of progress data for Pupil Premium students with clear guidance and actions for SLT and Governors
- Using the analysis of progress data for Pupil Premium students provide actions and guidance for all staff to raise achievement and attainment
- To coordinate suitable intervention programmes such as in school and online tuition

Teaching and Learning

Working with the Senior Leadership Team to:

- Ensure that Teaching and Learning is at the centre of strategic planning and resource management
- Ensure excellence in classroom practice informed by the principles of Assessment for Learning and in line with the school's Teaching and Learning Policy (John Hattie, Dylan Wiliam, Barak Rosenshine)
- Drive up standards
- Line Manage Staff
- Deliver 'Quality First Teaching'
- Empower a culture of 'Growth Mindset' where feedback is central to improvement leading to consistently high outcomes
- Ensure good behaviour for learning through consistent application of the schools Behaviour for Learning Policy
- Support, promote and contribute to the school's Subject and Content Pedagogy sessions, Fifteen Minute Forums and Masterclass

Relationships

Working with the Senior Leadership Team to:

- Promote an excellent climate for learning across all Faculties you have Line Management responsibility for and more widely across the school
- To promote positive attitudes to learning
- To work with Pastoral Leaders and teachers to ensure an intelligently consistent approach to the management of behaviour, sanctions and rewards
- Model an emotionally intelligent approach to ensuring excellence in behaviour for learning which puts positive relationships at the heart of what you do

Staff

Working with the Senior Leadership Team to:

- Lead, guide, support, mentor and develop staff
- Hold staff within the school and individual faculties to account for their work
- Set expectations for staff and students, in the context of school policies, and help them to achieve those standards in relation to day to day working practice
- With the Senior Leadership Team identify and respond to the professional learning needs of staff utilising all available expertise and provision
- With the Senior Leadership Team, ensure the effective induction, support and training for new staff and trainee teachers

- Develop effective working relationships with all teams
- Undertake Performance Management Reviews, acting as a reviewer
- Contribute to the assessment of staff skills in support of pay progression based on sound evidence
- Act as a positive role model for staff on a day-to-day basis and lead others with high levels of emotional intelligence whilst adopting a professional persona that all staff can rely upon for support, leadership and guidance

Communication

Working with the Senior Leadership Team to:

- Ensure that the Governing Body is able to meet its responsibilities
- Ensure effective collaboration and consultation with staff, parents and students
- Liaise and work with partner schools, parents and other relevant external agencies where appropriate
- Ensure regular communication between teachers and parents

Personal Development

- Reflect on your own practice and work collaboratively with your Line Manager to identify development needs and participate in annual Performance Review as part of an ongoing and active programme of CPD
- Keep up to date with changes to DfE and Ofsted requirements and embed these into school policy and practice
- Keep up to date with the latest developments in Teaching and Learning
- Ensure subject knowledge is kept up to date

Safeguarding

Working with the Senior Leadership Team to:

- Promote the highest standards of Safeguarding practice
- Undertake Safeguarding Training as required
- Ensure that all students and staff are appropriately safeguarded
- Maintain appropriate levels of confidentiality when dealing with stakeholder data and information
- Adhere to the General Data Protection Regulations

Other Specific Responsibilities

- Comply with any reasonable request from the Headteacher to undertake work at a similar level that is not specified in this job description

This job description may be changed by the Headteacher in consultation with you to reflect or anticipate changes in the job commensurate with the grade and job title