

<b>Salary:</b>	Leadership Scale L10-L15
<b>Responsible to:</b>	Headteacher and Deputy Headteacher
<b>Date of Job Description:</b>	September 2024

### Main Purpose of the Role:

- Supporting DH/HT on key strategic strands
- Responsible for the delivery and accountability of specific strands of the AIP
- To support the whole SLT to drive continuous school improvement

### Main Tasks and Responsibilities

#### **Role Specific Accountabilities:**

- To be a 'high profile and visible' member of the Senior Leadership Team by providing a presence around the school ensuring calm, orderly and effective learning is taking place and high standards of behaviour and attitudes are maintained in the academy
- To monitor and evaluate behaviour, attendance and punctuality data, developing strategies alongside the Pastoral Deputy Headteacher in order to impact on areas of concern
- To be the operational lead for these strategies within the Academy, with support from the Pastoral Deputy Headteacher
- To develop your experience as a member of the safeguarding team, with a view to completing a DSL qualification
- To support the Lead Behaviour & Attendance Manager in their responsibility of recording punctuality and attendance
- To liaise with external organisations e.g. the Pupil Welfare, social workers in order to support individuals and groups of students in improving their attendance
- To liaise closely with the Pastoral Deputy Headteacher, Lead Behaviour Managers and Progress Managers re individuals students with the aim of developing high

levels of positive behaviour through implementing a 'Behaviour Curriculum' to address specific behaviours and reduce instances of suspension

- To provide (support with) CPD re Behaviour Management strategies
- To lead anti-bullying strategies within the academy
- To support our ENGAGE and Isolation units as required
- To engage the student voice regarding behaviour and attitudes
- To provide high quality teaching and learning (subject specialism dependent on the successful candidate)
- To manage and support a curriculum department in delivering successful outcomes for our students

### **School vision and culture**

- To support the Deputy Headteacher and the Headteacher in implementing the actions required to achieve the desired vision and culture of the school by leading on key areas of the action plan.
- To model throughout the school, its vision and values.
- To support the Headteacher with working within the Local Governing Body.

### **Quality of Education**

- To work alongside the SLT in developing most effective strategies towards teaching and learning and curriculum development
- To model in their own practice the very best standards in teaching and learning
- To lead and support others in key areas of T&L and/or the curriculum.

### **Leadership, managing and developing people and resources**

- To lead on the effective and supportive management of staff.
- To support colleagues' professional and personal development through effective and appropriate constructive feedback.
- To be a role model (for all stakeholders) who leads in inspiring a supportive environment which encourages accountability, collaboration and continuous development of all staff.
- To promote and support the DHT in enabling others to follow Team FCAT's Work and Wellbeing Charter.

- To ensure continuous improvement through scoping educational developments and initiatives, both locally and nationally.

### **SEND**

- To support the highest ambition for pupils with additional needs & promote inclusivity
- Supporting colleagues with strategies to support pupils with additional needs.
- Monitoring the quality of the provision for children with additional needs

### **Safeguarding and inclusion**

- To lead and promote a strong culture of safeguarding and inclusion
- Supporting colleagues with the implementation of systems and processes to support the safeguarding of pupils.
- Monitoring the quality of safeguarding provision for pupils.

### **General Duties:**

- To act in accordance with the academy and FCAT's Policies and Procedures and as senior leader to exemplar actions and ensure staff within the school are working in line with these policies and procedures.
- To act as a role model, to encourage and promote non-discriminatory behaviour and ensure equality and diversity is sustained within our academy.
- To ensure compliance with the General Data Protection Regulations and maintain confidentiality in your working practices each day.
- To adhere to FCAT's Safeguarding Policy and Procedures to ensure that the duty of care for all staff, including yourself to protect children and young people is maintained.
- To contribute to the provision of an effective environment for learning.
- To support the promotion of positive relationships with parents and outside agencies.
- To attend skill training and participate in personal/performance development as required.
- To take care of your own and other people's health and safety in line with school and FCAT policies and procedures.
- To actively participate in Continuous Professional Development.