**Post:** Assistant Head of Behaviour and Standards

**Scale range:** L9 – L12 (£60,644 to £65,286)

**Responsible to:** Head teacher

*The job description is subject to the general conditions of service for a Assistant Head teacher*

*as set out in the current School Teachers Pay and Conditions Document.*

**Duties and responsibilities**

1. **Strategic direction and development of the school**

* To work with the head teacher, to develop a strategic view for the school in its

community and analyse and plan for the future needs and further development of the

school within the local, national and international context.

* Promote a culture of encouragement, support and challenge in order to achieve each child’s full potential and the highest possible educational standards.
* Support the head teacher and SLT to create an ethos and provide educational vision and direction which secures outstanding status, effective teaching, successful learning and achievement by pupils and sustained improvement in their spiritual, moral, cultural, mental and physical development and prepare them for the opportunities, responsibilities and experiences of adult life.
* Ensure the school’s vision and ethos is clearly and effectively articulated, shared and understood.
* Promote creativity, innovation and the use of appropriate new technologies to achieve excellence.
* In the absence of the head teacher to take responsibility for the day to day running of the school concurrently with the other members of SLT.

1. **Leadership and Management**

* Develop, motivate and lead staff to achieve the highest professional standards.
* Support the building of a collaborative learning culture within the school and actively engage with secondary schools and other agencies to build effective learning communities for the hardest to reach.
* To develop data analysis and progress tracking systems across the school taking responsibility for reporting to Governors and external agencies in line with the Head teacher’s requirements.
* Manage change effectively.
* Maintain sound procedures for the security, supervision and maintenance of the school environment ensuring that all health and safety regulations are met.
* Manage your own personal professional development whilst ensuring the well-being and good work/life balance for all personnel.
* Ensure that all responsibilities delegated by the Head teacher and SLT are carried out to the highest standards.
* Work with the Head teacher and SLT to develop high quality, affordable extended services.
* Work with the Head teacher and SLT to manage, monitor and review the range, quality, quantity and use of all available resources in order to improve the quality of education, improve pupils’ achievements, ensure efficiency and secure value for money.
* Undertake other such duties as may be reasonably expected by the Head teacher.

1. **Behaviour and Standards**

* Day to day management of school site.
* Maintaining a productive and calm atmosphere utilising the behaviour team and specialist staff where appropriate.
* Collation of the daily briefing sheet managing cover and logging staff absence.
* Behaviour and standards.
* Exclusions including letters and communications.
* Collating behaviour data and strategic development of pastoral planning.
* Family Liaison.
* Ensure exemplary standards of behaviour and attendance.
* Restart.
* Alternative Provision- To take responsibility for the coordination and quality assurance and budget of the offsite provision programme.

1. **Communication and Consultation**

* Build effective relationships with all stakeholders where appropriate through excellent communication and interpersonal skills, taking and providing appropriate advice.
* Consistently use and develop information systems to ensure exemplary communication links with all stakeholders.
* Support the school’s work with secondary schools to ensure smooth transitions and continuity of learning. This includes developing an understanding of relevant referral and reintegration procedures and managing this process effectively.
* Work with the Head teacher, Deputy Head teacher and Governors to provide information on all relevant aspects of the school, its progress and intended development.

In addition:

1. the above responsibilities are subject to the general duties and responsibilities contained in the most recent statement of condition of employment;
2. the Governing Body reserves the right to alter the content of the Job Description after consultation to reflect changes to the job or services provided, without altering the general character or level of responsibility;
3. the duties described in this Job Description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users and is consistent with the ContinU Plus Academy’s Equal Opportunities Policy.

**Person Specification**

Assistant Head- Behaviour and Standards

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|  | Criteria |
| Qualifications | * Qualified teacher status * Degree * National professional qualification for headship (NPQH) |
| Experience | * Successful leadership and management experience in a school * Outstanding teaching experience * Involvement in school self-evaluation and development planning * Demonstrable experience of successful line management and staff development * SEMH experience |
| Skills and knowledge | * Data analysis skills, and the ability to use data to set targets and identify weaknesses * Understanding of high-quality teaching based on evidence, and the ability to model this for others and support others to improve * Understanding of school finances and financial management * Effective communication and interpersonal skills * Ability to communicate a vision and inspire others * Ability to build effective working relationships |
| Personal qualities | * Commitment to uphold the 7 principles of public life (the [Nolan principles](https://www.gov.uk/government/publications/the-7-principles-of-public-life)) at all times * A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the trust and school * Ability to work under pressure and prioritise effectively * Commitment to maintaining confidentiality at all times * Commitment to safeguarding and equality, ensuring that personal beliefs are not expressed in ways that exploit the position |