**JOB DESCRIPTION**

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| **Job Title:** | **Assistant Headteacher – Behaviour & Learning** |
| **Start Date:** |  **September 2025** |
| **Responsible to:** | **Headteacher** |
| **Salary:** | **L5-L7** |
| 1. **Core Purpose of the Post**
	* To work with the senior leadership team to define and maintain the vision, ethos and direction of the pastoral provision and support for behaviour and attitudes across the school.
	* Develop interventions, use of sanctions and pastoral support to improve the behaviour and conduct of students.
	* Support teacher and staff development so that they apply policies and systems in a way that improves student engagement with school and learning.
	* To assist the Headteacher with the day to day smooth running of the school and provide professional leadership and management of areas of school development which will be negotiated depending on the expertise, experience and interests of the successful

candidate. |
| 1. **Main Areas of Responsibility**
	* To assist the Headteacher with the day to day smooth running of the school.
	* Be a high-profile visible presence during the school day and at school events.
	* Represent the school within the local and wider community as required.
	* Uphold public trust in school leadership and maintain high standards of ethics, behaviour and professional conduct.
	* Build positive and respectful relationships across the school community including with parents/carers.
	* Report to stakeholders e.g. governors or parents on successes, achievements as required.
	* To contribute to Inspection readiness and success.

 Pupil Progress and Outcomes* + Take responsibility for the progress and achievement of all primary phase pupils, ensuring robust systems are in place to monitor and improve outcomes.
	+ Work collaboratively with SEND and key personnel to ensure all pupils—including those with additional needs—receive a high-quality education tailored to their needs.
	+ Ensure that strategies for assessment, feedback, and reporting are impactful, consistent, and aligned with whole-school policies.

**Behaviour*** + Implement effective strategies to promote positive behaviour across the school, fostering a culture of respect and responsibility in line with the trust policy.
	+ Review and develop the school’s policies related to behaviour.
	+ Continue to implement our self-evaluation programme to feed into the school’s SEF by monitoring and reporting on:
		- Behaviour (including rewards and sanctions)
		- Exclusions, bullying and racist incidents
		- Attendance and the impact of attendance initiatives
	+ Review and develop the school's systems and processes for rewarding students

 Whole-School Ethos and Strategic Leadership* Actively contribute to the school’s vision, ethos, and strategic direction as a member of the senior leadership team.
* Promote the school’s values, ensuring they underpin all aspects of primary phase
* Represent the primary phase in whole-school decision-making processes, ensuring the needs and perspectives of younger pupils are integral to planning and initiatives.
* Lead by example in promoting inclusivity, diversity, and high aspirations for all members of the school community.
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| 1. **Communication and Liaison**
	* Attend and contribute to directed time meetings including the Senior Leadership Team meetings.
	* Assist and contribute to the whole school improvement plan and relevant faculty improvement plans.
	* Review the provision of guidance and support to students through form time and support Heads of Learning to manage form tutors and communication with parents/carers/external agencies.
	* Liaise with members of the pastoral team, SEND team, parents/guardians in order to support the removal of barriers to learning.
	* Work with relevant leaders of educational/work place providers to ensure students secure next steps and number of students NEET is minimised.
	* Communicate and work with student council/leaders/prefects to support school development.
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| 1. **General**
	* Promote and prioritise safe working practices including following the statutory Keeping Children Safe in Education guidance.
	* Participate in the appraisal process as determined by the school.
	* Read and familiarise yourself with school policies and any updates provided.
	* Fulfil pastoral responsibilities including leadership of a pastoral team and of assemblies.
	* Contribute to the overall social and cultural life of the school.
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