



Kelvin
Hall

Director of
Culture and
Behaviour (AHT)

January 2023



Kelvin Hall School, Bricknell Avenue, Hull, East Yorkshire HU5 4QH
Telephone: (01482) 342229 **Fax:** (01482) 346817
Email: info@kelvinhall.net **Twitter:** @kelvinhall_hull **www.kelvinhall.net**

Executive Headteacher (Thrive Trust): Mr P Cavanagh
Head of School: Mr C Leng
Deputy Headteachers: Mrs C Grandidge, Mrs L Piercy, and Mr J Shaw

Welcome letter from the Executive Headteacher and Head of School

Dear Applicant,

Thank you for enquiring about the position of Director of Culture and Behaviour (Assistant Headteacher) at Kelvin Hall School. The successful candidate will be joining the school at a very exciting time in our development. We are looking for someone who can take us forward and build upon our sound foundations as we continue to move forward with our period of growth over the next 18 months.

Kelvin Hall is a mixed 11-16 school on the outskirts of the city of Hull. We are a much larger than average secondary school. In September 2023 we will have approximately 1645 pupils on roll with a year 7 intake of 330 pupils. We stand on the same campus as Wyke Sixth Form College where many of our Year 11 students progress.

Our success and reputation is built on our cooperative values and highly inclusive approach to children and their education. We have a strong ethos of working in partnership with all stakeholders, ensuring we are very ambitious for all our children. We are committed to ensuring that we provide children with the right academic teaching and supportive pastoral care to ensure that all children have the greatest opportunity to succeed.

The successful candidate must share our collaborative approach and ethos, promoting a strong team and partnership ethos and must believe in a self-improving and sustainable system of school improvement that shares our moral purpose.

If you firmly believe that you share our commitment and desire to provide the best life opportunities for our children and you have the leadership strength and experience to lead in this area, then we would very much welcome an application from you.

If you would like to have an initial discussion regarding this role, then please email the school for the attention of the **Head of School, Mr Chris Leng**; info@kelvinhall.net or contact the school on 01482 342229.

Yours faithfully

Mr P Cavanagh

Executive Headteacher and Trust Secondary Development Lead

Chris Leng

Head of School

Thrive Co-operative Learning Trust



Inspiring pupils to thrive in life



The Thrive Co-operative Learning Trust (formerly the Yorkshire and the Humber Co-operative Learning Trust) was established in 2016 and now includes 7 primary and 2 secondary schools.

Kelvin Hall School is part of the Thrive Co-operative Learning Trust and Mr Jonathan Roe is the Chief Executive Officer with overall responsibility for leading the Trust. Our mission is to inspire pupils to thrive in life. We understand thriving to mean that we will work cooperatively as a multi-academy trust to enable each pupil, school and their communities to reach their fullest potential, and to aspire to the co-operative values.

The Co-operative Values are...

Self-help • Self-responsibility • Democracy • Equality • Equity • Solidarity

Also running through these core values are a set of ethical values that underpin the work of all Trust members:

Openness • Honesty • Social Responsibility • Caring for Others

Our partner schools also believe in these core values and want to work alongside us to deliver the best possible education for all our children.

If you would like more information on the Co-operative Trust please visit www.thrivetrust.uk



Below are the Schools currently in the Thrive Co-operative:

Kelvin Hall School
www.kelvinhall.net

Newland School for Girls
www.newlandschool.co.uk

Chiltern Primary School
www.chilternprimaryschool.org.uk

Stepney Primary School
www.stepney.hull.sch.uk

St George's Primary School
www.st-georges.hull.sch.uk

Ings Primary School
www.ingsprimaryschool.co.uk

Priory Primary School
www.prioryprimaryschool.org.uk

Sidmouth Primary School
www.sidmouthprimaryschool.co.uk

Oldfleet Primary School
www.oldfleet.hull.sch.uk



Welcome to Kelvin Hall

We are a very successful 11-16 mixed comprehensive school with approximately 1590 students on roll. We are a popular first choice of school for families in Hull and the East Riding of Yorkshire and are a very successful school academically.

We are one of two secondary schools in a developing Multi-Academy Trust (Thrive Co-operative Learning Trust) that currently consists of 9 schools.

We are proud to be working in partnership with Newland School for Girls in the secondary Trust.



Ofsted
Outstanding
Provider

“The behaviour of students is outstanding. It is exemplary around the school. Students socialise well, are courteous to each other and adults. They are proud to be part of this school”

Ofsted

Director of Culture and Behaviour - Assistant Headteacher

Salary: L11-L15 (£56,795 - £62,560 Actual Salary)

Start date: Easter 2023 if possible

Permanent

Closing Date: Tuesday 7th February 2023, 9.00am

The Thrive Co-operative Learning Trust is responsible for nine schools across Hull; two secondary and seven primary. A Thrive school is one that is a dynamic community of staff, pupils and their families all focussed on one thing - *inspiring pupils to thrive in life*.

We are seeking to appoint a dynamic, committed and innovative individual to join our school in the permanent role of Director of Culture and Behaviour. We are looking for someone who can work with and lead on our 'Senior Leadership Team', building on our sound foundations as we continue with our school expansion over the next 18 Months.

Kelvin Hall School is a very successful 11-16 mixed comprehensive school with approximately 1590 students on roll. We are a popular first choice of school for families in Hull and the East Riding of Yorkshire and we are a very successful school academically. We are committed to ensure that all schools in the Thrive Cooperative Learning Trust have access to high quality support services to underpin the excellent work our schools do in educating our pupils.

The successful candidate will share our collaborative approach and ethos and must believe in a self-improving and sustainable system of school improvement. As Director of Culture and Behaviour, you will provide inspirational leadership to staff and be a role model to students. The position will have responsibility for a strategic area of the school, supported by the experience, interest and passion of the appointed candidate. This will include leading in the following key areas of the school in addition to the daily operational and strategic roles as per Job Description:

- Behaviour and pupil attitudes throughout the school, including our personalised alternative learning department and the welfare and progress of our vulnerable students.
- Pupil engagement, providing leadership and support around student welfare, behavioural and attendance issues including leading as the champion for the welfare and behaviour of students, ensuring our caring and positive culture is maintained and developed.
- Promoting a school culture that takes account of the richness and diversity of the community and ensuring that no child is left behind.

We will offer you:

- An inclusive, successful school and outstanding Multi-Academy Trust to work in.
- Friendly, motivated and enthusiastic students.
- A 21st Century building with 'state of the art' facilities.
- A Development Programme aimed at both new and experienced Senior Leaders.

We recognise the importance of a visit when considering an application. Should you wish to have an informal and completely confidential discussion or to arrange a visit, please contact Mr Chris Leng (Head of School) via email info@kelvinhall.net or contact the school on 01482 342229.

Closing date: Tuesday 07th February 2023, 9.00am

Interviews: Thursday 09th or Friday 10th February

Please note, we do not accept CVs, applications must be submitted using our application form.

Our commitment to Safeguarding: Thrive Co-operative 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. Each school has a robust Safeguarding Policy and all staff receive training relevant to their role at induction and throughout their employment.

A candidate's suitability to work with children will be explored at all stages of the recruitment process. The successful applicant will, in accordance with statutory guidance, be subject to a comprehensive pre-employment checking process including receipt of a satisfactory enhanced disclosure from the Disclosure and Barring Service (DBS), a Children's Barred List check, a Section 128 Management Check if relevant, Prohibition check and overseas checks as applicable, identity check, medical clearance, proof of qualifications, satisfactory references and a check regarding their eligibility to work in the UK.

This role involves contact with children and provides regular access to children, therefore it is 'regulated activity'. As such, this post is exempt from the Rehabilitation of Offenders Act - 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.

Our commitment to equality and diversity: Thrive Co-operative Learning Trust recognises and celebrates the diversity of its schools and their communities. There is a shared commitment across the Trust to develop further a culture of respect, where discrimination is not tolerated, and individuals are treated equitably and fairly and feel a sense of belonging.

Please visit [Thrive Trust website](#) to view our Job Applicants Privacy Notice, which explains how we collect, store, and use personal data about individuals applying for jobs at our school.

Job Description



Post Title	Director of Culture and Behaviour (AHT) Leading on Behaviour and Pupil Attitudes/PLD provision/ vulnerable pupils welfare and progress.
Grade	L 11 – 15
Location	Kelvin Hall School
Reporting to	Deputy Headteacher - James Shaw

General Description

The Director (AHT) is responsible for supporting the Head of School/Deputy Headteacher in managing the daily operation of the school, the supervision of all pupils and staff, and the school premises. They support the day-to-day direction and leadership of the school that represents a consistent and effective model of integrity, excellence, collaboration and accountability.

The Director will work to support and work alongside the EHT/HOS, who will provide the strategic leadership and hold overall accountability for all areas of the school. **It is essential that the Director is passionate about their area, leading on behaviour and pupil attitudes and the possibilities that it can offer to young people and have high expectations of students and staff alike (including yourself!),** with the ability to contribute to a team ethos that is outward looking, adaptable and strives for the very best outcomes for every single student.

Specific Senior Leadership responsibilities -

- **To enable all pupils to engage in education by providing leadership and support around student welfare, behavioural and attendance issues. This will involve working with staff, parents/carers and pupils to address barriers to learning and make sure effective policies and procedures are in place to support a positive and progressive learning environment.**
- To work alongside other directors to provide an integrated coherent approach to teaching and learning in the school.
- To provide specialist expertise to the Senior Leadership Team.
- To take responsibility for a number of whole school initiatives that will be agreed annually as part of the performance review process.
- To carry out the normal duties of a school teacher as set out in the most recent School Teacher Pay and Conditions Document.
- To perform additional directed activities and roles, from time to time, as may be assigned by the EHT/HOS.

Key Accountabilities

Creating the future of the Thrive Trust

- Promote the school/trust vision, values and ethos to pupils, staff, governors, parents and the wider community.
- Motivate others to create a shared learning culture and positive climate through distribution of leadership, through teams and individuals in the school.
- Promote creativity, innovation and the use of appropriate new technologies to achieve excellence.

Leading teaching and learning/working with other leaders

- Provide an excellent role model of challenging, successful and enjoyable teaching.
- Work with SLT/HOS in ensuring a culture and ethos of challenge and support where all pupils achieve success and become engaged in their own learning.
- Assist in the monitoring of student progress, using performance data to motivate staff and students to improve.
- Lead on the strategic development of new technologies to enhance and extend the learning experience.
- Monitor, evaluate and review the school's practice and promote improvement strategies.
- Tackle under-performance at all levels.
- Show involvement in the daily life and activities of pupils by personally recognising their achievements and sharing in their successes as well as their problems and concerns.
- Maintain and further develop an organisation in which all staff recognise that they are accountable for the success of the school.
- Provide for the intellectual, spiritual, moral, cultural, physical, social and emotional well-being of pupils.
- Assess the needs of pupils and identify those most in need of help to overcome barriers to learning, implementing appropriate intervention including one-to-one, small group and/or whole-class support.

- Plan, deliver, monitor and evaluate the impact of behaviour interventions, including any support that is provided to pupils through external agencies.
- Coach, mentor and empower pupils to be able to make informed choices about their own learning, behaviour and attendance.
- Support the reintegration of disaffected pupils and those who have been absent due to suspension.
- Lead supervision and direction of pupils accessing internal alternative provision.

Developing self and working with others

- Regularly review own practice, set personal targets and take responsibility for own development, seeking advice and support from internal/external support where appropriate.
- Treat people fairly, equitably and with dignity and respect to create and maintain a positive school culture.
- Acknowledge and celebrate the responsibilities and achievements of individuals and teams.
- Develop and maintain a culture of high expectations for self and for others and take appropriate action when performance is unsatisfactory.
- Manage your own workload and that of others to ensure a work/life balance.
- Provide the Senior Team Link role to agreed Departments, taking a regular and detailed interest in their progress and staff, ensuring that school policies and standards are implemented and maintained and helping them to move forwards to greater success.
- Contribute to the review, communication and implementation of school policies and procedures to support excellent student behaviour and positive relationships within the school; provide direct assistance to staff in sustaining these.
- Ensure, with the Senior Team, the development of effective strategies and procedures for staff induction, professional development and performance review in order to secure outstanding practice across the school.
- Identify, plan, deliver and assess all training and development needs of staff with regards to managing pupil behaviour, including providing INSET.
- Lead, coach, support and train staff to implement behaviour interventions and appropriate strategies in class, and work with staff to adapt interventions to their classroom environment.

Managing the Organisation

- Build relationships with all relevant bodies, including multi agency groups, to ensure good progress for all pupils.
- Identify education and training providers who offer appropriate opportunities for pupils who have challenging behaviour and/or vulnerable pupils.
- Participate and lead delegation of staff in regular meetings with various outside agencies as appropriate, including social services, child mental health services (CAMHS), education welfare and educational psychologists.
- Support the referral of pupils to appropriate agencies.
- Effectively support the DHT/HOS and Senior Team to manage the school on a day-to-day basis.
- Work with the EHT/HOS to recruit, retain and deploy staff appropriately.
- Develop effective relationships and communications with parents and the local community which underpin a professional learning community that enables everyone in the school to achieve.
- Support the HOS/EHT to ensure that statutory responsibilities are met; put systems and policies into action, monitor effectiveness and provide reports, especially in relation to external requirements such as for Ofsted, the SEF, the SDJ and the LGB.
- Lead delegated/directed areas of responsibility to organise accommodation efficiently and effectively to ensure that all school areas meet the needs of the curriculum and health and safety regulations.
- Develop and oversee all wider development and extra-curricular activities in your areas to achieve a varied offer for extended provision in the school.
- With the DHTs/HOS/EHT, ensure evidence-based improvement plans promote continuous school development linked to Self-Evaluation.
- Complete all relevant documentation linked to role, including permanent exclusions and suspensions, safeguarding, data analysis of behaviour incident logs.

Securing Accountability

- Be accountable to your DHT Line manager/ HOS/EHT for student achievement within the school.
- Ensure individual staff accountabilities are clearly defined, understood and communicated.
- Reflect honestly on personal contribution to school achievements and take account of feedback from others.
- Develop a Partnership ethos, which enables everyone to work collaboratively.
- Ensure every child has access to a high quality curriculum which inspires learning, in a safe and stimulating environment.
- Monitor the implementation of the school's behaviour policy and procedures, and complete audits to suggest improvements.
- Train and support staff in recording behaviour incidents in line with school procedures.

Strengthening the Community

- Be aware/develop an awareness of the distinctive school social context and its impact on school performance.
- Develop strategies which encourage parents and carers to support their child's learning.
- Build and maintain effective school-home relationships through the use of accurate and transparent assessment and reporting arrangements.
- Engage the community in the celebration of the school's performance, where appropriate using a range of communication tools.
- Create and promote positive strategies for challenging all prejudices.
- Actively promote the school as a centre of excellence for education and families in the local community.
- Lead the supervision of home visits, where necessary, to address behaviour/attendance/welfare concerns for individual pupils.

Inclusion, Equity and Entitlement

- Promote a school culture that takes account of the richness and diversity within all areas of the school community.
- Ensure every child matters in the school community and no child is left behind and that along with other agencies the school works towards providing for the spiritual, moral, social and cultural wellbeing of pupils and their families.
- Promote and safeguard the welfare of children and young persons.
- Undertake safeguarding and all relevant teacher training relevant to the post to support all pupils in the school environment including vulnerable pupils, pupils with additional needs and LAC.
- Work with the DSL to promote the best interests of pupils, including sharing concerns where necessary as per school policy and procedure.
- Work with the DSL to support staff to understand behaviour that suggests pupils may be experiencing a mental health problem or be at risk of developing one, and behaviours linked to specific safeguarding issues such as drug use and alcohol abuse.

This JD may be modified by the EHT, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.

Safeguarding Children

Thrive Co-operative Learning trust is committed to safeguarding and promoting the welfare of our pupils and young people. Each school has a robust Safeguarding Policy and all staff will receive training relevant to their role at induction and throughout employment at the school. We expect all staff to share this commitment. All post holders are subject to a satisfactory Enhanced disclosure from the Disclosure & Barring Service (DBS) and satisfactory employment references, as well as identification and qualification checks which will be required before commencing duties.

Responsibilities for Staff:	Pastoral staff including year teams
Responsibilities for Customers/Clients:	Safeguarding and promoting the welfare of children.
Responsibility for Budgets/Financial Resources:	Year team budgets
Responsibility for Physical Resources:	Not applicable

		E	D	How Identified
Qualifications	Qualified Teacher Status	✓		AF
	Proven experience of having led, or significantly contributed to the success of a school, through strong and impactful leadership.	✓		
	Have achieved or be willing to be work towards appropriate higher level CPD or NPQ	✓		
	Degree		✓	
	Recent and substantial experience leading an area/department of a school or expert teacher in the school (this may be an		✓	

	aspiring AHT or existing AHT).			
	Experience of having improved an area of the school in either behaviour, attendance, pastoral or teaching and learning.		✓	
Relevant Experience	Working with young people in a statutory or non statutory setting	✓		AF
	Teaching experience	✓		
Skills & Abilities	Motivation to work with children and young people	✓		AF, I, R
	Ability to form and maintain appropriate relationships and personal boundaries with children and young people	✓		
	Effective classroom practitioner	✓		
	Competent with ICT	✓		
	Able to reflect on own practice	✓		
	Good organisational skills and able to meet deadlines	✓		
	Very good numeracy/literacy skills	✓		
	Effective leadership and management style that encourages participation, innovation and confidence	✓		
	Able to apply theory to professional practice		✓	
Knowledge	A knowledge and commitment to safeguarding and promoting the welfare of children and young people	✓		AF, I, R
	Thorough understanding of the National Curriculum to KS 3-4 in order to support effective teaching and learning.	✓		
	Secure subject specific knowledge	✓		
	Commitment to raising standards	✓		
	Understanding and knowledge of developments in learning and teaching	✓		
	Knowledge of recent developments within education		✓	
Interpersonal/ Communication Skills: Verbal/ Written Skills	Ability to establish professional, effective working relationships with a range of partners/colleagues and children & young people	✓		AF, I, R
	Excellent communication skills	✓		
	To be committed to the objective of raising achievement in the school	✓		
	To help raising standards of learning for pupils	✓		
	To have a flexible approach to work	✓		
Personal Qualities	Energy, ambition and enthusiasm	✓		I, R
	Projects a professional image	✓		
	Ability to work under pressure and meet deadlines	✓		
Disclosure & Barring Service	The successful candidate's appointment will be subject to the School obtaining a satisfactory Enhanced disclosure from the Disclosure & Barring Service and Children's Barred list check	✓		DBS
	This post is exempt from the Rehabilitation of Offender Act 1974 the candidate is required to declare full details of everything on their criminal record.	✓		(after short listing)

Senior Leadership Team



**Executive
Headteacher and
School Development
Lead (Secondary)**

Mr Cavanagh

Head of School

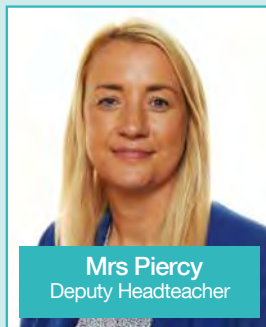


Mr Leng
Head of School

Deputy Headteachers



Mrs Grandidge
Deputy Headteacher & DSL

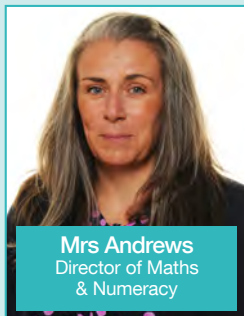


Mrs Piercy
Deputy Headteacher



Mr Shaw
Deputy Headteacher

Assistant Headteachers



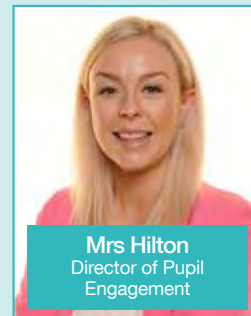
Mrs Andrews
Director of Maths
& Numeracy



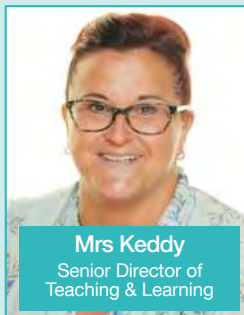
Ms Dawes
Director of Performing,
Creating & Computing



Mrs Graham
Director of
Inclusion and SEN



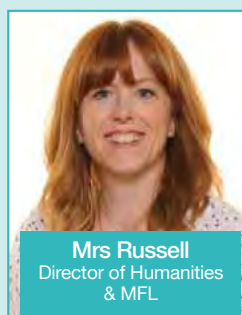
Mrs Hilton
Director of Pupil
Engagement



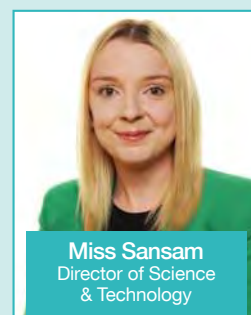
Mrs Keddy
Senior Director of
Teaching & Learning



Miss Mills
Director of English
& Literacy



Mrs Russell
Director of Humanities
& MFL



Miss Sansam
Director of Science
& Technology

How to apply



Application forms can be downloaded from TES or Eteach and should be returned via email to jobs@thrivetrust.uk by **Tuesday 07th February, 9:00am**

We recognise the importance of a visit when considering an application. Should you wish to have an informal and completely confidential discussion or to arrange a visit, please contact Mrs Helen Harrison (PA to the Executive Team) via email at info@kelvinhall.net or telephone Kelvin Hall School on 01482 342229 to arrange this.

Closing date: **Tuesday 07th February, 9:00am**