

JOB DESCRIPTION



Job title: Assistant Headteacher (Behaviour and Engagement)

Grade: L3-7

Accountable to: Headteacher

Place of Work: Livingstone Road Primary Federation

FTE:

Role Remit:

The Assistant Headteacher will contribute to:

- Formulating the aims and objectives of the school
- Establishing policies for achieving these aims and objectives
- Managing staff and resources to that end
- Monitoring progress towards the achievement of the school's aims and objectives

The Assistant Headteacher will also have a timetabled teaching commitment of 20% complying with the teachers' standards and modelling best practice for others. They may also be required to undertake any of the duties delegated from the headteacher.

Key Responsibilities:

Leadership

- Support the Headteacher and Deputy Headteacher in the day-to-day management of the Federation
- Communicate the Federation's vision compellingly and support the Headteacher's strategic leadership
- Lead by example, focusing on providing excellent education for all pupils
- Lead on agreed whole-school strategies and policy areas
- Build positive relationships with all members of the Federation community

- Keep up to date with developments in education
- Seek training and continuing professional development to meet own needs
- Implement effective line management of delegated staff, including carrying out appraisals, providing professional development opportunities, and holding staff to account
- Demonstrate excellent performance against parts one and two of the teacher's standards: teaching and personal and professional conduct
- Monitor and evaluate the quality of teaching.
- Implement strategies and initiatives to share best practice with others in the school, developing confidence and skills in others
- Observe and support pupils' behaviour across a range of classes at different times of the day, and while on gate and break and lunch duty, to inform an accurate picture of behaviour across the Federation.

Systems and processes

Under the direction of the Headteacher or Deputy Headteacher:

- Ensure that the school's systems, organisation and processes are well considered, efficient and fit for purpose
- Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing exemplary behaviour
- Work with the governing board as appropriate
- Support strategic, curriculum-led financial planning to ensure effective use of budgets and resources
- Support distribution of leadership throughout the Federation

Other areas of responsibility

Behaviour and Engagement

- Review and embed current behaviour management systems that promote positive pupil behaviour, engagement, and a respectful school environment where pupils feel safe, engaged and ready to learn
- Empower pupils to take responsibility for their behaviour, creating a positive ethos where pupils' self-confidence and self-esteem are promoted by regular praise, recognition, reward and affirmation
- Liaise regularly with parents and outside agencies to address issues relating to pupils' behaviour and welfare
- Ensure all stakeholders are aware of and adhere to the Federation's high expectations for behaviour and lead on CPD for staff on behaviour for learning strategies
- Evaluate the effectiveness of the Behaviour policy across the Federation
- Monitor and analyse pupil behaviour data, identifying trends and developing strategy in response to the Federation's needs and providing data for Governors and Leaders reports
- Design, prepare, deliver and sustain a rigorous and effective programme of interventions for students who require additional behaviour and welfare support
- Drive a proactive approach to prevent bullying and discrimination so that pupils feel happy and safe.
- Work with EHT to ensure all compliance and legal requirements are met on suspensions and ensure Federation processes are followed to record all stages
- Lead on the development of alternative strategies for suspension and strategies to support pupils at risk of suspension/permanent exclusion
- Ensure all pupils are able to engage well in all activities, considering risk and assessment of their needs
- Lead on the processes relating to alternative educational placements for pupils

Safeguarding

- Act as Senior Designated Safeguarding Lead (DSL) and line manage the Federation Safeguarding Lead
- Work closely with the Inclusion team in supporting the safeguarding, welfare, SEN and pastoral needs of our pupils, with a focus on high attendance for all.
- Ensure effective safeguarding and behaviour records are rigorous and, as Senior DSL, own practice is effective.
- Represent the Federation at BCP and Hamwic Safeguarding networks and briefings and participate fully in Safeguarding audits and reporting processes

Other Duties:

At an appropriate level, according to the job role, grade and training received, all employees in HET are expected to:

- Support the aims, values, mission and ethos of HET and participate to the team approach of HET
- Attend and contribute to staff meetings and training days as required, and identify areas of personal practice and experience to develop
- Take appropriate responsibility for safeguarding and children's welfare and be aware of confidential issues linked to home/child/teacher/academy and keep confidences appropriately
- The post holder at all times, whether or not in the employ of our schools or HET and except where such information is in the public domain maintain the strictest secrecy with regard to the business affairs of our schools or HET and its customers/stakeholders, products and product lists
- Be aware of health and safety issues and act in accordance with the Health and Safety Policy
- To liaise with other staff, contractors and outside agencies/organisations as appropriate

The post holder may be expected to carry out duties other than those given in the job description where the level of responsibility is similar, and they have appropriate qualifications or received appropriate training to carry out these duties.

Manager Signature:

Employee Signature:

Date:

