



HEATH PARK SCHOOL – JOB DESCRIPTION



Post Title:	ASSISTANT HEADTEACHER - BEHAVIOUR AND ATTITUDES
Scale:	Leadership Pay Spine
Responsible to:	Executive Headteacher and Head of School.
Responsible for:	Student Services, Middle Leaders, Teachers and Associate Staff.
Working hours/pattern/term:	Full time
Location:	Heath Park School. The postholder may be required to work with other schools across the Trust.
Disclosure level:	Enhanced
Duties:	The School Teachers' Pay and Conditions Document (Part XI) specifies the general professional duties of all teachers. In addition, certain particular duties are reasonably required to be exercised and completed in a satisfactory manner.
Post Purpose	<p>The Assistant Headteacher will be a dynamic professional who works in partnership with the Leadership Team to create an effective Student Support team. As Assistant Headteacher, they will ensure that the provision for our pupils is personalised as well as meets the needs of our young people, enabling all pupils to engage in their learning, fostering confidence and independence. Statutory requirements and national guidelines are expected to be met.</p> <p>The Assistant Headteacher will lead by example and provide inspiration and motivation for the school community by:</p> <ul style="list-style-type: none"> • Proactively supporting and embedding the school ethos, vision and values and associated policies via a strategy that is disseminated across the school. • Facilitating and encouraging a learning experience that provides all pupils with the opportunity to achieve their full potential. • Being primarily responsible for the leadership of the Behaviour Policy which reflects the inclusive nature of the school. • Being primarily responsible for the monitoring of pupil behaviour at Heath Park. • Actively lead and promote Heath Park’s scholarly behaviour and attitudes of all pupils across the school, leading our Student Support team and working closely with Learning Leaders, Progress Leaders and our SEND team. • Supporting the identification of pupils who are at risk. • Ensuring staff inspire and educate pupils to behave as responsible role models who are proud of their various identities, and who are respectful of others.

	<ul style="list-style-type: none"> • Taking an active part in leading staff CPD, ensuring all staff buy into and promote the core values of 'Every Pupil. Always In Focus' in every thing that we do at Heath Park through the provision of strategies and support to remove barriers to learning that are preventing individuals or groups of pupils succeeding. • Holding staff to account for systematically applying the Behaviour Policy inside the classroom and around the school by establishing and monitoring common routines. • Working in partnership with all stakeholders to create a sense of shared ownership in regard to the promotion of excellent Behaviour and Attitudes. • Contributing to raising standards of pupil attainment. • Using data to help identify pupils needs and develop strategies to help improve personal academic growth. • Working with the Personal Development leader to identify pupils needs that helps inform the PSHE curriculum.
<p>Key Duties and Responsibilities</p>	<p>The key responsibilities for this post will be:</p> <ul style="list-style-type: none"> • Leading the improvement of the behaviour and attitudes of pupils in the school. • To monitor, review and update our Behaviour Policy in line with statutory requirements and school improvement priorities. • To promote the general progress and wellbeing of all pupils through the liaison with Leaders to ensure that the implementation of the of the school's pastoral systems is robust. • Leading and developing support for all pupils to fulfil their potential. • Rewarding and championing pupils who exhibit good character and conduct through the development of an aspirational rewards policy. • Leading the provision of an effective student support services team: leading and managing the support for pupils to overcome identified social, emotional, behavioural and educational barriers to learning. • Leading a team to provide BESD to all pupils, including the quality assurance of BESD in line with school procedures. • To regularly review levels of support and methods of support for identified pupils with Student Services (Student Support and SEND) alongside the SENDCo. • To effectively track and monitor progress, maintain appropriate records and prepare thorough documentation for statutory reviews that inform teaching and learning practices. • To liaise with outside agencies and parents to provide effective levels of social, emotional and learning support and interventions. • To liaise with teaching staff to ensure continuity of care and support for learning. • To identify professional development opportunities that contribute to the improvement of behaviour in the school. • To work with the Deputy Headteacher for Inclusion to lead staff development for all aspects of effective behaviour management. • To take part in assemblies that actively encourage our pupils to be Ready, Respectful and Responsible in all aspects of their lives. • To work with the Deputy Headteacher to lead the push for all pupils to achieve full attendance at school.

	<ul style="list-style-type: none"> • To communicate as appropriate with parents and carers and with persons or bodies outside the school concerns with the welfare of individual pupils. • Taking part in reintegration meetings for suspended pupils, ensuring that strong and supportive mechanisms are in place to engender positive choices from pupils in the future. • Leading the Student Services team to establish clear systems and strategies that ensure all staff take responsibility for the culture, behaviour and standards of pupils. • Supporting the induction of new teaching staff in relation to behaviour and standards.
<p>Leadership</p>	<p>The Assistant Headteacher will work with the Deputy Headteacher to:</p> <ul style="list-style-type: none"> • Provide effective professional challenge and support to other colleagues. • Provide information and advice to colleagues and support robust accountability processes throughout the school. • Ensure that the Behaviour Policy is followed consistently throughout the school by all staff. • To be available to assist the Deputy Headteacher and Head of School in responding to unplanned situations which arise in the daily running of the school. • To contribute to meetings of Student Services, Senior Leadership Team and other school management meetings.
<p>Leading and Developing Others</p>	<p>The Assistant Headteacher will lead, motivate, support, challenge and develop staff in specified teams and departments to ensure the best outcomes for the school through:</p> <ul style="list-style-type: none"> • Being a role model for others, demonstrating a high standard of leadership. • Recognising, developing and maximising the potential of others. • Challenging ineffective practice and providing support through strategies for improvement. • Building a collaborative culture which positively embraces change and progress through staff empowerment and teamwork. • Treating people fairly, equitably, with dignity and respect to create and maintain a positive school culture and to allow an appropriate work-life balance. • Supporting the development of positive working relationships with and between all staff. • Developing all staff so that they can contribute to the culture and behaviour of pupils. • Regularly reviewing their own practice, set personal targets and take responsibility for own personal development.
<p>Effective Deployment of Staff and Resources</p>	<p>The Assistant Headteacher will utilise staff resources effectively by:</p> <ul style="list-style-type: none"> • Supporting the appointment, deployment and development of staff to make the most effective use of their skills, expertise and experience and to ensure that all staff have a clear understanding of their roles and responsibilities. • Support SLT to manage the school effectively in the absence of the Head of School.

<p>Quality Assurance</p>	<p>The Assistant Headteacher will work to create a highly effective educational experience for all pupils by:</p> <ul style="list-style-type: none"> • Undertaking monitoring and evaluation functions which will: <ul style="list-style-type: none"> ➤ Highlight strengths; ➤ Identify success; ➤ Contribute towards improvements in school structures, systems and policies; ➤ Identify areas where further development is needed; ➤ Enhance the quality of pupils' Behaviour and Attitudes.
<p>Governance, Accountability and Working in Partnership</p>	<p>Under the direction of the Head of School, the Assistant Headteacher will:</p> <ul style="list-style-type: none"> • Ensure that staff understand their professional responsibilities and are held to account. • Ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties. • Maintain excellent relationships with fellow professionals and colleagues to improve educational outcomes for all pupils.
<p>Whole School Contribution</p>	<ul style="list-style-type: none"> • Play a full part in the life of the school community, to support its distinctive aims and ethos and to encourage staff and pupils to follow their example. • Undertake Strategic Planning that will aid the production of the School Improvement Plan and Self Evaluation Form. • Undertake continuous professional development. • Comply with and promote the school's policies. • Foster and support extra-curricular activities in the interest of the school community, e.g., school productions, concerts, sports activities. • Lead and contribute to assemblies. • Take an equitable share of supervision at different times throughout the school day. • Assist in the day-to-day management of the school and contribute to a safe, secure and healthy environment. • Lead and contribute to Celebration Afternoons/Evenings as required.