|  |  |
| --- | --- |
| **Post Description:** | |
| **Post title:** | **Assistant Head Teacher: Behaviour and Attitudes** |
| **Responsible to:** | Deputy Head Teacher and Head Teacher |
| **Liaising with:** | Heads of Year, SENDCo, welfare team, attendance team, external agencies, senior and extended leadership team, parents/carers, relevant support staff. |
| **Pay range:** | L11-15 |
| **Contract terms:** | Full Time  Permanent |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Job Purpose**  The role of Assistant Headteacher Pastoral and Behaviour is a key position within our school, responsible for leading our behaviour provision to consistently exemplary standards. We are seeking a dedicated individual who can effectively implement rewards and sanctions, provide staff training for de-escalation techniques, and support in-class and whole group behaviour interventions.  **Responsibilities include:**  • To lead the strategic direction of behaviour for learning for both students and staff  • Line manage the five main school heads of years, ensuring their professional development and performance are effectively supported.  • Provide necessary support to the SENDCo, Careers, Attendance, Safeguarding, and Welfare teams, fostering a collaborative approach to student support.  • Establish behaviour data processes to identify early intervention opportunities for individual students, enabling effective support for their academic success.  • Oversee the management of the isolation and senior cover processes, ensuring smooth operation and adherence to school policies, and improvement of those processes where necessary.  • Liaise with parents when necessary, fostering positive relationships and effective communication in relation to student behaviour and welfare.  • Support the transition processes for Year 6 into Year 7, Year 9 into Year 10, and Year 11 into Year 12, ensuring a smooth and supportive transition experience for students.  • Take a lead role in supporting attendance initiatives, working closely with relevant stakeholders to promote regular and punctual attendance among students.  • Provide oversight for the Head of Year development plan and yearly review process, ensuring continuous improvement and accountability.  • Strategically lead the development and impact of the pastoral provision and behaviour strategy, as well as the behaviour curriculum, aligning them with school objectives.  • Review, implementation and evaluation academy's behaviour policy and rewards system  • Monitor and track behaviour systematically to create a strategic plan to improve behaviour for learning and target interventions.  • Strategic oversight of alternative provision placements, managed moves, and risk assessment to secure outcome and promote positive behaviour for learning.  Teachers here at PWS need to be exceptional classroom teachers who will inspire and motivate our learners, making learning fun and challenging. They need to be resilient, flexible, committed and dedicated, working with a diverse group of pupils, sharing the inclusive values and ethos of the Academy Trust. Our teachers are an integral part of our dedicated team who are working hard to attain high standards across the academy.  Our senior leadership team is driving cultural change in our school, and we work collaboratively and with an ethos of collective responsibility. The successful candidate will be comfortable working hard with dedication, flexibility and responsively to drive ambition and to continually raise standards of excellence.   |  |  | | --- | --- | | Compiled by: P&C | Revision Number: v1 | | Approved by: Headteacher | Revision Date: 07/02/2025 |  |  |  |  | | --- | --- | --- | | Attribute | Essential | Desirable | | **Qualifications and training** | * Qualified Teacher Status | * Good Honours degree * NPQSL * Masters degree | | **Experience** | * Successful teaching and curriculum experience within KS3 KS4 or KS5 * Successful experience of raising standards with measurable outcomes * Evidence of continuing professional development * Proven leadership skills and experience in a similar role within a school setting. | * Experience of teaching across the whole secondary age range and working in partnership with parents | | **Knowledge and skills** | * Excellent knowledge of behaviour management strategies and the ability to implement them effectively. * Strong communication and interpersonal skills to engage and collaborate with staff, parents, and external agencies. * A commitment to inclusive education and the ability to support students with diverse needs. * Organizational skills to manage multiple responsibilities and meet deadlines. * A strategic mindset to drive improvement and innovation in pastoral care and behaviour support. * The positive links necessary within school and with all its stakeholders * Understanding of quality of teaching and learning and how to improve practice * Effective use of data to inform action planning and next steps * Promote the school’s aims and vision positively, and use effective strategies to monitor motivation and morale * Establish and develop positive relationships with parents, governors and the community * Exceptional standards of effective communication to a variety of stakeholders * Develop good personal relationships within a team * Ability to effective monitor, evaluate and reflect on the quality of education in order to identify strengths and areas of development * Ability to use evidence-based research to plan for and implement change that ensure the raising of standards and is sustainable * Ability to think creatively to anticipate and solve problems * Ability to lead change * Ability to use evidence-based research to plan for and implement change that ensure the raising of standards and is sustainable | * Knowledge of key considerations in effective management and deployment of people and other resources * Ability to drive improvement and challenge underperformance * Ability to establish and sustain appropriate structures and systems and monitor them * Ability to develop and empower individuals and teams * How to embed current research into constantly improving practice * How to reflect on own leadership to ensure your leadership is continually developing and improving | | **Personal qualities** | * Approachable, respectful, empathic and values others * Able to motivate self and others to achieve a shared goal * Resilient, persistent and optimistic when faced with difficulties and challenge * Commitment and dedication to social justice, equality and excellence for all * Flexible, adaptable and can work in collaboration with others * Committed to CPD of self and others within the school * Excellent interpersonal communication and administrative skills * Ability to work independently and as part of a team * Values a coaching ethos that enable self and others to grow and develop * High level of honesty and integrity * Strong commitment to raising standards * Punctual and reliable |  | |
|  |

**Additional duties**

Whilst every effort has been made to explain the main duties and responsibilities, please note that this is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade. It is not a comprehensive list of all tasks that the post holder will carry out. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

**N.B.** The post holder will carry out his/her responsibilities in accordance with the Trust’s equal opportunities policy.

This job description is provided to assist the post holder to know what his/her duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of the post.

**About East Midlands Academy Trust**

All staff should be committed to the school and East Midlands Academy Trust’s purpose, values and objectives.

A diagram of a pyramid

Description automatically generated

**Health and Safety**

So far as is reasonably practical, the post holder must ensure that safe working practices are adopted by employees, and in premises/work areas for which the post holder is responsible, to maintain a safe working environment for employees and learners.

**Safeguarding**

EMAT is committed to the safeguarding of its young persons and expects all staff, volunteers and adults to work within the parameters of the policies and procedures as agreed by the Board of Trustees to ensure the safety of all young persons within its care.

**Equal Opportunities**

It is the policy of EMAT to provide equal opportunities for all individuals; to prohibit discrimination in employment on any basis protected by applicable law, including but not limited to race, religious creed, marital status, sex, sexual orientation, ancestry, national origin, age, medical condition or disability. EMAT promotes equal employment opportunities in all aspects of employment through positive employment policies and practice.

If any special requirements are needed to attend an interview, please inform the trust.