

## **Assistant Headteacher Job description**

**Name of post:** Assistant Headteacher Behaviour and Attendance

**Salary Grade:** L10 – L14

### **Core purpose of post:**

**To work closely with members of the Leadership Group comprising the Headteacher, Deputy Headteachers, and other Assistant Headteachers, with whom the post holder will be totally committed to the vision, beliefs and mission statement of the school.**

### **Professional duties:**

The successful candidate in taking up the position, in addition to carrying out the professional duties of a teacher, including those duties particularly assigned by the headteacher, must:

- play a major role under the overall direction of the headteacher in;
  - formulating the aims and objectives of the school,
  - establishing the policies through which they are to be achieved,
  - managing staff and resources to that end,
  - monitoring progress towards their achievement;
- undertake any professional duties of the headteacher reasonably delegated by the headteacher.
- lead by example, providing inspiration and motivation and embody for all students, staff, academy councillors and parents, the vision, purpose and leadership of the school.

### **Main responsibilities:**

- Line Management of Pastoral Leadership Team
- Implementation of Behaviour Policy and all associated policies and systems including Rewards
- Admissions
- Attendance
- Attendance to Academy Council 'Standards Committee'
- Assisting SLT with Transition duties

### **Principle Duties:**

To effectively lead and manage, school Pastoral Leaders.

Manage, implement and review the school pastoral and support systems.

Manage, implement and review school rewards and sanction systems including staff roles within each.

To lead the implementation of the School's Behaviour Policy, and lead and model strategies for behaviour for learning across the school, providing training, mentoring and coaching for other staff as required, including induction, in consultation with SLT.

Ensure that students and parents are well informed about the curriculum and the code of conduct and behaviour.

Ensure that channels of communication are used effectively within the school with regards to area of responsibilities.

To regularly evaluate the effectiveness of systems within area of responsibilities.

To lead on school standards of uniform and personal presentation, and ensure that all Pastoral Leaders encourage their teams to consistently and fairly apply school rules and procedures in relation to uniform and appearance.

To ensure that students' achievement is recognised and celebrated: to be responsible for coordinating staff teams to organise celebration assemblies.

To be accountable with Pastoral Leaders, with reviewing relevant school data to identify potential disaffection, underachievement and any trends in progress, either positive or negative.

To ensure relevant staff identify students for whom curriculum diversification, vocational provision, focused work experience, additional motivational provision might be appropriate, and to actively support students in any such placements / modifications to the curriculum.

To take responsibility for admissions with relevant pastoral and admin staff.

To lead and manage the attendance strategy within school, ensuring that attendance and punctuality is properly monitored by relevant staff and appropriate strategies are put in place.

To support transition programmes with key staff.

To support Student Voice activities with key staff.

To provide the Headteacher and Academy Council with relevant information relating to performance, progress and development as required.

To attend the Standards Academy Council Committee.