

# JOB DESCRIPTION

<b>Position Title:</b>	<b>Assistant Headteacher: Student Behaviour, Safety, Welfare &amp; Child Protection</b>		
<b>Reports to:</b>	<b>Headteacher</b>	<b>Cost Centre:</b>	
<b>Location:</b>	<b>Furness Academy</b>	<b>Grade:</b>	<b>L18-L21</b>

## Job Description

### Key Responsibilities:

- To lead on Behaviour for Learning initiatives with strategic responsibility for the implementation of the Behaviour for Learning policy, including bullying within the Academy, ensuring consistent application and responses.
- To ensure all relevant policies are kept up to date and communicated as required, including writing policies when required for national strategies, e.g. PREVENT.
- To ensure effective systems and procedures are in place to ensure the smooth day to day running of the Academy. To monitor and evaluate their effectiveness and adjust and communicate accordingly.
- To analyse all data relevant to student behaviours to identify trends or patterns and deploy resources accordingly with the DoLS to improve matters.
- To co-ordinate and lead on the development of student rewards, effect its implementation and ensure consistency.
- To produce reports for SLT, the governing body and the sponsor relative to your areas of responsibility.
- To lead on student attendance and be responsible for achieving negotiated targets with the Attendance Welfare Officer and Attendance Team.
- To ensure high quality Child Protection practices are embedded within the Academy and act as designated senior person on all matters relating to Child Protection.
- To be responsible for the effective training and deployment of the Safeguarding & Child Protection Officer.
- To ensure high quality Child Looked After practices are embedded within the Academy and act as designated teacher and advocate.
- To develop effective partnerships with Children's Services, health and other external agencies.
- To lead on the strategic development and oversee management of student welfare and support and services.
- To lead and co-ordinate the development of alternative learning opportunities and provision for students experiencing a range of difficulties in accessing mainstream provision.
- To lead and oversee the management of inclusion processes including the use and effectiveness of the inclusion room.
- To be responsible for the effective training and deployment of the DoLS and Year Managers.
- To line manage and maintain strategic oversight of the SENCO to ensure high quality learning experiences for students with Special Educational Needs.
- To promote partnership work with our feeder primary schools by leading the Year 6/7 transition along with the relevant DoLS.
- To work with subject leaders and teachers to remove barriers to achievement for individuals and groups of students.
- To work with SLT with the strategic lead on ensuring that the Academy enhances the spiritual, moral, social and cultural development of all students.
- To ensure that duty rotas are produced annually and shared and adhered to.

### Department / Curriculum area responsibility:

- Line management of SENCO and subject departments as requested by the Headteacher.

### Responsibilities include:

- Line management of subject leaders and responsibility for teaching and support staff in the departments.
- Leadership of teaching and learning ensuring the departments follow the Academy quality assurance programme to raise standards.
- Leading the subject leaders in following the Academy's Appraisal policy. Ensuring that all staff meet the teacher standards and appropriate training is provided, where necessary. Ensuring high levels of student

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progress in the department through effective management of the subject leaders in exam/data analysis, tracking and interventions.

## **Purpose:**

- To contribute to the strategic planning process within the Academy.
- To help build support and communicate a shared vision for the aims of the Academy.
- To be accountable for the strategic direction and implementation of agreed aspects of the Academy's organisation.
- To demonstrate commitment for the drive for continued improvement so as to realise increased rates of progress and raised standards.
- To share in the responsibility for Academy self-review, promoting the principles and practice of effective teaching and learning.
- To demonstrate commitment to individual, team and whole school accountability for student learning outcomes.
- To contribute as part of the leadership team, to the day to day running of the Academy.

## **Strategic Planning:**

- To contribute to and to demonstrate a shared vision of high standards and expectations of all students and staff.
- To use creative and strategic thinking to inform the whole Academy planning process.
- To show leadership in the management of change in the Academy.

## **Leading, Learning and Teaching:**

- To demonstrate commitment to the entitlement of all students.
- To be aware of new and emerging strategies for raising achievement.
- To take shared responsibility for the monitoring and evaluation of teaching and learning within the Academy self-review process with regard to the SLT quality assurance processes and calendar.
- To support and promote lead coaching in the Academy, encouraging colleagues to visit lessons, share experience and develop practice.
- To act as a role model for students and staff showing commitment to the Academy ethos of high expectations. lead on the support, development and training of staff with regard to behaviour for learning and team teach de-escalation techniques.

## **Professional Development:**

- To show commitment to effective performance management ensuring that team leaders are properly accountable for the performance of their team members.
- To develop effective working relationships to develop, empower and sustain individuals and teams.
- To receive and act on feedback on personal performance.

## **School Management:**

- To establish and sustain appropriate structures and systems.
- To promote good relationships between all staff, parents, governors, the sponsor and the wider community.
- To demonstrate commitment to the Academy's policies, organisational capacity and the maintenance of a safe secure environment.
- To manage the Academy effectively on a daily basis.

## **Teaching:**

- To fulfil the duties of a teacher (as outlined in the generic job description).

## **Other:**

- To develop and deliver staff INSET.
- To participate in the recruitment of staff as required.
- To prepare reports as necessary for the governing body and the sponsor.
- To undertake any other reasonable duties as may be agreed with the Headteacher.

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1. JOB DIMENSIONS:				
<b>Managerial &amp; Supervisory Accountability</b> <ul style="list-style-type: none"><li>▪ SENCO, DoLS, Attendance Welfare Officer, Safeguarding Officer, and link departments.</li></ul> <b>Financial Accountability</b> <ul style="list-style-type: none"><li>▪ Departmental budget</li></ul>				
Number of Staff Supervised:	Direct Reports:	8	Indirect Reports:	None
	Total:	8		

2. APPROVALS:			
LINE MANAGER		Name	Headteacher
Signature		Date	
HEADTEACHER		Name	
Signature		Date	
EMPLOYEE			
Signature		Date	