

Job Description

Academy :	Leeds East Academy
Job Title:	Behaviour and Attendance Leader
Grade:	P32-35 PO3 £36,665. Pro Rata £33,915 TTO + 20 Days 39 Hours Per Week. 7.30am start.
Accountable to:	Pastoral Leader (Relevant Key Stage)

Role:

To support the implementation of the Academy strategic priorities, focusing predominantly on the promotion of positive student behaviour and attendance. The post holder will ensure, through effective day-to-day monitoring and strong line-management, that the general pastoral care including behaviour, attitudes, attendance, personal development and safeguarding provided by Year Managers and Seclusion Manager, is of the highest standard. This will result in a strong ethos of positive behaviour and attendance across the academy.

You will challenge Behaviour and Attendance Managers to address attendance and behaviour issues and to seek help for students in need by liaising with colleagues, parents and external agencies and work closely with all stakeholders to ensure that students feel safe and engage well.

Duties and Responsibilities:

- With the designated staff within the senior leadership team, take appropriate steps to ensure that all students are safe and happy both inside and outside of the Academy. Be a key member of the LEA Safeguarding Team.
- To deliver assemblies in line with the Core Values Curriculum.
- Ensure, through robust line management the work of the Pastoral Team including Behaviour and Attendance Managers and Seclusion Manager.
- Work with the Inclusive Learning Leader to ensure robust systems are implemented so the Internal Exclusion Unit, PLC and Seclusion run effectively, carefully tracking student progress and personal development within the provision.
- Oversee Individual Behaviour Plans; through effective line management of Behaviour and Attendance Managers and partnership work with key leaders across the academy, direct the implementation of the appropriate behaviour modification plans for students with challenging behaviour and/or poor attendance so that targeted intervention is applied effectively.

- Work with the Year 7 and the Post 16 transition team to identify students with specific behavioural and attendance needs, planning individualised transition support programme.
- Work with staff who struggle to manage 'significant challenging' students with individualised strategies as well as leading on whole school de-escalation, restorative and Pivotal strategies being a role model to others.
- Represent the academy where appropriate and oversee all incoming/outgoing managed moves.
- Carry out lesson 'drop ins' to monitor/record/review/analyse climate for learning and student experience of students identified for behaviour modification support.
- Rigorously monitor/analyse behaviour modification strategies for behaviour and attendance every half-term and provide a half termly report to Pastoral Leaders including key actions/priorities for the term ahead.
- Monitor the process of each student identified as being part of the 5% of recidivism and those who are attendance concerns. Create individual profiles for each student and track rigorously the impact of agreed actions in relation to these students.
- Coordinate the collation of behaviour and attendance data and sharing of that data/information with other relevant stakeholders.
- In cases of fixed and permanent exclusions, assist the Pastoral Leadership with the preparation and tracking of all documentation for the SEMH/LAB and third parties.
- Attend and contribute to the Middle Leadership Group within the school.
- Contribute to Pastoral Briefings and lead Year Team Meetings.
- Coordinate academy duty rotas, ensuring appropriate supervision at all times.
- Deputise for the Pastoral Leader in the day-to-day responsibility for behaviour management systems.
- With Inclusive Learning Leader, Pastoral Leader and SLT, carry out regular reviews of the Behaviour and Safety provision within the Academy including carrying out learning walks in Seclusion, the Personalised Learning Centre and the Internal Exclusion Unit ensuring that students are completing meaningful work whilst in the provisions.
- Oversee the quality assurance of form time with Director of Ethos and Values ensuring that the calendared programme of events for Careers, PSHCE & other initiatives are carried out effectively.
- Support SLT with ensuring displays throughout the Academy are to the very highest of standards and refreshed on a regular basis.
- Other areas as directed by the Assistant / Vice Principal.

Other duties

- To coordinate and quality assure morning, break, lunch and after school duties as required.
 - Carry out any other duties as directed by the Principal.
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Equal Opportunities:

- To promote equal opportunities in education in order that all children and families will gain optimum benefit from the service provided
 - To promote and ensure that all students and young people are happy, healthy, safe, successful and achieve economic wellbeing
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Generic Staff Requirements:

- Uphold the professional standards expected of every member of Academy staff in all dealings with colleagues, students, parents / carers and the wider community
- Adhere to the principles expressed in the aims of the Academy and its mission statement
- Actively contribute to the continued development of the Academy by attending training, participating in relevant meetings, and putting forward ideas for improvement
- Be a positive, collaborative team member
- Apply Academy policies in all aspects of the role
- Keep up to date with all aspects of the safeguarding children policy as it applies to the post
- To promote equality, diversity and inclusion and demonstrate this within the role.
- To be jointly responsible for promoting and safeguarding the welfare of students.

Whilst every effort has been made to explain the main duties and responsibilities for the post, each individual task undertaken may not be identified. This job description may be changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and job title.

All postholders are accountable through The White Rose Academies Trust Performance Management Policy. The Governors and Principals of The White Rose Academies Trust are

committed to safeguarding and promoting the welfare of children and young people and ensuring that safer recruiting procedures are in place.

The White Rose Academies Trust is committed to safeguarding and promoting the welfare of its students and expect all staff and volunteers to share the commitment. Appointments will be subject to Safer Recruitment Procedures and a DBS check.

We promote diversity and want a workforce which reflects the population of Leeds. Applications are welcome from all, irrespective of sex, sexuality, race, religion, marital status, age or disability.

This job description will be reviewed annually. The post-holder may be required to take on additional responsibilities when necessary to ensure the effective running of the Academy.

Signed		Dated	
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