



Assistant  
Headteacher for  
Behaviour

**Application Pack**

Welcome to INOVA Multi-Academy Trust and thank you for your interest in joining our organisation. I am the Chief Executive Officer, and I feel incredibly proud to lead such a wonderfully diverse group of schools, that have people at their heart.

At INOVA Multi-Academy Trust, our vision is clear and unapologetically ambitious: Transforming lives through the power of learning. We are a values-led Trust, committed to Innovation, Collaboration, and Excellence. These principles guide everything we do – from the way we educate and support our learners, to how we develop our staff and engage with our communities.

Each of our schools is unique, shaped by its local context, and we are proud to celebrate that diversity. But what unites us is a shared commitment to equity, high standards, and the belief that every child – regardless of background, need, or starting point – deserves a brilliant education and the opportunity to succeed.

At the heart of INOVA Multi-Academy Trust is a people-centred culture. We believe that when we invest in people, we invest in futures. That's why we have created a Trust model that is agile, responsive, and grounded in trust – one that removes unnecessary noise from schools and enables Head of Schools and staff to focus on what really matters: the young people we serve.

Our central teams provide high-quality support and challenge, reducing workload and unlocking capacity at school level. From curriculum development and inclusion, to safeguarding, wellbeing, and digital transformation, we direct more resources where they matter most – into classrooms, into staff development, and into building futures full of possibility.

We also believe in doing things differently – whether that's through our Institute of Talent, our evidence-led school improvement strategy, or our collaborative leadership networks. We don't just strive for compliance – we strive for brilliance.

As CEO, I have the privilege of working alongside a deeply committed team of leaders, educators, governors, and support staff – all of whom share a common purpose: to unlock potential and create opportunity.

As a prospective staff member, or simply interested in our work, I invite you to explore our Trust and connect with our journey. Together, we are building futures worth believing in.

Thank you again for your interest in joining us and the best of luck with your application.

**Lee Barber**  
CEO



# About Us

Since forming in 2011 we have grown to 9 schools - 5 primary and 4 secondary - providing learning to over 7,500 learners from ages 2 - 18.

Collaboration is systematic to our Trust. We give our leaders license to operate and empower them to do the right thing for our organisation.

## **Our Vision:**

Transforming lives through the power of learning.

## **Our Mission:**

To equip young people with the knowledge, skills and character to thrive in a rapidly changing world. From nursery to destination, our pathways will embed a culture of innovation, collaboration and excellence delivered through high quality, inclusive and enjoyable educational experiences.

## **Our Values:**

Innovation : Collaboration : Excellence



## **Our Values**

### **Innovation**

- We embrace forward thinking solutions
- We experiment, learning from our success and failures
- We champion the use of cutting-edge resources
- We are agile in our approach.



### **Collaboration**

- We ensure a safe and transparent culture
- We are proactively involved in our communities
- We apply resilience and adaptability
- We promote teamwork and inclusivity.



### **Excellence**

- We have high standards and expectations
- We continually evaluate, seeking improvement
- We insist on equity for all
- We foster a culture of ownership and responsibility.



# Our Offer

Each of our schools has its own distinctive character, reflecting the local community it serves. Children joining us have a broad range of abilities and social backgrounds. We recognise and celebrate different aptitudes and interests and believe that everyone can develop through dedication and hard work, leaving our schools fully prepared for successful lives.

## Primary Education

Each of our primary schools are Ofsted graded 'Good' giving our children an excellent start to their education and preparing them fully for their secondary transition.

## Secondary Education

Our secondary schools work in close collaboration to further develop our curriculum and outcomes. Our sixth form provision is Ofsted graded 'Good' or 'Outstanding.'

## Central Services

Our support staff are highly valued, and we offer a range of central services to our schools to enable them to concentrate on outstanding teaching, high quality learning and effective support for individual needs. Services include:

- Catering
- Communications and Marketing
- Facilities and Estates
- Finance
- Governance
- HR
- IT
- School Improvement

# The Role

We are seeking to appoint an Assistant Headteacher for Behaviour to provide dynamic and operational leadership that ensures outstanding behaviour from all pupils across the school.

The Behaviour Lead is responsible for the daily leadership and management of behaviour across the school, translating Trust strategy into local practice and ensuring inclusivity, consistency, and excellence.

Salary Range	L12-L16
Hours of Work	In accordance with Teachers' Pay and Conditions. Some evening work may be required on occasion to attend Trust and governance meetings
Responsible To	Head of School
Responsible For	Whole School Behaviour
Benefits	<ul style="list-style-type: none"><li>• Teachers' Pension Scheme</li><li>• Salary Sacrifice Car Scheme.</li><li>• Cycle to Work Scheme</li><li>• Discounted membership for Westfield Health.</li><li>• Occupational Health</li><li>• Wellbeing Programme.</li><li>• Continuous CPD and Training</li></ul>

# Our Leadership Standards

As a leadership team our primary purpose is to ensure that we are all enriched by our experience at Tapton School so we can access opportunities throughout our lives and make a positive contribution to society.

Our role is to create the best conditions in which all can flourish and succeed.

We are guided by the principles of:

- Valuing everyone
- Caring for each other
- Achieving excellence

Our core values are:

1. Optimism - we believe that school makes a positive difference to society and serves a public good.
2. Courage - we support one another to do the right thing even in challenging circumstances.
3. Honesty - we are fair, open and transparent.
4. Trust - we create a high challenge, supportive environment which enables all to thrive.
5. Reflective - we welcome the views of our community and make considered decisions.
6. Inclusivity - we believe our diversity is a strength and create opportunities for all.
7. Kindness - we respect, support and empathise with one another.
8. Integrity - we are true to our values, lead by example and have unity of purpose.

# Responsibilities

All members of the leadership team are expected to:

- Communicate the school's vision and support the Head of School's strategic leadership.
- Model our Leadership Standards (above).
- Manage the day-to-day running of the school.
- Arrive on time for duties assigned on the rota - before school, at break time, lunchtime and after school.
- Formulate the aims and objectives of the school through our SEF and SIP
- Contribute to rigorous quality assurance processes
- Maintain a holistic overview of the needs of the school and continually evaluate standards
- Establish policies for achieving these aims and objectives.
- Manage staff and resources.
- Attend governing body meetings - presenting developments and utilising the support and challenge they offer.
- Understand and adhere to the Equality Act 2010.
- Monitor progress towards meeting the school's aims and objectives.

Personal Qualities

Assistant Headteacher will:

- Uphold public trust in school leadership and maintain high standards of ethics, behaviour and professional conduct.
- Communicate with clarity and simplicity.
- Be willing to work hard to ensure our team vision becomes a reality.
- Be self reflective and open to act on feedback shared by all stakeholders.
- Build positive and respectful relationships across the school community.
- Serve in the best interests of the students.
- Model the values of the school - inclusion, high expectations for all, consistency and kindness.

# Responsibilities

Leadership of and ongoing strategic development of Behaviour

- Develop and communicate the whole school vision for behaviour at Tipton ensuring it is inline with the values stated above
- Review the behaviour policy at regular intervals and ensure that it maintains its relevance and stays true to our values, amending and enhancing as required.
- Maintain an up-to-date knowledge and understanding of developments within behaviour to ensure an evidence-informed approach is taken to decision making.
- Ensure school detentions run consistently and are used at appropriate stages set out in the behaviour policy.
- Liaise with the Head of School around suspensions, off site direction and permanent exclusions ensuring necessary paperwork is completed.
- Maintain and develop Student Engagement Plans and Extended Support Plans for Behaviour to ensure colleagues understand student barriers to learning and know how to overcome these.
- Work with the SENDCO, Safeguarding Lead and Head of School at weekly Student Engagement Meetings to addresses priorities and drive excellence.
- Organise referrals to the Sheffield Inclusion Panel for students who are escalating through the disciplinary process and need further support to engage in school life.
- Lead and manage quality assurance processes for behaviour
- Plan and develop appropriate behaviour interventions for Key Stages 3 and 4 in collaboration with the SENDCO and Safeguarding Lead. Keeping clear records of interventions and their impact on student behaviour choices.

# Responsibilities

Promote school values of valuing everyone, caring for each other and achieving excellence

- Work alongside all members of the leadership team to create a culture where students experience a positive and enriching school life.
- Uphold educational standards in order to prepare students from all backgrounds for their next phase of education and life.
- Ensure a culture of staff professionalism and trust.
- Encourage high standards of behaviour from students, built on rules and routines that are understood by staff and students and clearly demonstrated by all adults in school.
- Use consistent and fair approaches to managing behaviour, in line with the school's behaviour policy.
- Develop the rewards strategy for the whole school, working with admin support to ensure all students feel valued.
- Liaise with the Curriculum Manager to create and update the pastoral structure each academic year, making changes where necessary in year.
- Attend and contribute to the INOVA Behaviour Leader Conferences to learn from other colleagues in similar leadership roles across the Trust and drive improvements.
- Contribute to whole school communications.
- Line manage Year Leaders and Inclusion Leaders, leading weekly briefings and intervention meetings.
- Maintain regular communication with Subject Leaders in link departments assigned to you. Ensure they feel supported and challenged to achieve the strategic aims set out in the school SEF and SIP.
- Provide regular support and supervision of designated staff and undertake their performance development, making recommendations to the Head of School on pay progression where applicable in accordance with the performance management regulations.

Additional strategic responsibilities

Line management of designated staff

# The Person

Minimum Essential Requirements	Method of Assessment
Experience/Skills/Knowledge	(e.g. Interview, Application form, test, assessment, etc)
Significant experience of improving behaviour across diverse groups of students	Application form, references
Successful experience at motivating a team of staff to raise student performance and at enthusing them to develop new ideas and initiatives	Application form, references
A proven ability to work with, motivate and develop the professional skills of teachers and other staff	References
Experience of leading and managing effective and significant change	Application form, references
Experience in successful use of data and performance management for benchmarking leading to improvements in behaviour	Application form
Experience of working under pressure/successfully managing competing demands and deadlines	Application form, references
Good knowledge and understanding of issues related to behaviour and inclusion	Application form, interview
Awareness and understanding of wider educational issues	Application form, interview
Knowledge and understanding of recent curriculum developments, academic and vocational including Safeguarding children, legislation and practice	Application form, interview
Ability to maintain effective and positive working relationships at all levels	Application form, references
Ability to build productive relationships with students and parents	Application form, references, interview
The ability to communicate effectively both orally and in writing and with a variety of audiences across the whole school	Application form, interview, references
The ability to delegate, consult and be decisive	Application form, interview, references
Commitment to supporting whole school events and extra curricular activities	Application form
Qualifications/Training	
QTS	Application form
Graduate in Further/Higher education	Application form
Successful recent management experience leading to enhanced student attainment and high quality educational provision	Application form, references
Evidence of participation in CPD activities	Application form, references
Sustained successful experience as a classroom practitioner across the age and ability range	Application form, references
Work Related Circumstances (including Working Conditions)	
Tapton school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment	

# How to Apply

Applications for this role are via TES. If you have any questions or would like to visit the school please email [ssimmons@taptonschool.co.uk](mailto:ssimmons@taptonschool.co.uk), visits will take place on the morning of Thursday 14<sup>th</sup> May 2026.

The closing date for applications is 9.00am Monday 18<sup>th</sup> May 2026 and interviews will be a two-day process to be held on Wednesday 20<sup>th</sup> May 2026 and Thursday 21<sup>st</sup> May 2026.

## Safeguarding

INOVA Multi-Academy Trust is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. We will ensure that all of our recruitment and selection practices reflect this commitment. All candidates will be subject to the following employment checks:

### Shortlisted Candidates:

- References will be requested before interview
- A Criminal Convictions Disclosure Form will be requested at interview
- Evidence of right to work in the UK will be requested at interview
- Qualification certificates will be requested at interview
- Disclosures concerning child protection investigations, relationships with pupils, employees, governors or trustees, prohibition orders and section 128 directions (where applicable) will be requested at interview
- We may conduct online searches for shortlisted candidates prior to making our final decision. If any information obtained from the online searches raises concerns around someone's suitability for the role, or to working with children, then this may be raised with the candidate at interview and/or we may take advice from the local authority children's service.

### Successful Candidates:

- Successful candidates will be required to undertake a DBS Enhanced Disclosure (with barred list) check
- Successful candidates will be required to complete a Childcare Disqualification under the Childcare Act 2006 Declaration (for applicable posts)
- Pre-employment medical screening.

**Please Note:** Canvassing of any employee, Trustee or member of the Local Governing Board, directly or indirectly, and your application will be disqualified.

**Policies:** Our approach to safeguarding and school safeguarding policies can be found on our website: [Safeguarding | Tipton School & Sixth Form](#)

## **Equality and Diversity**

We are committed to providing equality of opportunity for all and ensuring that all stages of recruitment and selection are fair and that applicants are not discriminated against on the grounds of race, nationality, gender religion, age, disability, marital status or sexual orientation.

## **Data Protection**

As part of the recruitment process, we need to collect your personal data. For more information about what we do with your personal data, please see our Recruitment Privacy Notice on the [Policies | INOVA Multi-Academy Trust](#) page of our website.



INOVA Multi-Academy Trust  
Floor 5, Block 2, Pennine 5, Tenter Street, Sheffield, S1 2BY

- ☎ 0114 5532840
- ✉ [info@inovamat.org](mailto:info@inovamat.org)
- 🌐 [www.taptontrust.org.uk](http://www.taptontrust.org.uk)

