

THE HENRY BOX SCHOOL

Job Description

Post Title: School Leader: House (Behaviour and Attitudes)

Salary: L6-8

Core Purpose:

- a) To **strategically lead** the direction and development of the school in accordance with the ethos and vision of the School and the Trust.
- b) To **raise standards** of student attainment and achievement across the school by:
 - providing strategic leadership for all aspects of behaviour and attitudes
 - developing systems and enhancing student engagement
 - developing effective partnerships with external agencies
 - ensuring high quality Safeguarding practices are embedded within the life of the school
 - developing and enhancing the teaching practice of others
 - to lead and develop a team of tutors
 - promoting and developing high expectations for behaviour and conduct and applying these expectations consistently and fairly
 - promote and develop positive student attitudes and commitment to learning
 - ensure students know how to study effectively and do so
 - promote and develop student resilience to setbacks and encourage them to take pride in their achievements
 - ensure learners have high attendance and are punctual
 - ensure relationships between students and staff are ready, respectful and safe
 - equipping students to be responsible, respectful, active citizens who contribute positively to society
 - developing students' understanding of fundamental British values
 - developing students' understanding and appreciation of diversity
 - celebrating what we have in common and promoting respect for the different protected characteristics as defined in law
- c) To **effectively evaluate** the impact of (b) and strategically **plan for improvement** by contributing to the management and deployment of resources in the school

Reporting to School Leader: Behaviour and Attitudes

Responsible for To be confirmed e.g. student leadership, enrichment, attendance

Liaising with School Leaders, The Trust, Local Committee Volunteers, other relevant staff with cross-school responsibilities, partner primary schools, other school partners and families.

Core Duties

Leadership:

- To have a profile around school during the school day, before and after school
- To actively promote and support ready, respectful and safe behaviour
- To lead a House Team of students and staff
- To be seen as role model for all staff (not just those who you line manage or for whom you are responsible)
- To be ready to support staff, students and parents at all times
- To be reliable, approachable and discreet
- To be a team leader and a team player
- To be flexible and adaptable
- To be accountable for learning and teaching throughout the school.
- To support the Trust with collaborative working
- Developing strategies and working with colleagues across the school and other members of the leadership team in improving achievement with a specific focus upon behaviour and attitudes
- School duty and presence on a daily basis: before, during and after school
- To be a DSL

Curriculum

- To contribute towards creating an irresistible curriculum to raise aspiration and achievement
- To support the online safety strategy
- To support personal development

Learning

- To keep up to date with national developments in pedagogy.
- To conduct 'Ward Rounds' and other learning evaluation strategies in accordance with school policy

Staff Development

- To support effective induction of new staff in line with school procedures
- To lead Professional Development as required
- To support safeguarding professional development

Assessment

- To contribute to inclusion, mentoring and coaching strategies (staff and students)
- Liaise closely with colleagues and provide regular updates to other School Leaders

Communication

- To ensure that all members of the school are familiar with its aims and objectives
- To ensure effective communication/consultation as appropriate with the parents of students and other relevant stakeholders
- To represent the school's views and interests in a professional manner

Marketing and Liaison

- To contribute to school liaison and marketing activities, e.g. the collection of material for press releases

- To contribute to the development of effective links with partner schools and the community; attendance where necessary at liaison events in partner schools and the effective promotion of subjects at Open Days/Evenings and other events.
- To actively promote the development of effective links with external agencies.

Management of Resources

- To ensure that all resources provide optimal value for money

Ready, respectful, safe

- To support and promote the Pivotal Pillars in all relationships in the school and when working with external partners.

Operational

- To promote teamwork and to motivate staff to ensure effective working relations.
- To be a presence around the school throughout the day.

Other Specific Duties:

All School Leaders will have generic responsibilities, such as a 'hands-on' role in the day-to-day management of the School e.g. maintaining a presence around the school throughout the day. All School Leaders will also:

- contribute to the strategic leadership and management of the school in order to develop an ethos and culture of high expectations
- model the ethos and vision for the School
- line and performance manage identified staff and teams
- coach and develop the staff and students for which they are accountable.

Many specific responsibilities will require collaborative working with other School Leaders which the post holder will develop proactively.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not be identified. Employees will be expected to comply with any reasonable request from the Headteacher to undertake work of a similar level that is not specified in this job description.

This job description is current at the date shown. It will be reviewed at least annually and, in consultation with you, it may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

PERSON SPECIFICATION

| Job Title: School Leader: House (Behaviour and Attitudes) | | |
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| KEY CRITERIA | ESSENTIAL | DESIRABLE |
| Qualifications & Experience | <ul style="list-style-type: none"> education to degree level or equivalent QTS an excellent track record of recent, relevant professional development avid reader of educational texts, able to turn theory in to practice outstanding practitioner | <ul style="list-style-type: none"> innovative use of resources recognised coaching experience |
| Leadership & Management | <ul style="list-style-type: none"> commitment to securing equity commitment to school to school support and collaborative working innovative approaches to working with students, parents, staff and other stakeholders prioritise, plan and organise set high standards and provide a role model for students and staff deal sensitively with people and resolve conflicts a commitment to an open and collaborative style of management | <ul style="list-style-type: none"> motivate all those involved in the delivery team liaise effectively with other organisations and agencies |
| Knowledge & Understanding | <ul style="list-style-type: none"> the application of ICT to effective management and learning the principles behind the Core Purpose in the JD and their potential for raising standards the principles and characteristics of effective schools and Trusts | <ul style="list-style-type: none"> different methods of consulting with stakeholders professional and community links strategies for ensuring equal opportunities for staff, students and other stakeholders effective review and evaluation procedures |
| Communication Skills | <ul style="list-style-type: none"> communicate the vision of the school to a range of stakeholders negotiate and consult fairly and effectively develop and manage good communication systems communicate effectively orally and in writing to a range of audiences | <ul style="list-style-type: none"> develop, maintain and use an effective network of contacts |
| Decision Making and Judgement Skills | <ul style="list-style-type: none"> make decisions based on analysis, interpretation and understanding of relevant data and information demonstrate good judgement | <ul style="list-style-type: none"> think creatively and imaginatively to anticipate, identify and solve problems |
| Personal Qualities | <ul style="list-style-type: none"> a commitment to inclusive education evident enjoyment in working with young people and their families empathy in relation to the needs of the school and the local community ability to inspire confidence in staff, students, parents and others adaptability to changing circumstances/new ideas reliability, integrity and stamina personal impact and presence prioritise and manage own time effectively work under pressure and to deadlines seek advice and support when necessary | <ul style="list-style-type: none"> achieve challenging professional goals personal ambition and potential for further promotion intellectual ability and curiosity determination to succeed and the highest possible expectations of self and others vision, imagination and creativity resilience and perspective |