

Post Title	Assistant Headteacher - Student Behaviour and Culture
Post Ref No	
Responsible To	Headteacher
Allowances	<p>Deployed within WHS.</p> <p>You may be required to work within other schools as may reasonably be required in response to operational requirements and priorities.</p>

Main Purpose	<p>The Assistant Headteacher will support the Headteacher in:</p> <ul style="list-style-type: none"> <li>Communicating the school's vision compellingly and supporting the Headteacher's strategic leadership</li> <li>The day-to-day management of the school</li> <li>Formulating the aims and objectives of the school</li> <li>Establishing policies for achieving these aims and objectives</li> <li>Managing staff and resources to that end</li> <li>Monitoring progress towards the achievement of the school's aims and objectives</li> </ul> <p>The Assistant Headteacher will also have a timetabled teaching commitment, complying with the Teachers' Standards and modelling best practice for others.</p> <p>They may also be required to undertake any of the duties delegated from the Headteacher.</p>
Leadership Team Responsibilities	<p>The Leadership Team plans and shares the implementation of school policy and the day-to-day organisation of the school. It also debates and decides on longer term aims and objectives for the school, as part of the ongoing drive to improve standards of education for the students of the school.</p> <p>The role of the Leadership Team is to promote the <b>vision, ethos and aims of the school, as part of Cumbria Education Trust.</b></p> <ul style="list-style-type: none"> <li>Provide outstanding leadership to secure improvement in <b>achievement and attainment for all students</b></li> <li><b>To raise aspirations and standards of learning and teaching</b></li> <li>Ensure <b>high quality provision of all services</b></li> <li>Provide effective strategic direction, leadership and management within all areas of responsibility</li> <li>To effectively deploy resources within your area of responsibility</li> <li>To provide a safe, healthy, welcoming and vibrant environment for all members of the school community</li> </ul>

- To take the lead during external inspections/visits (i.e. OFSTED) on areas of strategic responsibility
- To set the culture and ethos of the school through the CET core values of Respect, Responsibility and Resilience
- Determining, planning and implementing the direction of whole school issues within school frameworks
- Meeting student and staff needs on a day-to-day basis
- Supervising the control of student behaviour (compliance and behaviour for learning) around school at all times
- Being a high-profile presence around school: an outstanding role model to all
- Being a part of all monitoring and quality assurance activities across the schools

Generic expectations of all members of the Leadership Team:

- Act with professional integrity at all times
- Notwithstanding issues of confidentiality and tact, act with honesty and transparency with regard to your work
- Identify and improve those areas relevant to your role which need to improve
- Maintain the school's policies and procedures relevant to your area and update whenever required
- Be present when required at meetings, performances, other functions and events
- Ensure that they maintain the quality of their teaching; routinely judged to be good or outstanding
- To actively support in the creation and development of an organization in which all staff recognize that they are accountable for the success of the schools

Undertake a proactive part in:

- Those activities that are part of the self-evaluation of the school
- Checking of uniform
- Being a high-profile presence around school
- Appraisal, performance and line management systems
- Student and parent voice activities
- Set an example in undertaking a regular commitment to duties and the assembly rota
- Work as part of a team, submitting draft proposals and documents for further development by the Leadership Team, and accepting and supporting final Leadership Team decisions.

With regard to attendance at meetings:

- The ethos of the trust is that meetings will be kept to a minimum during the school day to enable the team to be around school focusing on teaching, learning and development
- All members are expected to be punctual to, and attend, scheduled meetings unless prior agreement for absence has been given by the Headteacher
- All members are encouraged to express their views, but are expected to work to the majority decision or the final decision of the Headteacher
- A consistent message should be given to staff and students at all times

	<ul style="list-style-type: none"> <li>As requested to do so by the Headteacher, prepare and present reports on progress/issues related to areas of accountability and responsibility</li> <li>Traverse the conflicting expectations of transparency and confidentiality</li> <li>Attend any meetings requested during the year</li> <li>At all times work as one team with the staff</li> <li>Undertake specific tasks reasonably delegated by the Headteacher</li> </ul>
<b>Key Specifics</b>	<ul style="list-style-type: none"> <li>Continuously promote and nurture a culture where high performance is reflected in outstanding student behaviour and conduct</li> <li>Provide leadership and oversight of day-to-day behaviour management throughout the school, ensuring consistency and alignment with school policies</li> <li>Work closely with Year Group Teams to cultivate and sustain a culture of exceptional behaviour among students</li> <li>Support the strategic implementation of the school's behaviour policy, embedding its philosophy and principles into all areas of school life</li> <li>Collaborate with external agencies and key stakeholders to maintain and enhance standards of behaviour within the school</li> <li>Lead initiatives to strengthen relationships with parents, ensuring effective communication and fostering strong partnerships to support student behaviour and character development</li> <li>Drive the development of strong character education across the school, ensuring it is embedded in the school's curriculum and culture</li> <li>Take strategic responsibility for designing and delivering the school-wide behaviour curriculum</li> <li>Ensure that the use of rewards and recognition systems positively influence student behaviour and encourage high standards</li> <li>Develop and enforce clear routines, expectations, and protocols for students and staff during pastoral time, lessons, and unstructured periods such as breaks and lunch</li> <li>Be an active and visible member of the Senior Leadership Team, modelling exemplary behaviour and setting high standards for both staff and students</li> <li>Work with transport agencies to ensure students demonstrate exemplary behaviour during commutes and external transitions.</li> </ul>
<b>Health &amp; Safety</b>	<ul style="list-style-type: none"> <li>Promote the safety and well-being of students and staff</li> <li>Ensure good order and discipline amongst students and staff</li> </ul>
<b>Additional Information</b>	<ul style="list-style-type: none"> <li>Occasional attendance at meetings outside of normal working hours</li> <li>To take a full part in promoting the good name of the Trust and contributing positively to the overall ethos/work/aims of the Trust</li> <li>Be aware of and comply with policies and procedures relating to Child Protection, Health and Safety, Security, Confidentiality and Data Protection</li> <li>Participate in training, other learning activities and appraisal as required</li> </ul>

	<ul style="list-style-type: none"> <li>Recognise own strengths and areas of expertise and use those to advise and support others</li> <li>It is the practice of the Trust to periodically examine employees' job descriptions and to update them to ensure that they relate to jobs as they are being performed, or to incorporate whatever changes are being proposed. It is the Trust's aim to reach agreement on any alterations. If this is not possible, we reserve the right to insist on changes to job descriptions after consultation</li> </ul>
<b>Safeguarding</b>	<ul style="list-style-type: none"> <li>Cumbria Education Trust is committed to safeguarding and promoting welfare of children and young people and expects all staff and volunteers to share this commitment</li> <li>It is the responsibility of all adults employed by CET to safeguard and promote the welfare of children and young people. This responsibility extends to a duty of care for those adults employed, commissioned, or contracted to work with children or young people</li> <li>Applicants for all posts must be willing to undergo safeguarding and DBS screening appropriate to the post</li> </ul>

## Professional Duties

The duties required of all teachers under Pay and Conditions of Service Legislation are a necessary part of this description. This description is not necessarily a comprehensive definition of the post. It will be reviewed regularly and may be subject to modification or amendment after consultation with the post holder.

The professional duties of a teacher are listed in the School Teachers' Pay and Conditions Document under the following headings:-

### Teaching

- planning and preparing courses and lessons
- setting and marking of work
- assessment, recording and reporting

### Other activities

- promoting the progress and wellbeing of individuals and classes
- providing guidance on educational and social matters
- making records and reports on the personal and social needs of students
- communicating and consulting with parents of students
- communicating with persons or bodies outside the school
- participating in meetings arranged for any of the purposes above

### Assessments and reports

- providing or contributing to oral and written assessments, reports and references for students

### Performance management

- participating in statutory arrangements for appraisal

## **Review, further training and development**

- reviewing from time to time methods of teaching and programmes of work
- participating in arrangements for training and professional development

## **Educational methods**

- Advising and co-operating on the preparation and development of course of study, teaching materials, teaching programmes, methods of teaching, assessment and pastoral arrangements

## **Discipline, health and safety**

- maintaining good order and discipline among students and safeguarding their health and safety

## **Staff meetings**

- participating in meetings at the school which relate to the curriculum for the school or the administration or organisation of the school, including pastoral arrangements

## **Cover**

- teaching any students whose teacher is not available to teach them

## **Public examinations**

- participating in all arrangements for public examinations

	<b>Essential</b>
<b>Qualifications/Training</b>	<ul style="list-style-type: none"> <li>• Qualified Teacher Status</li> <li>• Degree, or equivalent in appropriate subject</li> <li>• NPQSL – either currently or willing to study for one</li> <li>• Evidence of professional development across career to date.</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• An in-depth understanding of school leadership and school improvement needed to achieve outstanding student progress and personal development.</li> <li>• Understands aims and vision of the school and is able to inspire, challenge and motivate others to carry the vision of excellence forward</li> <li>• Understands how a strategic school development plan can increase teacher effectiveness and secure school improvement</li> <li>• Able to lead by example in promoting the school's vision and values to students, staff, Governors and parents</li> <li>• Promotes positive behaviour management and develops a student focused, inclusive and effective learning environment</li> <li>• Can motivate and enable all staff to carry out their respective roles to the highest standard through performance management and continuing professional development</li> <li>• Has the drive and ability to provide clear direction and motivate others to attain high goals</li> <li>• Has sound knowledge and understanding of the wider educational agenda</li> </ul>

	<ul style="list-style-type: none"> <li>• Understands the value of systematic and rigorous self-evaluation, and combines the outcomes of this with external evaluations to develop the school</li> <li>• Understands the need for effective relationships with parents, carers, partners and the community which enhance and support student learning</li> <li>• Can understand how Trust status can support improvement strategies for the school via partner collaboration</li> <li>• Is committed to securing the school's place in the community and building positive relationships, seeking and acting on feedback from community stakeholders</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Proven track record of contributing to the raising of educational standards</li> <li>• Has successful experience of pastoral elements of school leadership along with an understanding of the personalised learning agenda</li> <li>• Has a sound understanding of how students behave and learn, and how to raise standards through careful monitoring and target setting.</li> <li>• Able to access, analyse and interpret information and data to support school improvement and the raising of standards in learning, teaching and behaviour</li> <li>• Proven track record in leading and managing staff including building a successful team and delegating effectively.</li> <li>• Able to acknowledge success and challenge under-performance</li> <li>• Proven track record of providing direction, inspiration and strong leadership to staff.</li> </ul>
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Shows commitment to own and others' professional and self-development</li> <li>• Commitment to putting the safety and well-being of the student at the heart of every decision</li> <li>• Has high expectations and personal integrity with the ability to promote the values of the school</li> <li>• Has excellent interpersonal and communication skills across the spectrum of stakeholders</li> <li>• Self-motivated with excellent organisational skills and the ability to prioritise workload effectively</li> <li>• A commitment to collaborative working, both within the School and across the Trust.</li> </ul>

## Our Academies:



<https://www.cumbriaeducationtrust.org/>