



New Mills School

Assistant Headteacher for Behaviour & Attitudes

Dear Candidate,

We are looking for an Assistant Headteacher to join our passionate and hard working team at New Mills School.

New Mills School New Mills School is a well-established, 11-16 comprehensive with over 670 students. Situated within sight of Kinder Scout and close to the Peak District National Park, the school serves a truly comprehensive community. Geographically, we are well situated for commuting from Stockport, Manchester, Macclesfield and Buxton.

Our students are an absolute asset and their progress and attainment has improved rapidly since 2019. Almost 25% of our students are on the SEND register and are supported by a strong and recently re-structured SEND Team.

Our staff are committed to helping improve the outcomes and life chances of our students and range from from recently appointed to those who have gained experience serving New Mills School for the majority of their careers. A large number of staff also choose to send their own children to New Mills School: this speaks volumes of the pride and trust they have in our school.

We have high expectations of our staff and students and we encourage both to be ambitious as they explore and grow together. New Mills School is a warm and welcoming school that places great emphasis on establishing positive links with students' families and the local and wider community.

Our shared purpose is to relentlessly support our students to achieve their best both academically and personally regardless of their starting points and barriers, and since our last Ofsted inspection in September 2022, school improvement has been rapid; the Behaviour and Attitudes Assistant Headteacher post will play an essential role in maintaining this momentum.

I am extremely proud to be the Headteacher of New Mills School and consider it a privilege to be a part of such an inclusive and vibrant learning environment. If you think your experience to date has prepared you for your next challenge, and you think this sounds like your sort of school, then we very much look forward to receiving your application.

Heather Watts

Headteacher

Job description: Assistant Headteacher for Behaviour and Attitudes

Job details

Post title: Assistant Headteacher for Behaviour and Attitudes

Salary: Leadership 9-13

Contract type: Full-time, Permanent

Reporting to: Headteacher

The postholder is expected to make a significant contribution to school improvement. They will be part of the Senior Leadership Team and lead the development of whole school policy and practice to advance the school's core purpose. The key focus for this role is to provide strategic and direct leadership of behaviour and attitudes.

Main purpose

To provide strategic vision and leadership to support all students to be ready to learn, as consistently demonstrated by their attendance, punctuality, behaviour, and outcomes.

Under the direction of the Headteacher, The Behaviour and Attitudes Assistant Headteacher is responsible for:

- Sustaining improvements in attendance and punctuality and reducing persistent absence
- Leading the curriculum and pastoral team in ensuring that collaboration between students, parents/carers and staff promotes positive behaviour
- Leading the effective use of data to triangulate academic progress, attendance, and behaviour to ensure all the barriers to students making positive progress are removed.

Attendance

Lead the Heads of Key Stage, Year Managers, and the Attendance Team to:

- Produce and interpret attendance reports, identifying key statistics, reasons for absence and any patterns of concern
- Identify and lead on appropriate interventions to improve attendance for particular groups or individual pupils
- Be responsible for all attendance related policies
- Ensure relevant information is prepared for the school census
- Work collaboratively with external partners both in education, for example, the Fair Access Panel
- Ensure pupils attend school punctually and work with key stakeholders so that punctuality to school is routinely and typically excellent
- Track attendance of vulnerable groups of pupils and share information with school leaders
- Build positive relations with parents/carers to encourage family involvement in their child's attendance to identify, and where possible, mitigate potential barriers to attendance
- Ensuring systems and processes are in place to recognise positive attendance
- Report to SLT (Senior Leadership Team) and Governors as appropriate

Behaviour and Rewards

Have overall responsibility to:

- Oversee a recognition strategy to implement a series of rewards, and celebrations which are inclusive, diverse and are equitable
- Develop the strategic vision and direction of the school's behaviour and attitudes strategy with the aim of being a centre of excellence within its field.
- Identify, plan, deliver and assess all training and development needs of staff with regards to managing pupil behaviour, including providing CPD (Continuing Professional Development)

- Coach, support, and train staff to implement behaviour interventions and appropriate strategies in class, and work with staff to adapt interventions to their classroom environment
- Be a visible presence around the school and lead by example to ensure that pupils are supported to consistently behave positively
- Develop the behaviour curriculum by establishing clear routines for the school which promote excellent relationships among pupils and staff and reflect a positive and respectful culture which has the vision and values of New Mills School at its heart
- Meet with parents alongside other pastoral staff members where required to discuss pastoral matters and establish effective working relationships.
- Support staff with the use of individual behaviour plans, and any reviews of these plans
- Lead on areas of the school development plan and self-evaluation plan which relate to the behaviour and attitudes to learning
- Lead the anti-bullying policy and any related policies and the review of these ensuring all stakeholders are involved and policy is translated into practice at all levels
- Ensure strategies are in place which continue to ensure that all pupils feel safe, know, and understand that bullying and discrimination are not accepted, and should any issues occur, these are dealt with quickly, consistently, and effectively.
- Work with the designated safeguarding lead (DSL) to support staff to understand behaviour that suggests pupils may be experiencing a mental health problem or be at risk of developing one, and behaviours linked to specific safeguarding issues such as drug use and alcohol abuse
- Work with the Assistant Headteachers for Personal Development and Inclusion so that there are meaningful opportunities which enable pupils to understand how to be responsible, respectful, and active citizens who can contribute positively to society.
- Build and maintain productive relationships with all pupils, acting as a role model and mentor
- Plan, deliver, monitor, and evaluate the impact of behaviour interventions, including any support that is provided to pupils through external agencies
- Oversee the completion of all paperwork linked to role, including permanent exclusions and suspensions, data analysis of behaviour incident logs and mid-year new starters.
- Support the reintegration of disaffected pupils and those who have been absent due to suspension
- Liaise with the Governing Board as required such as preparing reports on behaviour and intervention

Academic

Under the direction of the Deputy Headteacher and leading the Heads of Key Stage, lead on the:

- Analysis of 'attitude to learning' and progress data after each data collection point to identify students who are on, above or below track and work with leaders to implement appropriate intervention strategies.
- Co-ordination of the implementation of short-term academic intervention programmes where students are underachieving over multiple curriculum areas to improve student progress and achievement
- Preparation of assemblies and study skills/assessment resources relevant for pupils and parents
- Building and maintaining positive relations with all parents/carers, particularly those hard to reach, to encourage families to take an active role in pupils' learning
- Ensuring the smooth running of the parents' progress and information evenings
- Report to SLT & Governors as appropriate

In addition:

- The Assistant Headteacher will also have a timetabled teaching commitment, complying with the Teachers' Standards and modelling best practice for others.
- They may also be required to undertake any of the duties delegated by the Headteacher.

Responsibility of all staff members

The assistant headteacher will:

- Uphold public trust in school leadership and maintain high standards of ethics, behaviour, and professional conduct
- Build positive and respectful relationships across the school community
- Serve in the best interests of the students at New Mills School

Safeguarding

- Work in line with statutory safeguarding guidance (e.g., Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- Work with the DSL to promote the best interests of pupils, including sharing concerns where necessary
- Promote the safeguarding of all pupils in New Mills School

Person specification

CRITERIA	ESSENTIAL	DESIRABLE
Qualifications and training	<ul style="list-style-type: none"> • Qualified teacher status • Degree • Professional development in preparation for a leadership role 	<ul style="list-style-type: none"> • Achievement of a Certified/Nationally recognised leadership qualification
Experience	<ul style="list-style-type: none"> • Leadership and management experience in a school • Proven record of exemplary teaching which has ensured excellent progress • Involvement in school self-evaluation and development planning • Line management experience • Proven recent success in a substantial middle leadership role in a secondary school • Demonstrable experience of successful line management and staff development • Demonstrable experience of leading on the implementation of a successful initiative that directly contributed to improved outcomes 	<ul style="list-style-type: none"> • Varied experience in more than one secondary school • Experience of responsibility for behaviour and attitudes in current or previous role • Demonstrable experience in leading on a successfully introduced and impactful a school wide initiative that improved attendance, behaviour and/or outcomes
Skills and knowledge	<ul style="list-style-type: none"> • Understanding of high-quality teaching, and the ability to model this for others and support others to improve • Effective communication and interpersonal skills • Ability to communicate a vision and inspire others • Ability to build effective working relationships • Proficient IT skills including analysis of attendance and behaviour data 	<ul style="list-style-type: none"> • Experience of using school information systems including SIMs, ClassCharts and CPOMs

Personal qualities	<ul style="list-style-type: none">• A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school• Ability to work under pressure and prioritise effectively• Commitment to maintaining confidentiality at all times• Commitment to safeguarding and equality, ensuring that personal beliefs are not expressed in ways that exploit the position.• Commitment to working collaboratively with a range of people from the essential staff who clean the school building to the Chair of Governors and everyone in between.• Ability to accept responsibility and to welcome accountability• Ability to accept that no one is infallible and that we all accept responsibility and learn from mistakes when things go wrong	
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