



The Douay Martyrs Catholic Secondary School

Associate Assistant Headteacher

Behaviour, Standards, Rewards & Parental Engagement

Salary: L5-11

Job Type: Full-Time

Reporting line: The post holder is responsible to Deputy Headteacher Pastoral

Job overview

The “Douay Way”, we are fully committed to walking with our young people and assisting them to fore fill their true potential

The Douay Martyrs Catholic Secondary School are currently recruiting for a dynamic Lead Practitioner for Behaviour and Attitudes to join our welcoming and successful school. You will play a pivotal role in shaping and enhancing the behaviour, attitudes, and culture across the academy. This position is ideal for an innovative and dedicated educator who is committed to developing comprehensive behavioural strategies that support positive outcomes and foster a supportive, inclusive school culture.

Purpose and Scope

The core purpose of the Assocaite Assistant Headteacher is to ensure the achievement of the highest possible educational standards, creating an ethos characterised by high expectations and a community in which pupils and staff feel valued.

The successful candidate will:

Leadership:

- Be able to develop, plan and deliver effective and high-quality learning experiences to all students
- Maintain clear vision, purpose and high expectations focused on student behaviour for learning.
- Inspire, motivate and influence staff and students to reach the highest standards.

- Be an excellent role model for all staff and students and be a visible, supportive, and challenging senior leader.
- Actively contribute to the day-to-day management of the school.
- Actively contribute to upholding excellent standards of behaviour for learning and rewards.
- Lead identified projects to tackle underachievement of specific student groups
- Maintain a prominent visible presence, monitoring the work of the academy daily.
- Lead staff training to support the implementation of the whole-school behaviour policy
- Have strategic oversight and operational control over the effective implementation of the behaviour policy in school. Motivate students and staff to achieve the highest possible standards and secure the best possible outcomes for students
- To liaise with outside agencies where appropriate.
- To support all staff in implementing and using the behaviour policy to ensure consistency of expectation
- To oversee analysis of behaviour data and co-ordinate the Pastoral team's response to the data
- To identify teachers' professional development needs in relation to behaviour management and lead training as required
- To guide, motivate and hold to account the wider Pastoral Team, addressing any training and development needs
- On behalf of the Headteacher, to inform parents of fixed term exclusions and support with re-integration meetings
- The post holder will chair the meetings commensurate with the post and produce the action points resulting from each meeting, distributing them to the relevant members of staff.
- In addition, the post holder is required to attend all meetings of the Senior Leadership Team and meetings, as appropriate, of the governors (including governor committees) and external bodies and organisations as appropriate.
- Develop and implement strategic behaviour management programmes tailored to the specific needs of the school community.
- Provide guidance and support to staff in managing student behaviour, ensuring alignment with the academy's overall values and policies.
- Lead training sessions and workshops for teachers and support staff on effective behaviour management techniques and positive reinforcement strategies
- Collaborate with other Lead Practitioners and the Senior Leadership Team to ensure a cohesive approach to student behaviour and discipline across the academy.
- Analyse behavioural data to inform the development of proactive strategies aimed at enhancing student behaviour and school culture
- Monitor and analyse behavioural trends within the school to inform practices and interventions.

School Improvement

- Lead whole school development planning in areas of behaviour and rewards.
- Monitor progress in the implementation of the SDP and SEF, intervening where progress is unsatisfactory.
- Intervene to support raised standards to secure positive engagement and progress for all students.
- Lead Key Stage and Year Group assemblies on behaviour and standards

- To set, develop and implement policies, plans, targets, practices and procedures related to behaviour management systems, including the Behaviour Policy
- Review and lead an effective rewards system
- Ensure that our uniform standards remain high and reflect the core values of the school
- Implement the behaviour policy effectively enhanced by building positive parental relationships
- Ensure that Fixed Term Suspensions (FTSs) remain below the national average through effective behaviour management and intervention strategies.
- Manage and oversee bespoke and personalised interventions to improve behaviour, attitudes, and integration into the school community
- Engage with students, parents, and teachers to cultivate positive relationships and a supportive school environment.
- Maintain strong, proactive relationships with parents and carers, involving them in behavioural strategies and fostering a collaborative approach to enhancing student outcomes
- Engage and lead PTA

The job description allocates duties and responsibilities but does not direct the amount of time to be spent on carrying them out and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification or amendment at any time after consultation with the holder of the post.

Quality Assurance

- Along with the Deputy Headteacher, ensure that intervention provision is responsive, appropriate and meets the needs of the student body.
- Ensure a strategic overview of rewards, along with how it links to teaching processes within the school.
- Co-ordinate, timetable and oversee behaviour and whole school rewards data collections for students across the school. Co-ordinate data entry and present to SLT and other appropriate stakeholders.
- Lead aspects and analysis of behaviour and whole school rewards. Work with and support colleagues across the school.
- Support leaders to plan next steps and actions in response to data analysis to maximise progress.
- Ensure all interventions are rigorously assessed for impact in collaboration with leadership standards.
- Liaise with the safeguarding and learning teams to ensure that all students make progress, including those in vulnerable groups.
- Complete DDSL training as necessary
- Attend weekly behaviour meetings with the Pastoral Deputy Headteacher to discuss individual cases, ensuring fairness and consistency in all decision-making processes.
- Serve as a model of exemplary professional behaviour, setting high standards for students and staff alike

Other Duties

- Promote positive student behaviour in and around the school, to ensure a constructive working environment.
- Following school policies and procedures especially those relating to child protection, safeguarding and health and safety.
- Undertake any other reasonable duties deemed appropriate to the role

School culture & ethos

- Promote the school's unique identity and celebrate its achievements.
- Recognise, praise, and celebrate the commitment and achievements of colleagues, students, and other stakeholders.
- To be a positive role model of the values and behaviours that underpin the school vision.

Personal Specification

- Qualified Teacher Status (QTS) with significant teaching experience (essential).
- Experience as a Head of Year or Raising Standards Lead (desirable)
- Demonstrated expertise in behaviour management and student engagement strategies.
- Strong leadership skills with the ability to inspire and motivate others
- Excellent interpersonal and communication skills, capable of effectively engaging with students, staff, and parents.
- Proven ability to implement strategic initiatives and manage change effectively.
- A deep understanding of the challenges faced by students in urban educational environments.
- Commitment to ongoing professional development and a passion for educational excellence
- A clear understanding and commitment to the school, the Diocese of Westminster Academy Trust (DOWAT) and its vision.
- An ability to enthuse and engender a desire for learning and passionate commitment to excellence at all levels.
- High level interpersonal and communication skills.
- Commitment to inclusive education providing opportunity for achievement for all. Integrity, openness, energy and enthusiasm.
- Must be adaptable, flexible and change agile.

Why work for The Douay Martyrs Catholic Secondary School:

- Fantastic support from your line managers and SLT who genuinely want to see you succeed and thrive.
- Extensive CPD opportunities, including support for NPQ qualifications.
- To be part of an 11-18 provision with opportunities to teach in the sixth form and be part of the DOWAT Trust and the collaboration it offers.
- Bespoke CPD for new and emerging school leaders.

- Great support for NQT's including your own dedicated mentor, reduced teaching timetable and 'Outstanding' teacher programmes available.
- Staff are encouraged to join in Extra-Curricular activities and School visits, some overseas, which are a strong feature of school life.
- Specialised bespoke well-being programme
- Strong relationships in the community
- Consistently strong examination results
- Our school has excellent transport links and is minutes away from the Piccadilly, Metropolitan and Central tube lines and is on the local bus route. We are located close by to the A40, M25 and M40 Motorways.