

Tapton
SCHOOL

ACADEMY TRUST

Realising the life chances and dreams of every child

Assistant Headteacher Relationships and Behaviour

Application Pack



Registered address: Tapton School Academy Trust, Darwin Lane, Sheffield, S10 5RG
Tel: 0114 267 1414 Email: enquiries@taptontrust.org.uk Web: www.taptontrust.org.uk

Charitable Limited Company Registration Number: 07697171.
Registered office: England and Wales. VAT Number: 134392225.

Contents

1. A message from our CEO

2. About TSAT

3. Our Schools

4. The Role

5. Responsibilities

6. The Person

7. How to apply



Thank you for your interest in joining TSAT.

We were established in 2011 and operate a family of schools across Sheffield, offering education from early years to sixth form.

At the heart of all our endeavours is outstanding teaching, high quality learning and effective support for individual needs.

We employ over 900 staff and work hard to foster the right conditions to make the Trust a great place to work. We know that our staff are our greatest resource, and put in place support and opportunity to enable colleagues to progress within the Trust and reach their full potential.

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

David Dennis,
CEO

About TSAT

Since forming in 2011 TSAT has grown to 9 schools, 5 primary and 4 secondary, providing learning to over 7,500 learners from 2 – 18.

Collaboration is at the heart of our Trust. Our aspiration, with distributed leadership across TSAT, is to be greater than the sum of our parts.

Our Vision : To realise the life chances and dreams of every child.

Our Mission : To provide a safe place to be; provide great teaching and learning; create an environment where all opportunities are in reach.

Our Values

- A culture of professionalism.
- A focus on nurture as well as achievement.
- Involvement of the family and wider community in everything we do.
- Make visible those who feel invisible through disability, poverty, ethnic or cultural disadvantage.
- Mutual support and development.
- The health, well-being and safety of all our people.

Our ways of working

- Schools sign up to our 'Mission, Vision and Values' and collaborative ways of working.
- Schools collaborate 'in partnership for excellence with TSAT'
- Each has something to bring to the table and can lead on this.
- Schools retain their identity and are part of something special.
- Differentiated solutions according to support needs.
- Mentoring, coaching, directing.
- A clear [scheme of delegation](#) and decision making to ensure that all our children get the best educational experience.

For further information please visit the Trust website: [TSAT - Home \(taptonttrust.org.uk\)](https://taptonttrust.org.uk)

Our Schools

Our five primary and four secondary schools work in close partnership with the aim of realising the life chances and dreams of every child and becoming an outstanding Trust.

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 rated 'Good' giving our children an excellent start to their education and preparing them fully for their secondary transition.

[Primary Education](#)

Secondary Education

Our secondary schools work in close collaboration to further develop our curriculum and outcomes.

Our sixth form provision is Ofsted rated 'Good' or 'Outstanding'

[Secondary Education](#)

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
- Finance
- Governance
- HR
- IT
- School Improvement.

The Role

We are seeking to appoint an Assistant Headteacher, to join Bradfield School and help us drive forward our vision for Relationships and Behaviour and lead our behavioural culture to the next level..

| | |
|-------------------------|--|
| Salary Range: | L15 – L19 |
| Hours of Work | 37 hours per week, 52 weeks per year. |
| Responsible To: | Headteacher |
| Responsible For: | Heads of Year/Pastoral Team |
| Benefits: | <ul style="list-style-type: none">• Local Government Pension Scheme.• Salary Sacrifice Car Scheme.• Cycle to Work Scheme.• Occupational Health.• Wellbeing Programme.• Continuous CPD and Training. |

Responsibilities

Core purpose of role

- To provide high quality, professional leadership of staff in the development, delivery and evaluation of strategies to support the successful inclusion and performance of all students, particularly those most vulnerable to underachievement and/or failure.
- To establish a positive identity and ethos for their school.
- To ensure that the pastoral staff and other staff within the school are able to follow the Relationships and Behaviour Policy taking into account any additional needs in conjunction with SENDCo.
- To maintain and update clear and effective relationship and behaviour policies, under a trauma informed approach.
- To monitor the quality of pastoral support and teaching of the behaviour curriculum (How to be Bradfield).and to devise systems which ensure continual improvement.
- To work in collaboration with the Attendance Lead to ensure a joined-up approach is in place for all students including those with low attendance.
- To ensure that the school provides a calm and orderly environment.
- To ensure that there are clear routines, expectations and protocols in Form time, lessons and social times such as break and lunch times.
- To lead the pastoral team in implementing and reviewing individualised behaviour support plans, ensuring collaboration and communication with families as set out in the Relationships and Behaviour Policy.
- Designated School Lead on Support for Success.
- To work closely with the Headteacher on the proportionate use of fixed-term suspensions, analysing their effectiveness and any patterns.
- To work with senior colleagues to recruit and retain staff of the highest quality.
- To work effectively under pressure and to keep to specified deadlines.

Responsibilities

Strategic Development

- Leadership and Line Management of school wide behaviour development:
 - Developing effective judgement of standards
 - Developing effective evaluation of behaviour and its impact on teaching and learning
 - Developing leadership of sustained and substantial improvement
- Support for other leaders in the development, delivery and evaluation of effective self-evaluation developments.
- Support for other leaders in the development, delivery and evaluation of effective behaviour for learning strategies.
- Oversight and management of the behaviour process for all staff.
- The tracking, monitoring and application of interventions for behaviour management to support the progress of all students as effective learners in a positive climate for learning. – following Bradfield School moto Where all people thrive.
- The tracking, monitoring and application of interventions to support the progress of all school improvement key issues. Evaluating the impact of any interventions.
- The development and dissemination of best and next practice across the school which supports outstanding provision and outcomes.
- The development and dissemination of best and next practice across the school which supports outstanding behaviour and behaviour for learning (Support for Success)
- Vision, develop, implement, maintain and evaluate the impact of the Bradfield School standard operating procedures and processes.

Ensure that year leadership and pastoral support provision is strong across all areas.

Partnerships

- Positive engagement with the Bradfield community.
- Ensure that positive relationships in classrooms lead to the best outcomes for students.
- Ensure positive relationships with parents/carers and strategic developments are implemented and evaluated through student and parent/carer voice.
- Ensure the effective use of all external agencies which support the development of teachers, support staff and their learning focused activity e.g. support panels.
- Coordinate external agencies in a team around the school/team around a child approach to support students with identified and targeted interventions.
- Continue the development and service of the Local Governing Board - Quality of Inclusion subcommittee.
- In partnership with the Tipton Academy Trust and Local Authority's Support Teams to organise staff development training and promote whole school capacity
- Ensure that positive relationships in classrooms lead to the best outcomes for students.
- To act as point of contact for the Local Authority in regard to in year admissions, transfers and step out.

Responsibilities

Staffing and Resources

- Oversee the induction, professional development and performance development of staff within areas relevant to role, in particularly Year Managers/Pastoral Team)
- Advise, model and coach staff.
- Lead and support the development of good practice across the school which support effective data usage, in particular relevant to the role focus area: Relationships and Behaviour.

Additionally

- Demonstrate a continual commitment to safeguarding and promoting the welfare of children and young people.
- Demonstrate a continual commitment to the promotion of diversity initiatives and the sharing of best practice in line policy and procedures.
- Ensure the highest degree of confidentiality and data protection of all materials.

This job description is not exhaustive and reflects the type and range of tasks responsibilities and outcomes associated with the role. The post holder will be expected to also complete any tasks, as requested by the Headteacher.

How to apply

Applications for this role are via the TES website.

Visits to Bradfield School are warmly welcomed, please contact Jo Redfearn, PA to Headteacher to arrange a visit - 0114 2863861 or enquiries@bradfield.sheffield.sch.uk

The closing date for applications is Thursday 2 May (23.59) and interviews will be held w/c 13th May.

Safeguarding

Bradfield School is committed to safeguarding children and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all 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 services.

Successful Candidates:

- Successful candidates will be required to undertake a DBS Enhanced Disclosure (with barred list) check.
- Successful candidates will be required to be asked 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 is prohibited and your application will be disqualified.

Policies

Our approach to safeguarding and school safeguarding policies can be found on the Trust website: [TSAT - Safeguarding \(taptonttrust.org.uk\)](https://taptonttrust.org.uk)

Equality & 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. [Click Here](#) to access TSAT's Equality and Diversity Statement.

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 page](#) of our website.

Tapton SCHOOL

ACADEMY TRUST

Realising the life chances and dreams of every child



Registered address: Tapton School Academy Trust, Darwin Lane, Sheffield, S10 5RG
Tel: 0114 267 1414 Email: enquiries@taptonttrust.org.uk Web: www.taptonttrust.org.uk

Charitable Limited Company Registration Number: 07697171.
Registered office: England and Wales. VAT Number: 134392225.