

JOB DESCRIPTION
ASSISTANT HEADTEACHER – BEHAVIOUR AND INCLUSION
SEPTEMBER 2019

It is the role of the Assistant Headteacher (Behaviour and Inclusion) to lead on behaviour within the school and to ensure that all students regardless of background or ability are well supported and able to thrive

LEVEL OF RESPONSIBILITY: Leadership Team
LINE MANAGER: Headteacher

LEADERSHIP RESPONSIBILITY:

- Lead and manage : Specific Heads of Year

LT CORE RESPONSIBILITIES:

- Realise the school's ethos and vision
- Contribute to the development, implementation, review and evaluation of the SIP, SEF and Strategic Plan
- Quality assurance to uphold the highest standards of work and conduct of students and staff
- Uphold the pastoral care, discipline and behaviour of students to ensure that they feel safe, secure and valued
- Assist in the day to day running of the school day, leading and directing staff as required
- Maintain a visible and supportive presence amongst the school community
- Recruitment of staff
- Deputise in the absence of the Deputy Headteacher
- Representing the school as required
- Maintain school policy documents
- Ensure 'own areas' of website are updated

KEY RESPONSIBILITIES:

- Lead the behaviour strategy and procedures within the school and sixth form
- Ensure all students meet the school's expectations for behaviour
- Ensure Individual Behaviour Plans are effective for those students who require them
- Ensure the consistent implementation of the school's behaviour policy
- Lead the exclusions process
- Lead on rewards and sanctions
- Lead the inclusion strategy:
 - Ensure all students are provided with suitable educational opportunities regardless of ability or background
 - Ensure high quality pastoral care for all students
 - Liaise with alternative educational providers and review the progress of students educated off site
 - Lead the school's managed move protocol for students
- Act as Deputy Designated Safeguarding Lead
- Attend Trustees' meetings (as required): Full Board Strategic, Full Board Procedural, Resources, Education, and, if convened, Student Discipline and Attendance, Student Exclusions

This job description is not exhaustive and the post holder will be expected to undertake any other duties as reasonably requested by the Headteacher.