



Person Specification – Assistant Headteacher – Behaviour & Attitudes

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> - Qualified Teacher Status. - A good honours degree. 	<ul style="list-style-type: none"> - Middle/ Senior leader qualifications.
Experience	<ul style="list-style-type: none"> - Substantial middle leadership experience in a secondary school with strong evidence of success and impact. - Experience of leadership of whole school initiatives. - A track record of leading and improving pupil behaviour. - Experience leading a team of staff. 	<ul style="list-style-type: none"> - Previous experience of a senior leadership role.
Knowledge	<ul style="list-style-type: none"> - Understanding of best practice to improve behaviour. - Understanding of how to manage change and innovation. - Understanding of how to deliver high quality Teaching and Learning. - Understanding of how to ensure inclusion and access for all. 	<ul style="list-style-type: none"> - Knowledge of data systems (SIMS, CPOMS). - Understanding of national context and implications for schools.
Skills and Abilities	<ul style="list-style-type: none"> - The ability to act as an effective role model. - The ability to analyse and evaluate key data. - Ability to exercise good judgment and make effective decisions. - Good organisational skills and high levels of self-motivation. - Professional and personal integrity. - Well developed communication skills. - The ability to motivate, inspiring confidence in pupils that they can succeed and achieve their personal best. 	<ul style="list-style-type: none"> - Confident user of a wide range of ICT applications. - Can manage conflict and think creatively to solve problems.
Professional Development	<ul style="list-style-type: none"> - Ability to provide evidence to show a commitment to professional development. 	
Values	<ul style="list-style-type: none"> - Committed to Castleford Academy values. - Committed to achieving the best for every pupil. - Support academy ethos and values at all times both within the academy and the wider community. - Active contribution to the wider part of academy life. 	
Personal Qualities	<ul style="list-style-type: none"> - Inspirational, dedicated and motivated individual. - Desire to be the best you can be. - Passionate about the education of young people. - Good sense of humour with the ability to stay calm under pressure. 	



Assistant Headteacher Behaviour and Attitudes

Leadership Spine - L13-L17

Description

You will be accountable to the Headteacher for developing academy strategies to lead on behaviour and attitude across the academies.

Key Responsibilities

General Expectation of Academy Leadership Team:

- As a key member of the Senior Leadership Team you will assist in contributing to vision, sense of purpose and pride within the academy.
- Contribute to the strategic direction of the academy to ensure school improvement.
- Involvement in the development of all aspects of the academy, including its policies and their implementation.
- Initiate and manage change and improvement to develop the academy and staff.
- Advise and assist the Governing Body as required in the exercise of its functions, including attendance at meetings and preparation of reports.
- Inspire, challenge, motivate and empower others to attain challenging outcomes.
- Establish clear expectations and constructive working relationships among staff.
- Maintain high expectations of all staff and prepared to challenge underperformance.
- Demonstrate high professional standards.
- Keep a high profile within the academy, taking command of areas at change of lessons and being visible and active during non-structured time.
- Use Leadership and Management (LM) time effectively to achieve targets.
- Have Line Management responsibility, overseeing a number of departments and a year group.
- Support the monitoring and evaluation of teaching within departments; take the initiative in identifying strategies to support consistency of practice, working closely with the Subject Leader.

Key Responsibility – Behaviour and Attitudes

- Responsible for the development and coordination of whole school strategies to lead behaviour across the academy.
- To support all staff in maintaining the highest standards of pupil behaviour.
- Monitor, evaluate and report on progress in improvements in overall behaviour and attitude to learning.
- Disseminate leading practice relating to the management of behaviour into the academy within an agreed framework.
- To promote amongst pupils high standards of conduct, uniform, discipline, a proper regard for authority and the encouragement of good behaviour.
- Assume responsibility for the welfare of pupils, follow up incidents; maintain detailed records; have meetings with parents; arrange sanctions where appropriate.
- Ensure that attendance and punctuality for all groups of pupils continues to improve to above national averages.
- Implement strategies to ensure academy exclusion rates remain below national and decline over time.
- Lead and manage effective and appropriate off-site provision.
- To work closely with the SENCO to ensure every pupil in need of additional support is referred appropriately.



Safeguarding

- To play a key role in the development and leadership of academy safeguarding policies, ensuring every pupil is safe.

Leadership

- Strategically lead on the effective implementation of the academy behaviour policy, including intervention strategies and evaluation of impact on a day-to-day basis.
- Lead and manage a team of Year Leaders and related staff to ensure regular tracking of pupil behaviour and progress.
- Ensure Year Leaders and Subject Leads are clear about their accountabilities for pupil welfare and behaviour.
- Be the academy's lead behaviour professional. Disseminate and share best practice with staff through CPD and targeted support strategies.

Communication

- Communicate as appropriate with Year Leaders, subject Leaders and staff to identify and remove pupils' barriers to learning.
- Ensure communication with parents is regular and informed and use academy systems to record contact over time.
- Provide regular updates on whole school behaviour to the Senior Leadership Team and key stakeholders e.g. Governors.
- Liaise with parents and external agencies on the wellbeing and progress of pupils.
- To organise, chair and attend meetings associated with this role.

Other

- Undertake other various responsibilities as directed by the Headteacher.
- The potholder must be flexible to ensure the operational needs of the academy are met.
- Responsibilities may be rotated to provide professional development and to enable preparation for promotion.