# JOB DESCRIPTION

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<tr>
<th>POST TITLE</th>
<th>Assistant Headteacher - Behaviour &amp; Attendance</th>
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| **Purpose:**          | To take responsibility for a significant area of the school including designated staff – eg., Behaviour and Attendance and develop this to meet challenging targets set out in the College Improvement Plan.  
To provide strategic leadership of the pastoral and behaviour systems in order to ensure the highest standards of:  
- pupil behaviour and attitudes to learning  
- attendance and punctuality  
To be responsible for the operational (day to day) running of this area  
To develop and enhance the teaching practice of others in line with the College Learning and Teaching Policy  
To work closely with all members of the leadership group on behaviour management |
| **Reporting to**      | Headteacher & Pupil Wellbeing Committee |
| **Responsible for:**  | Pastoral Team |
| **Liaising with:**    | Pastoral Year Leaders, Pastoral Support and Guidance Managers (PSGM), Parents, Tutors, Headteacher and other senior staff, other Curriculum Leaders, Head of House, teachers, Health and Safety Manager, support staff, Director of LII and relevant non-teaching staff. |
| **Working Time:**     | 195 days per year. Full time. |
| **Salary/Grade:**     | L9 -13 |
| **Disclosure level:** | Enhanced |
| **Responsibilities**  | In consultation with the Headteacher, lead the pastoral vision for the College.  
To lead, direct and manage the Year leaders and the Pastoral Support Team.  
To encourage pupils’ engagement with the education process by supporting behaviour for learning.  
To oversee analysis of behaviour and attendance data and action plan accordingly.  
To identify teachers' professional development needs in relation to behaviour management and lead training as required.  
To set, develop and implement policies, plans, targets, practices and procedures related to behaviour management systems, including the Behaviour Policy and Anti-Bullying Policy.  
To guide and motivate the Pastoral Support Team, addressing any training and development needs.  
To ensure the highest professional standards are maintained within the Pastoral Support Team in communication with parents and outside agencies, including the Police. |
| **Staff Development/Recruitment and Deployment:** | To work with appropriate personnel to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs.  
To undertake Performance Management Reviews and to act as a reviewer to at least one member of staff.  
To ensure that relevant personnel are accountable for their roles whilst being valued for their positive input.  
To participate in the interview process for Pastoral posts when required and to ensure effective induction of new staff in line with College procedures.  
To promote teamwork and to motivate staff to ensure effective working relations.  
To share good practice with other faculties/departments in order to promote high standards throughout the College. |
| **Quality Assurance:** | To ensure the effective operation of quality control systems.  
To establish the process of the setting of behaviour and attendance targets and to work towards their achievement in line with College procedures.  
To establish high, common standards of practice across the College and develop the effectiveness of teaching and learning styles.  
To contribute to the College procedures for lesson observation.  
To monitor and evaluate departmental provision in line with agreed College procedures including evaluation against quality standards and performance criteria.  
To seek/implement modification and improvement where required.  
To ensure that the quality assurance procedures meet the requirements of Self Evaluation and the College Improvement Plan.  
To work with the Headteacher/Pastoral Year leaders in liaising with the link-governor re review, self-evaluation and development planning. |
| **Management Information:** | To co-produce reports on performance.  
To provide the Governing Body with relevant information relating to the area’s performance and development.  
To analyse and evaluate data provided. |
| **Communications:** | To collaborate within and beyond the College re developments.  
To ensure effective communication/consultation with pupils and their parents.  
To liaise with other schools and other relevant external bodies. |
<p>| <strong>Marketing and Liaison:</strong> | To contribute to the College liaison and marketing activities, e.g. the |</p>
<table>
<thead>
<tr>
<th>Collection of material for press releases.</th>
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<td>To attend parental consultation evenings, open evenings and other College events.</td>
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<td>To communicate positively and professionally at these events.</td>
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**Management of Resources:**

To manage the available resources of space, staff, money and equipment efficiently within the limits, guidelines and procedures laid down; including deploying the department budget, acting as a cost centre holder, requisitioning, organising and maintaining equipment and stock, and keeping appropriate records.

To work with the Pastoral Team to ensure that the department’s commitments are effective and efficient.

**Pupil Welfare:**

To monitor and support pupil progress and development.

To contribute to PSHE, citizenship and enterprise according to College policy.

To ensure the Behaviour Management system is implemented so that effective learning can take place.

Foster and maintain high standards of effort and discipline amongst the pupils by the use of appropriate College based rewards (VIVO and positive written and verbal comments), negotiated goals and sanctions.

**Teaching:**

To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher. Will teach 26 out of 50 lessons in a fortnight (See QTS/UPS role profile).

**Additional Duties:**

To play a full part in the life of the College community, to support its distinctive mission and ethos and to encourage and ensure staff and pupils follow this example.

Attendance at directed/calendared College meetings.

**Other Specific Duties:**

To continue personal development as agreed.

To engage actively in the performance review process.

To lead departmental Meetings & attend the PWB Governors meeting as the Headteacher representative.

To undertake any other duty as specified by STPCB not mentioned in the above.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.