

## Assistant Headteacher: Behaviour, Attitudes and Attendance - Job Description

Salary	L12 – L16
Location	St. Aidan's CE High School
Contractual basis	Permanent, School teachers pay and conditions
Responsible to	Deputy Headteacher: Pastoral
Responsible for	Line management of members of the Pastoral Team, SEND Team, Extended Leadership Team, and other staff as required

### Purpose of the Role

As an inspirational leader, you will be driven and fully dedicated to delivering our school vision:

*Living and learning according to our Church foundation and the example of St Aidan, we strive to be a centre of academic excellence where all our students flourish because of the quality care, nurture, and education they are given. Our students will develop in character to become courageous and confident. They will be brave enough to see the opportunities in every difficulty, and wise enough to promote respect and kindness through the choices they make. Guided by our Christian vision we walk together to ensure that each and everyone knows the gift of life in all its fullness.*

The role of Assistant Headteacher: Behaviour, Attitudes, and Attendance (AHT:BAA) is a vital one for the school, providing leadership under the direction of the Deputy Headteacher: Pastoral to our Pastoral Team, working consistently to improve behaviour, attitudes to learning, attendance, and wellbeing, and to drive the whole school culture and ethos inline with our values and Christian ethos.

The AHT is a passionate, determined leader with proven ability to manage and positively influence the behaviour of others, motivating staff and students to achieve their full potential in a positive and inclusive environment.

You will lead and contribute to all aspects of behaviour, attendance, and safeguarding, working closely with the Deputy Headteachers, other senior leaders, and staff across the school and our wider Trust to ensure the safety, welfare and wellbeing of our students.

### Role Specific Responsibilities

1. To establish high expectations for all students' behaviour and attitudes to learning and ensure these are communicated clearly to parents and carers as well as staff and students.
2. To ensure all systems are enforced consistently and fairly to create a calm and safe environment.
3. To lead and manage the whole school behaviour system which includes appropriate sanctions and a high-profile rewards system from years 7 to 13.
4. To lead and manage the attendance process under the direction of the Deputy Headteacher: Pastoral.

5. To be the Deputy DSL along with other members of the Pastoral and leadership team.
6. To be the named school Prevent Lead.
7. To expect a culture of high ambition from all students, ensuring they are well equipped in demonstrating the highest standards in self-regulation and positive behaviour.
8. To work with leaders of the Personal Development curriculum in integrating a 'Behaviour Curriculum' to enhance the learning experience for all students.
9. To successfully implement the behaviour system and attendance process throughout the school, tracking, monitoring and analysing the data to constantly strive for improvements.
10. To maintain and develop systems and structures across all key stages within the areas of responsibility that enable monitoring, tracking, targeting and reporting to take place smoothly and effectively.
11. To promote equality of opportunity so that all students can thrive together.
12. To promote an inclusive environment that meets the needs of all students, irrespective of age, disability, gender, reassignment, race, religion or belief, sex or sexual orientation.
13. To contribute to the line management of any staff as directed by the Deputy Headteacher or Headteacher.
14. To work alongside the Headteacher and Deputy Headteacher to ensure that suspensions and internal exclusion are used appropriately and in line with School policy.
15. To work alongside the Attendance team in leading, managing and developing the school's priorities of improving behaviour to support attendance and punctuality.
16. To work closely with our onsite Alternative Provision (Beacon) and offsite providers to effectively facilitate a variety of alternative provision pathways best suited to the needs of students and in line with a graduated pastoral response.
17. To deputise for the Deputy Headteacher: Pastoral by attending FAP meetings if required.
18. To support all staff in developing their knowledge and practice in responding to, and understanding of, student behaviour by undertaking and delivering appropriate training.
19. To lead on the whole school attendance strategy and promote high attendance for all students working closely with the attendance officer and attendance teams.
20. To be the senior link for school transport and ensure the safe and efficient travel of all students to and from school.
21. To devise a cohesive duty rota ensuring all staff are deployed appropriately and fairly and the safety of students during social time is prioritised. This includes before school, break, lunchtime, and after school.
22. To lead on the in-year admissions process including leading and attending appeals on behalf of the school and with the support of the DHT: Pastoral.
23. To ensure all school pastoral systems and processes are consistent across the school making sure that staff are held to account if these systems and processes are not followed.
24. To lead on Student Leadership opportunities working closely with the AHT:PD to drive stakeholder voice strategies ensuring student leadership opportunities are embraced.
25. To drive student voice activities across the whole school, ensuring students feel heard and there is a strong culture of belonging.
26. To play a significant role in the Transition process from primary to secondary school working closely with other senior leaders to ensure student experience is excellent.
27. To line manage the school medical room provision and liaise with AHT Learning Inclusion to ensure students with medical needs continue to access appropriate learning.

### General Senior Leader Responsibilities

1. Fulfil this leadership role in accordance with our school Values and in accordance with our Trust Charter
2. Share best practice and ensure staff promote interest, enjoyment and passion for learning
3. Ensure teaching and assessment is effective and consistent and that school policies and

- procedures are followed
4. Ensure students are supported effectively in relation to behaviour management and pastoral support
  5. Work with the wider SLT and ELT on strategic planning and formulating, disseminating and implementing whole school policies and initiatives
  6. Lead on significant areas of whole school responsibility as identified by the Deputy Headteachers and Headteacher
  7. Assist the Headteacher with shaping the vision, values and direction of the school, setting out very high expectations
  8. Contribute to the school's self-evaluation framework if required
  9. Work with the Headteacher in developing external relationships in support of the school and promoting a positive image of the school in the community
  10. Manage the budgets for specific areas of responsibility under the direction of the line manager
  11. Organise, attend, and participate in training, meetings, open evenings, student performances and other after school activities as requested
  12. Supervise students at lunchtimes, before and after school as required
  13. Support the Governing Body in their work with the school
  14. Support other members of SLT in fulfilling their responsibilities as necessary
  15. Maintain 'leading edge' knowledge through reading, INSET, research and other relevant development opportunities to inform own practice, demonstrating impact in teaching and on students' learning
  16. To be the in-school expert and point for advice on all related to this role
  17. Identify own personal and professional development needs and achieve own challenging professional objectives.
  18. Co-ordinate strategies to achieve relevant whole school improvement priorities
  19. Contribute to the production of reports as and when required for Inspectors, Governors, YCST leaders, Headteacher, parents or carers, and other appropriate groups
  20. Oversee the performance management of staff as required and contribute to coaching and individual teacher development where needed
  21. Participate where necessary in the selection of new staff and new staff induction

#### Professional Characteristics

1. Create a climate which enables staff to develop, challenge and support each other in line with the ethos and culture of St Aidan's
2. Communicate effectively and with professional integrity within and beyond the school community
3. Build and maintain effective teamwork with high expectations of outcomes

#### Marketing and Liaison

1. On behalf of the school, attend relevant meetings in order to promote local, regional and national collaboration
2. Contribute as required to the school's liaison and marketing activities
3. Co-ordinate relevant aspects of the school's work with other schools and external agencies.

#### Pastoral Support

1. Liaise with Heads of Year and other pastoral staff to ensure the welfare of students in the school
2. Contribute to PSHE, assemblies, trips and visits, and any Work-Related Learning as required
3. Assist in the implementation of the Behaviour system and any other whole school systems

#### Other specific duties

1. Play a full part in the life of the school community

2. Support the school in meeting its legal and diocesan requirements for worship
3. Promote actively the school/Trust policies
4. Carry out other such duties as may from time to time be reasonably required
5. Be committed to safeguarding and promoting the welfare of children and young people.

As with all senior leadership roles, postholders at St Aidan's need to be flexible in their duties and understanding of the fact that their role and responsibilities may amend to meet the changing demands of the school at any time. Postholders may be asked by the headteacher to carry out other responsibilities not describes in the original job description. This is always as a result of the need to put our students first. This job description forms part of the contract of employment on appointment. It will be subject to review and may be amended at any time after consultation, and with the agreement of the postholder.

[January 2025]