

## **Job Title and Level**

Assistant headteacher Behaviour and attitudes to learning (Leadership Scale)

## **Main Purpose of the Role**

The Assistant headteacher, Behaviour and attitudes to learning, will play a crucial role in supporting the Headteacher and wider leadership team at Ysgol Friars. The postholder will be responsible for embedding aspirational policies and processes to promote high standards of behaviour, ensuring excellent pastoral care and support services for all pupils, and creating a culture of challenge, support, and high expectations where every child can succeed.

## **Key Responsibilities and Duties**

### **School Culture and Behaviour**

- Work with the Headteacher, designated deputy Headteacher, and Senior Leadership Team to embed, monitor, and evaluate high-quality wellbeing and pastoral care across the school
- Assist in leading the school with its vision and demonstrate the school's values in everyday work and practice
- Support the process of school improvement through continuous self-evaluation and use this to inform the school development plan
- Drive a culture that promotes aspiration within the school community and celebrates success and achievement
- Lead the school's aspiration to become a trauma-informed school
- Implement robust boundaries and clear support arrangements for pupils requiring additional support
- Work closely with parents and carers to promote a culture of respect and high aspirations for all

### **Behaviour and Inclusion**

- Lead on policies and processes to promote good behaviour and support pupils who require additional support to manage their social and emotional needs
- Develop robust procedures to support internal inclusion, reduce exclusions, and ensure that the needs of all pupils are met in line with their identified needs
- Develop a graduated support mechanism to ensure that pupils' social and emotional needs are met

### **Leadership and Management**

- In partnership with the deputy headteacher, line manage Heads of Year and pastoral leaders in line with appraisal and performance management
- Have expert knowledge of national priorities, issues, and changes
- Work with and be accountable to a wide range of stakeholders, including pupils, parents, carers, cluster schools, governors, and the local community
- Develop a collective ethos in the school that enables everyone to work collaboratively, share best practice, celebrate success, and accept responsibility for outcomes

- Implement a professional learning programme that supports all staff to promote positive behaviour and challenge unacceptable behaviour
- Create a culture and ethos of challenge and support where all pupils can achieve success and increase their life chances
- Use a range of evidence bases, including national data comparisons, to monitor, evaluate, and improve aspects of the school
- Ensure individual staff accountabilities and responsibilities are clearly defined, communicated, understood, and agreed
- In conjunction with the Headteacher, develop and implement suitable quality assurance systems

### **Safeguarding and Pastoral Care**

- Be responsible for ensuring the strongest culture of safeguarding across the school, working alongside and supporting the Designated Safeguarding Lead
- Be responsible for ensuring high standards of behaviour across the school
- Support leaders in the delivery of high-quality pastoral care and safeguarding across the school, setting a strong ethos and culture of respect in line with the aims of the school
- Be responsible for effective analysis of student data to support the work of pastoral colleagues and improve attendance
- Be responsible for delivering the best possible support services that meet the needs of pupils

### **Wider Responsibilities**

- Promote opportunities for and encourage participation of all pupils in a wide range of extra-curricular activities, including culture, sport, the environment, and citizenship

### **Skills and Competencies**

- Proven track record of successful leadership and management experience in a secondary school or similar educational setting
- Excellent understanding of national priorities, issues, and changes in education, particularly related to behaviour, pastoral care, and inclusion
- Ability to work collaboratively with a range of stakeholders, including pupils, parents, carers, and external agencies
- Strong analytical and data-driven decision-making skills to identify areas for improvement and implement effective strategies
- Exceptional communication and interpersonal skills to build positive relationships and promote a culture of high expectations and support
- Commitment to continuous professional development and a passion for driving school improvement
- Thorough understanding of safeguarding procedures and a dedication to ensuring the safety and well-being of all pupils

### **Professional Development**

Ysgol Friars is committed to the professional development of all staff, and the Assistant headteacher Behaviour and attitudes to learning will have access to a range of opportunities to enhance their skills and knowledge. This may include:

- Participation in leadership development programmes
- Opportunities to work with and learn from experienced colleagues within the school and across the local authority
- Access to relevant training and CPD activities to stay up-to-date with best practises in behaviour, pastoral care, and inclusion
- Encouragement to engage with professional networks and communities to share and learn from best practice

The school will support the postholder in their ongoing professional growth and development, aligning with the school's vision of creating a culture of continuous improvement and high aspirations.

## **Safeguarding**

The Assistant headteacher supporting behaviour and attitudes to learning will play a crucial role in ensuring the strongest culture of safeguarding across the school. They will work closely with the Designated Safeguarding Lead to promote the best interests of all pupils, sharing concerns where necessary and supporting the implementation of the school's safeguarding and child protection policies.

The postholder will be responsible for:

- Ensuring high standards of behaviour and a culture of respect and safety across the school
- Developing and implementing robust procedures to support pupils with additional social, emotional, and mental health needs
- Analysing student data to identify any safeguarding concerns and work with pastoral leaders to provide appropriate support
- Promoting a whole-school approach to safeguarding that prioritises the welfare and protection of all children
- Maintaining up-to-date knowledge of national safeguarding guidance and legislation
- Developing an alternative curriculum pathway for pupils who are disengaged in their learning

By fulfilling these safeguarding responsibilities, the Assistant headteacher Behaviour and attitudes to learning will make a vital contribution to the school's commitment to providing a safe, nurturing, and inclusive environment for all pupils at Ysgol Friars

## Person specification

	Criteria	Essential	Desirable	Assessment
Qualifications and training	QTS	X		
	Degree	x		
	Up to date Safeguarding training	x		
	Evidence of leadership training	x		
Experience	Successful leadership and management experience in a school or other relevant organisation	X		
		x		
	Experience of managing safeguarding in a school or other relevant organisation,	X		
	Building relationships with children and their parents, particularly the most vulnerable	X		
	Working and communicating effectively with relevant agencies	X		
	Experience of supporting pupils with challenging behaviours on a strategic level	X		
	Implementing and encouraging good safeguarding practice throughout a large team of people	X		
	Demonstrable evidence of developing and implementing strategies to help children and their families	X		
	Experience of handling large amounts of sensitive data and upholding the principles of confidentiality	X		
Skills and knowledge	Experience of working with vulnerable pupils	x		
	Expert knowledge of legislation and guidance on safeguarding and behavior and working with young people, including knowledge of the responsibilities of schools and other agencies		X	
	Ability to work with a range of people with the aim of ensuring	X		

	<p>the safety and welfare of children</p> <p>Awareness of local and national agencies that provide support for children and their families</p> <p>Excellent record keeping skills and attention to detail, in order to produce reports, take minutes of meetings, and document safeguarding concerns</p> <p>Good IT skills, including previous use of myconcern, Office, Etc.</p> <p>Effective communication and interpersonal skills</p> <p>Ability to communicate a vision and inspire others</p> <p>Ability to build effective working relationships with staff and other stakeholders</p> <p>Valid UK driving license and use of a car for work</p>	<p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>x</p>	<p>x</p>	
Personal qualities	<p>Commitment to ensuring the safety and welfare of children</p> <p>Commitment to upholding and promoting the ethos and values of the school</p> <p>Integrity, honesty and fairness</p> <p>Ability to work under pressure and prioritise effectively</p> <p>Commitment to maintaining confidentiality at all times</p> <p>Commitment to equality</p>	<p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>x</p>		