

Role: Assistant Headteacher – Behaviour, Attendance and Safeguarding
Location: Foxwood Academy, Derby Road, Bramcote, Nottingham NG9 3GF
Salary: L8 – L12
Hours: Full time
Start date: September 2026

GENERAL INFORMATION

The following information is provided to outline the role and responsibilities of the post. It is not exhaustive and may be amended in line with the needs of the school.

Purpose

The Assistant Headteacher will lead on behaviour, attendance and safeguarding.

The role is central to ensuring a calm, safe and purposeful environment where all pupils can thrive. The post holder will provide clear leadership, ensure consistency of practice and contribute to whole school improvement.

Key Responsibilities

Safeguarding and Child Protection

- Lead safeguarding across the school and promote a culture where concerns are identified and acted upon
- Act as Designated Safeguarding Lead or Deputy DSL
- Ensure systems are robust, understood and consistently applied
- Maintain accurate records and ensure timely referrals
- Work with external agencies to secure support for pupils
- Ensure staff are trained, vigilant and confident in safeguarding practice
- Maintain oversight of vulnerable pupils, particularly those with SEND
- Ensure compliance with statutory guidance including KCSIE and Prevent
- Review safeguarding practice regularly and drive improvement

Behaviour and Culture

- Lead a consistent and high expectation approach to behaviour
- Ensure clear systems are in place and applied by all staff
- Maintain a calm, orderly and respectful environment
- Ensure behaviour is taught, modelled and reinforced
- Support staff to manage behaviour confidently, including dysregulation
- Ensure approaches are adapted appropriately for pupils with SEND
- Oversee and monitor the use of physical intervention

- Use behaviour data to identify trends and drive improvement

Attendance

- Lead a strategic approach to improving attendance and punctuality
- Ensure effective systems for monitoring and analysing attendance
- Identify patterns and implement targeted interventions
- Work with families and external agencies to reduce barriers
- Ensure expectations are clear and consistently communicated
- Oversee daily processes for absence follow-up
- Support pupils with additional needs to attend regularly

Leadership and Staff Development

- Contribute to the work of the senior leadership team
- Support staff through coaching, training and clear expectations
- Ensure consistency in behaviour and safeguarding practice
- Lead professional development in key areas
- Support leadership development across the school

School Improvement

- Contribute to self-evaluation and development planning
- Use data and evidence to identify priorities and monitor impact
- Report to the Headteacher and governors as required
- Ensure alignment between behaviour, attendance and safeguarding
- Support the development of systems as the school grows

Other Duties

- Attend meetings as required
- Prepare reports for leaders, governors and external agencies
- Work outside normal hours when necessary
- Comply with health and safety requirements
- Undertake other duties appropriate to the role

Key Organisational Objectives

- Comply with safeguarding and statutory requirements
- Operate within the school's equalities framework
- Promote high standards of behaviour, attendance and welfare
- Contribute to a safe and inclusive environment

Reporting to:

- Headteacher

To co-operate with:

- All staff, parents, carers and external agencies

Disclosure:

- Enhanced DBS required

Core Duties

Managing Own Performance

- Keep up to date with national developments
- Work effectively under pressure
- Model high professional standards

Managing Staff

- Support and challenge staff to ensure consistency
- Contribute to appraisal processes
- Deliver training where appropriate

Managing Resources

- Support effective use of resources
- Contribute to staffing decisions

Working with Parents and Community

- Build strong relationships with families
- Work with external partners
- Communicate clearly with stakeholders

The job description may be subject to amendment or modification, should circumstances change, but any changes will be discussed with you in the first instance.

In addition to the duties specified you may be asked to undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific cases.

The job description does not form part of the contract of employment.

Signed _____ Date _____