



CHILTERN
LEARNING
TRUST



HIGH SCHOOL
Denbigh
A SPECIALIST SPORTS COLLEGE

Job Description and Person Specification

Assistant Headteacher Behaviour Lead and/or Safeguarding Lead

Reporting to:	Headteacher
Location:	Denbigh High School
Salary:	Leadership
Payscale:	L14 – L18

Job Role

This appointment is being made within the framework of the Chiltern Learning Trust, a multi-academy trust.

The overall responsibility for this post is to provide excellent day-to-day leadership for Denbigh High School. The successful candidate will have excellent interpersonal and organisational skills including the ability to inspire, challenge, motivate and empower all members of the school community to carry the vision forward.

The school is committed to safeguarding and promoting the welfare of children and young persons and the Assistant Headteacher must ensure that the highest priority is given to following guidance and regulations to safeguard children and young people.

Core Purpose:

The core purpose of this post is to provide day-to-day professional leadership and management for the school to develop very high standards in all areas of the school's work.

To achieve success the Assistant Headteacher will:-

- Work actively to promote and achieve the aspirations and ambitions of the school.
- Promote excellence, equality and high expectations for all students.
- Provide vision, leadership and direction on a daily basis.
- Promote the social and cultural development of all students.
- Evaluate school performance and identify priorities for continuous improvement.
- Value the diversity of the community served by the school.
- Carry out day-to-day management, organisation and administration.
- Create a safe and productive learning environment, which is engaging and fulfilling for all students.
- Work effectively with the Headteacher and governing body.

Key Areas of Responsibility:

The Assistant Headteacher will be accountable to the Headteacher for leading behaviour, attendance and attitudes to learning.

To achieve success the Assistant Headteacher will:-

- Act as the school's lead professional for behaviour.
- Lead, plan, manage and ensure the successful delivery and implementation of the schools behaviour for learning policy and practices including managing the school's pastoral team.
- Lead on the implementation of the schools ethos and culture.
- Prepare and report on the governors papers on behaviour.
- Liaise with the Chiltern Learning Trust behaviour leads.
- Attend any appropriate local authority meeting such as the pupil placement panel.
- Support all staff in effective delivery of the form time curriculum
- Enhance academy relationships with external agencies.
- Monitor, evaluate and report on progress and improvements in pupil behaviour.
- Disseminate leading practice relating to behaviour for learning both in and out of classrooms.
- Promote amongst students both an individual and shared responsibility for excellent behaviour.
- Implement strategies to ensure the academy is responsive to local and national need to support behaviour in and out of school.
- To lead on rewards and sanctions including the whole school excellence evening.
- Analyse and report regularly the data linking to behaviour, including suspensions and persistent absence.
- A member of the safeguarding team.

Achievement and Standards

- Demonstrate high expectations and set challenging objectives for students' performance, both personally and for those areas we line-manage.
- Ensure a consistent and continuous focus on student achievement, using data to track and monitor the progress in every student's learning.
- Challenge underperformance, which acts as a barrier to student achievement, or school improvement.
- The closing of any gaps in progress and achievement between different groups of students.

General:

- Demonstrate a keen interest in all aspects of school life.
- Undertake any professional duties reasonably delegated by the Headteacher.
- Carry out SLT duty responsibilities and be a visible presence around the school.
- Contribute to the wider working of the Chiltern Learning Trust.

Safeguarding Children

CONTEXT:

All teaching staff are part of a whole school team. They are required to support the values and ethos of the school and school priorities as defined in the School Development Plan. This will mean focussing on the needs of colleagues, parents and pupils and being flexible in a busy pressurised environment.

This post meets the definition of 'Regulated Activity' as defined in the Safeguarding Vulnerable Groups Act 2006.

Because of the nature of this job, it will be necessary for an enhanced DBS check to be undertaken. This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore applicants are required to declare all unspent cautions and convictions; and also any adult cautions (simple or conditional), and spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2020). A person's criminal record will not in itself prevent a person from being appointed to this post. Applicants will not be refused posts because of offences, which are not relevant to, and do not place them at or make them a risk in, the role for which they are applying. However, in the event of the employment being taken up, any failure to disclose such offence, as detailed above, will result in dismissal or disciplinary action by the Trust.

The School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

'CVs will not be accepted for any posts based in schools.

Person Specification:

Strategic Leadership

1. Leadership experience within a good or outstanding educational setting
2. Evidence of exceptional, collaborative and inspirational leadership skills
3. Proven ability to generate and deliver collective strategic vision and shared purpose
4. Proven ability to develop, communicate and successfully implement strategies
5. Proven ability to establish and lead effective complex partnerships and build positive working relationships, negotiate with, and influence partners and other stakeholders

Communication

1. Outstanding communication, influencing and negotiating skills across a range of internal and external stakeholders
2. Outstanding leading of staff CPD and meetings
3. Strong networking skills
4. Exemplary oral and written communication skills

Experience and Knowledge

1. A proven track record of successful leadership of school improvement with a strong track record in delivering operational excellence.
2. Experience of leading and managing, multi-disciplinary projects.
3. Outstanding interpersonal skills and experience of developing successful relationships
4. Proven high level organisational skills
5. Experience in work of Teaching Schools

Leadership of Staff and Resources

1. Proven ability to lead, motivate, enthuse, and drive forward individuals and teams to achieve and sustain high performance
2. Proven ability to create, build and retain effective teams
3. Able to challenge, motivate and lead others to create a forward thinking organization committed to improvement
4. Proven ability in the successful delivery of continuing professional development

Personal Skills and Attributes

1. Exceptional analytical skills
2. Ability to analyse, evaluate and interpret information to make critical organisational decisions
3. Excellent self-management, to include time management, working under pressure and to deadlines
4. Commitment, drive, innovation and integrity
5. Understanding of, and commitment to, equality and diversity

Education

1. Relevant professional qualification
2. Evidence of relevant recent professional development