

Assistant Headteacher

Job Title:	Assistant Headteacher with responsibility for behaviour and culture
Responsible to:	Head of School
Grade:	Leadership Spine 12-16
Terms and Conditions:	Full Time Permanent

The job description below is draft and subject to change following appointment. This is to enable the skills of all members of the Leadership Team to be utilised as effectively as possible.

Roles and Responsibilities
<p>As a key member of the School Leadership Team, the Assistant Headteacher for Behaviour and Culture will lead the strategic development, implementation and monitoring of a high-performing, relational behaviour culture across the school. The postholder will ensure that the school's ethos, routines, expectations and systems promote excellent behaviour, strong relationships, high attendance, and a calm, safe learning environment in which all students can thrive.</p> <p>Strategic Leadership</p> <ul style="list-style-type: none"> • Contribute to whole-school strategic planning and self-evaluation. • Lead the development and refinement of behaviour and culture strategy. • Promote a school culture built on respect, inclusion, kindness and high expectations. • Drive consistency in the use of behaviour systems and routines. • Ensure behaviour, attendance and safeguarding data informs decisions. • Provide strategic leadership for Personal Development, embedding consistent, ambitious provision that promotes welfare, character, leadership opportunities and students' preparedness for future success. <p>Behaviour & Culture</p> <ul style="list-style-type: none"> • Lead behaviour systems, ensuring consistency and fairness. • Develop a calm, orderly and predictable school environment. • Embed relational approaches across the school. • Oversee sanctions, rewards, internal exclusions and reintegration. • Monitor behaviour trends and lead targeted interventions. • Ensure high-quality communication with parents on behaviour matters. • Promote student voice regarding behaviour, culture and wellbeing. <p>Teaching and Learning (Leadership Contribution)</p> <ul style="list-style-type: none"> • Support high-quality teaching that secures excellent behaviour for learning. • Promote routines that maximise learning time. • Support staff with relational practice, de-escalation and restorative approaches.

Line Management & Staff Development

- Line-manage pastoral and behaviour staff.
- Oversee Performance Management for designated staff.
- Plan and deliver CPD on behaviour, culture and relational practice.
- Coach staff requiring additional support.

Safeguarding

- Work with safeguarding staff to ensure behaviour concerns are managed appropriately.
- Support safeguarding processes where behaviour overlaps with welfare.

School Improvement

- Lead or contribute to behaviour and culture sections of the SIDP.
- Ensure documentation is Ofsted-aligned.
- Support whole-school routines, duties and events.

Health and Safety

- Be aware of the responsibility for your personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
- Co-operate with the employer on all issues to do with Health, Safety & Welfare.

Continuing Professional Development

- In conjunction with the line manager, take responsibility for personal professional development, keeping up to date with developments related to school efficiency, which may lead to improvements in the day-to-day running of the school.
- Undertake any necessary professional development as identified in the School Improvement Plan taking full advantage of any relevant training and development available.

General

- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.
- Employees are expected to be courteous to colleagues and students, providing a welcoming environment to visitors and telephone callers.
- This job description is current at the date shown, but in consultation with you, may be amended to reflect or anticipate changes in the job commensurate with the grade and job title.

Person Specification

Area	Essential attributes
Education	<ul style="list-style-type: none">• Qualified teacher• Degree or equivalent qualification• Evidence of relevant CPD
Experience	<ul style="list-style-type: none">• Outstanding classroom teacher with high expectations and aspirations for our students' achievement and behaviour• Proven leadership skills and ability to motivate and inspire others• Proven track record of supporting and challenging teachers• Proven track record of delivering and contributing to whole school improvements.

	<ul style="list-style-type: none"> • Up-to-date knowledge of emerging issues in school leadership • Experience of planning and leading CPD programmes for teachers • Demonstrable experience of using data to improve outcomes
IT Skills	<ul style="list-style-type: none"> • Competent ICT skills • Experience of latest data analysis tools
Other Skills and qualities	<ul style="list-style-type: none"> • An excellent communicator with strong interpersonal skills • The ability to communicate clearly with colleagues, parents and students. • The ability to work efficiently, prioritising effectively • The ability to work as part of a team, taking specific responsibilities for some school development areas. • The ability to prioritise your workload, work under pressure, and to tight deadlines • The ability to consistently demonstrate a relational approach
	<ul style="list-style-type: none"> • Clear commitment to continuous school improvement • Ability to work flexibly within a team and motivate others • Demonstrate a professional attitude • Ability to work effectively with a wide range of people across the school and from outside • Attendance at directed times • Attendance at events beyond school hours by agreement

Synergy Multi Academy Trust is an equal opportunities employer and is committed to safeguarding and promoting the welfare of children. References will be sought and the successful applicant will be required to undertake an enhanced DBS check.