



**COCKBURN**  
**MULTI-ACADEMY TRUST**  
TRANSFORMATION TO EXCELLENCE



# We're Hiring

## Recruitment Booklet

**Assistant Headteacher –  
Behaviour and Attendance**

**COCKBURN SCHOOL**

Specialist status in the Performing Arts



**COCKBURN  
JOHN CHARLES ACADEMY**



**COCKBURN  
LAURENCE CALVERT ACADEMY**



**COCKBURN  
INGRAM ROAD ACADEMY**



**FOOTSTEPS**  
to success



**MIDDLETON  
PRIMARY SCHOOL**



**COCKBURN  
REACH ACADEMY**



 **MINDFUL  
EMPLOYER**



**0113 271 9962**



**recruitment@cockburnmat.org**



**www.cockburnmat.org**

# Job Description

<b>Post:</b>	<b>Assistant Headteacher – Behaviour and Attendance</b>
<b>Pay scale and salary:</b>	<b>L8 – L12</b>
<b>Contract Type:</b>	<b>Permanent</b>
<b>Hours of work:</b>	<b>Full-time</b>

**Accountable to:** Headteacher

## **Purpose of Role:**

The Assistant Headteacher will hold formal leadership responsibility for standards in behaviour and attendance.

They will be expected to be successful through the work of other leaders and professionals, implementing the vision and strategic direction of the academy. They will be successful team builders and relationship builders who develop high performing teams and managers for the future needs of the academy and its learners.

They will both influence and facilitate academy strategy through their line management of teams and in their own areas of responsibility.

As an Assistant Headteacher you will be expected to fulfil the professional duties of a Teacher as set out in the School Teachers Pay and Conditions document. You will also be required to undertake a range of operational and strategic responsibilities as indicated below. The list below is neither exhaustive nor prescriptive.

You will play a major role, under the overall direction of the Executive Headteacher/Head of School in:

## **Shaping the future**

The Assistant Headteacher will be a visionary leader who will:

- Support the Executive Headteacher/Head of School in establishing a vision for the future development of the academy
- Contribute to and communicate the academy's shared vision, values and expectations
- Contribute to the identification of key areas of strength in the academy as well as those to develop
- Set an excellent example for other colleagues, working to a high standard in implementing policies, priorities and expectations
- Promote a culture of team work in which the views of all members of the academy community are valued and taken into account.

### **Working within the Trust:**

- Articulate and model the Trust's vision and strategic direction, demonstrating a collaborative, team working approach to academy improvement.
- Implement specific Trust initiatives to ensure the vision is promoted and achieves the highest standards
- Demonstrate a commitment to continuous professional development.

### **Leading Teaching and Learning**

The Assistant Headteacher will be an outstanding practitioner who will:

- Share responsibility for the quality of teaching learning
- Provide support for staff in improving their classroom practice
- Promote the active involvement of students in their own learning
- Lead and support strategies to promote the very highest standards of behaviour
- Contribute to the development of a broad, rich, exciting and challenging curriculum that is aspirational and meets the needs of students across the schools/academies
- Promote the use of modern technologies to enhance and extend students' learning
- Monitor and evaluate classroom practice
- Challenge underperformance at all levels, securing corrective action, follow up and support

### **Developing self and others**

The Assistant Headteacher will be reflective, collaborative and:

- Be a role model for the whole school community, setting high professional standards
- Treat people fairly, equitably and with dignity and respect
- Ensure effective planning, allocation, support and evaluation of work undertaken by teams and individuals
- Manage own workload and that of others
- Will be self-reflective, review own practice, set personal targets and take responsibility for their own personal development
- Set high expectations of your own performance and that of others
- Acknowledge the responsibilities and celebrate the achievements of individuals and teams
- Engage in relevant professional development as appropriate.

### **Managing within the organisation**

The Assistant Headteacher will be an excellent leader who will:

- Produce and implement clear evidence-based improvement plans and policies to develop the academy
- Report to the Governing Body as appropriate
- Take responsibility for the appraisal of identified staff
- Ensure resources are used effectively and efficiently so that the academy demonstrates value for money.



## Securing accountability

The Assistant Headteacher will:

- Ensure that staff are appropriately held to account and that student progress is not hampered by inadequate teaching
- Present a coherent and accurate account of teaching to a range of stakeholders
- Ensure Quality Assurance systems in the academy are followed assiduously
- Support staff in understanding their own accountability
- Develop a shared ethos around corporate responsibility for outcomes
- Manage Behaviour and Attendance in line with policy.

## Safeguarding

The Assistant Headteacher will be fully committed to the safeguarding and promoting of the welfare of children, young people and vulnerable adults in every regard.

### Specific responsibilities:

- Lead improvements in the standards of behaviour (positive and negative)
- Lead improvements in attendance
- Developing strategies to improve the attitude to learning of our students with SEMH needs
- Ensure the accurate monitoring of attendance and behaviour standards within the academy
- To lead the care support and guidance team to ensure high quality provision in the academy
- To work with subject leaders to ensure there are high standards of behaviour and attendance within their subject areas
- Implement strategies and initiatives to share practice, developing confidence and skills of staff working in the classroom and around the academy
- Assist with the development and delivery of training and support for staff in the areas of managing behaviour
- Work with relevant outside agencies and alternative provisions to support vulnerable students
- Be proactive and passionate about keeping the academy up-to-date with the latest research to develop high standards of behaviour and attendance
- To be responsible for the administration of any delegated budget associated with the post.

### Management of Behaviour and Attendance:

- Ensure that parents/carers and other stakeholders have a clear understanding of the skills and knowledge that students need to have high standards of behaviour for learning
- Ensure that parents/carers and other stakeholders have a clear understanding of the legal implications for non-attendance
- Work with and line manage key staff including Subject Leaders to help them identify student under performance and plan improvements in teaching and learning
- To lead and chair the Care, Support and Guidance group to disseminate practice and key aspects of pedagogy

- Take a strategic role in the development of new and emerging technologies to enhance and extend the learning experience of students.

### Monitoring and Evaluation

- Maintain up-to-date triangulated data of behaviour and attendance
- Ensure that all areas of self evaluation relating to Behaviour and Attendance are up-to-date, accurate and wholly analytical in identifying strengths and areas to improve
- Provide summative reports on behaviour (positive and negative) and attendance to SLT, Governors and other audiences as appropriate.

# Person Specification

Detailed below are the types of skills, experience and knowledge that are required of applicants applying for the post. The 'Essential Requirements' indicate the minimum requirements and applicants lacking these attributed will not be considered for the post. The points detailed under 'Desirable Requirements' are additional attributes to enable the applicant to perform the position more effectively or with little or no training. They are not essential, but may be used to distinguish between acceptable candidates.

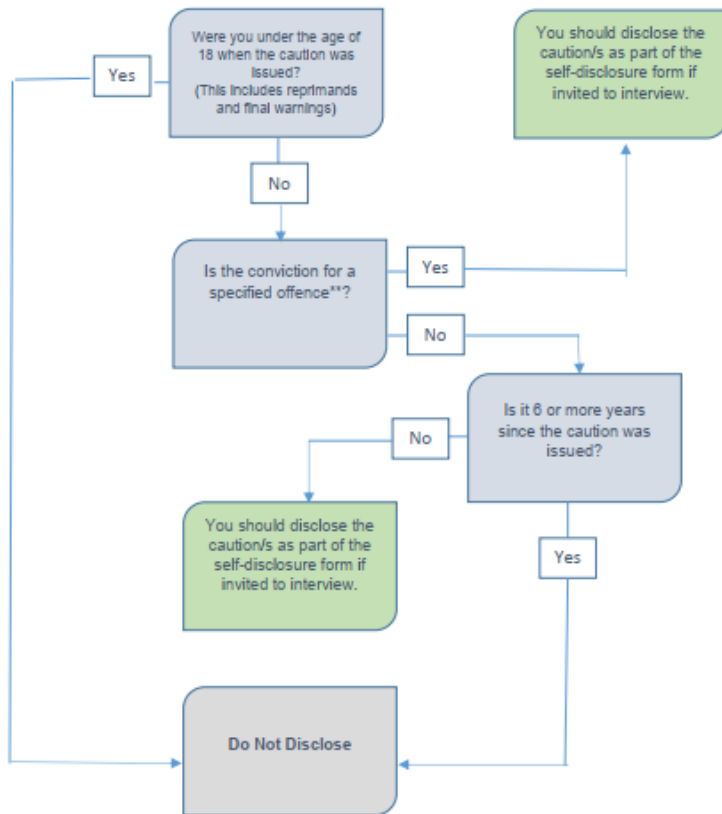
<b>QUALIFICATIONS</b>	<b>Essential</b>	<b>Desirable</b>	<b>MOA</b>
Qualified Teacher Status or other educational qualification	*		A/Q
A degree or management qualification	*		A/Q
NCSL – Leading from the middle (or another NCSL leadership programme)		*	A/Q
Master's degree in education or similar/ further continued CPD		*	A/Q
<b>KNOWLEDGE/SKILLS/ EXPERIENCE</b>	<b>Essential</b>	<b>Desirable</b>	<b>MOA</b>
<b>Leadership and management</b>			
Ability to build effective relationships with staff, parents, governors and other agencies	*		A/S/R
Ability to line manage staff	*		A/S/R
Ability to use HR policies and procedures		*	A/S/R
Ability to make and implement difficult decisions	*		A/S/R
<b>Shaping the future</b>			
Implements an improvement plan across a key stage area or classroom, identifying the priorities and evaluating the impact	*		A/S/R
Works with and motivates teams and individuals to implement changes across the academy	*		A/S/R
<b>Leading Teaching and learning</b>			
Being an excellent teacher – by national standards	*		A/S/R
Knowledge of how to use data to monitor student progress	*		A/S/R
Knowledge of assessment tools to monitor teaching and learning	*		A/S/R
Ability to identify effective interventions to ensure students maintain good progress	*		A/S/R
Ability to identify excellent classroom	*		A/S/R

practice to enable teachers to improve, through effective feedback			
<b>Developing self and working with others</b>			
Regularly reviews own practice and continually participates in quality CPD	*		A/S
Uses CPD to motivate, enthuse and develop staff	*		A/S
Ability to plan and allocate work effectively	*		A/S
Ability to coach and mentor staff	*		A/S
<b>Managing the organisation</b>			
Implements changes to staffing structures		*	A/S
Recruits, retains and manages a range of school staff	*		A/S
Manages the academy's environment in line with health and safety regulations		*	A/S
<b>Securing accountability</b>			
Holds people to account for what they have agreed to deliver	*		A/S
Works effectively with the governing body to fulfil statutory duties		*	A/S
Provides performance data to parents, governors and school improvement officers		*	A/S
<b>Strengthening the community</b>			
Builds relationships with community groups, outside agencies and other schools which create innovative learning experiences for students	*		A/S
Promotes the academy		*	A/S
Works with parents and carers to improve student achievement	*		A/S
<b>Child protection</b>			
Is aware and able to manage effective CP policies and procedures	*		A/S
Ability to deal with sensitive issues in a supportive and effective manner	*		A/S
<b>PERSONAL QUALITIES</b>	<b>Essential</b>	<b>Desirable</b>	<b>MOA</b>
Moral purpose (equality, students and adults treated with respect)	*		A/S/R
Excellent communicator (listening, putting a message across)	*		A/S/R
Child centred	*		A/S/R

Resilient	*		A/S/R
Integrity	*		A/S/R
Self-motivated and able to motivate others	*		A/S/R
Enjoys challenge	*		A/S/R
Works to deadlines	*		A/S/R
Enthusiastic and optimistic	*		A/S/R
Excellent problem solving/analytical skills	*		A/S/R
Self-awareness, knowledge of strengths and limitations	*		A/S/R
<b>Employment is conditional on confirmation of the right to work in the UK – either as a UK or Irish citizen, under the EU Settlement scheme or having secured any other relevant work visa. If you do not have the right to work in the UK and the role does not meet eligibility for sponsorship, please consider carefully whether you meet the eligibility to apply for this position.</b>			
<b>This role is subject to a six-month probationary period and satisfactory enhanced DBS check. As one organisation Cockburn Multi-academy Trust expects all its employees to work across any academy within the trust as and when required.</b>			
METHOD OF ASSESSMENT (MOA)	A =	Application Form	
	Q =	Qualification	
	R =	References	
	S =	Selection Process	



### Disclosure of a Caution ( this includes reprimands and final warnings)



\*\*<https://www.gov.uk/government/publications/dba-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check>

### Disclosure of a Conviction Please work this through for each conviction you have separately even if they were part of the same legal proceedings

\*[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/935747/draft-rehabilitation-offenders-act-1974-exceptions-order-1975.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/935747/draft-rehabilitation-offenders-act-1974-exceptions-order-1975.pdf)

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