



SOUTH WEST ESSEX
COMMUNITY EDUCATION TRUST

Job Description

Assistant Headteacher – Behaviour & Standards



JOB TITLE: Assistant Headteacher – Behaviour & Standards

REPORTS TO: Deputy Headteacher/Headteacher

GRADE / RANGE: Leadership (13-17)

JOB PURPOSE

To support the Headteacher and Senior Leadership Team in the strategic and operational leadership of the school, with a specific responsibility for behaviour, standards and pastoral systems. The Assistant Headteacher will provide visible, values-led leadership across the school, ensuring consistently high expectations of behaviour underpinned by inclusion, fairness and research-informed practice.

The role will strategically line manage Year Leaders and the wider pastoral team, ensuring systems and practice secure excellent conduct, strong relationships and positive outcomes for all pupils. The postholder will lead on statutory and operational aspects of behaviour, exclusions and alternative sanctions, ensuring compliance, proportionality and equity.

The Assistant Headteacher shall undertake any professional duties of the Headteacher reasonably delegated to them by the Headteacher.

KEY CORPORATE ACCOUNTABILITIES

- Commitment to the Trust and school's vision and values;
- To maintain awareness of and commitment to the Trust's Equality, Diversity and Inclusion Employment Policy in relation to both employment and service delivery and to observe conduct which prevents discrimination taking place;
- To comply with all Trust policies and procedures including the Code of Conduct, Safeguarding Policy and E-Safety Policy;
- Undertake safeguarding training at least annually, with further updates as required; To fully comply with the Health and Safety at Work Act 1974, the Trust's Health and Safety Policy and all locally agreed safe methods of work;
- To work with colleagues to achieve service plan objectives and targets;
- To participate in the Performance Management Procedure and contribute to the identification of team development needs; and
- At the discretion of the Headteacher, such other activities as may from time-to-time be agreed and are consistent with the nature of the job description herein.

PRINCIPAL ACCOUNTABILITIES

Teaching & Learning

- Plan and teach lessons to the classes they are assigned to teach within the context of the school's plans, curriculum and schemes of work.
- Promote high expectations of behaviour for learning across all classrooms and learning environments.
- Champion inclusive practice that supports positive behaviour, strong relationships and engagement for all pupils.
- Use behaviour data and research to identify trends, evaluate impact and inform strategic planning.
Support staff to consistently apply behaviour systems so that all pupils experience fairness and clarity regardless of year group or pastoral lead.

Behaviour, standards and discipline

- Provide strategic leadership of behaviour across the whole school, ensuring high standards are consistently upheld.
- Strategically line manage Year Leaders and the pastoral team, holding leaders to account for standards, outcomes and pupil experience.
- Maintain tight operational oversight of onsite suspensions, internal isolation (RESET) and offsite suspensions, ensuring all sanctions are proportionate, equitable and restorative.
- Lead on all Permanent Exclusion processes, including pre-Permanent Exclusion panels, statutory paperwork and governing body panels.
- Remain fully up to date with statutory frameworks, government guidance and local authority expectations relating to behaviour, suspensions and exclusions.
- Coordinate all in-year admissions, ensuring smooth integration and consistent application of behaviour expectations.
- Tightly monitor and quality assure all Offsite Directions and Managed Moves.
- Ensure behaviour systems are underpinned by research-informed practice and aligned with the values of an inclusive comprehensive school.

Management of staff and resources

- Line manage Year Leaders and relevant pastoral staff.
- Support the professional development of staff in relation to behaviour management and inclusion.
- Contribute to the recruitment, selection and development of teaching and support staff.
- Deploy and monitor resources delegated to behaviour and pastoral provision.

Communication and partnership working

- Communicate effectively with pupils, parents and carers, including in challenging and high-stakes situations.
- Represent the school at local authority, partnership and community meetings related to behaviour, inclusion and pupil welfare.
- Build a strong professional profile as a trusted and respected representative of the school within the local community and partner schools.

Safeguarding

- Fulfil personal responsibilities, and secure compliance by those working in school, for safeguarding as set out in the Children's Act, Keeping Children Safe in Education and other statutory guidance, including:
- Promoting a culture of listening to children and taking account of their wishes and feelings;
- Sharing information appropriately with other professionals;
- Supporting safe recruitment and staff induction;
- Contributing to the management of safeguarding concerns and allegations where appropriate.

Professional development

- Promote participation in relevant CPD related to behaviour and leadership.
- Participate fully in appraisal and performance review processes.
- Engage in ongoing professional learning, including behaviour training.

General duties and responsibilities

- Continue to meet the Teachers' Standards and the requirements for Qualified Teacher Status.

The duties and responsibilities in this job description are not restrictive, and the post-holder may be required to undertake any other duties that may be required from time-to-time. Any such duties should not, however, substantially change the general character of the post.

This organisation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

I confirm that I have read and understood, and that I accept, the above job description:

Signature: Date: Name in full:

Person Specification – Assistant Headteacher

Qualifications & Experience	<p>Qualified Teacher Status</p> <p>Qualified to at least Degree level</p> <p>Experience of teaching across the secondary age and ability range</p> <p>Substantial experience of pastoral leadership and behaviour management</p> <p>Experience of line managing middle leaders or pastoral teams</p> <p>Evidence of recent and relevant professional development in behaviour and inclusion</p> <p>NPQSL or equivalent leadership qualification desirable</p> <p>Behaviour-specific training or accreditation desirable</p>
Communication	<p>Proven ability to communicate clearly and authoritatively with pupils, staff, parents and external partners</p> <p>Ability to manage challenging conversations with professionalism and empathy</p> <p>Strong written communication skills, including statutory and legal documentation</p>
Working with Children	<p>Demonstrable commitment to inclusion within a comprehensive secondary setting</p> <p>Emotional resilience when working with challenging behaviour and complex situations</p> <p>A strong moral purpose and belief in high standards for all pupils</p> <p>Proven impact on improving behaviour and pupil outcomes</p>
Working with Others	<p>Ability to work collaboratively with a wide range of professionals and agencies</p> <p>Credibility with colleagues, parents and external partners</p> <p>Understanding of multi-agency and partnership working</p>
Skills, Abilities and Knowledge	<p>Strong knowledge of statutory guidance relating to behaviour, suspensions and exclusions</p> <p>Ability to analyse behaviour data and plan strategically</p> <p>Excellent organisation, prioritisation and decision-making skills</p> <p>Research-informed approach to behaviour leadership</p>
General	<p>Commitment to equality, diversity and inclusion</p> <p>Strong understanding of safeguarding and child protection procedures</p> <p>Willingness to continue professional learning and development</p>

