



AHT – Quality Assurance & Inclusion Lead:

Behaviour & Attendance

Job Outline

Responsible to: The Assistant Director of Education

Salary Grade: Leadership Range 14 to 18

Full time/Part time: 0.6

Core purpose:

- Be an inspirational leader that promotes and helps to create an ethos and culture of inclusion excellence across all schools.
- Model & secure an exceptional attitude and application to the inclusion of all pupils with barriers to learning which may encompass access to alternative provision and/or external bodies e.g. IP/EP.
- Help to secure outstanding attendance across all schools.
- Lead on establishing and implementing a safe, calm and well-ordered provision for pupils at risk of exclusion and/or those accessing alternative pathways.
- Establish provision for all pupils that is focussed on safeguarding pupils and developing their positive behaviour in the school or alternative provision and in the wider society.
- Support schools in identifying and intervening with vulnerable pupils so that they progress and achieve the highest standards.
- Strategically source, plan and implement interventions that enable targeted pupils to overcome personal obstacles and challenges so that they make maximum progress and attainment on their education pathway.
- Use external and internal research to innovate and improve behaviour & attendance across the schools providing a research-led approach.
- Track, monitor and evaluate behaviour & attendance across the schools and implement quality assurance procedures, reporting regularly to the Assistant Director of Education & Standards Committee where appropriate.
- Use data analysis to inform development planning that improves behaviour and attendance across the schools.
- Liaise effectively with local partners to keep schools and stakeholders abreast of new opportunities in relation to all elements of behaviour & attendance (including alternative provision).
- Lead by example to foster an open, transparent and equitable culture.
- The direct line management of Aquinas Provisions in relation to their attendance monitoring and progress across all schools. Where appropriate address any concerns raised by them as a company and/or schools.

- Regularly report directly to the Assistant Director of Education providing information on quality assurance, innovation and strategic development planning linked to behaviour, attendance & alternative provision.
 - Build, develop and maintain effective relationships with all stakeholders of the schools and wider community to enhance the education of all pupils.
 - Uphold the highest standards of professional and business ethics, and support the Standards Committee in ensuring that this impacts on all aspects of the school decision making processes in relation to the personal development, attitudes and behaviour of all pupils.
 - Represent the Trust at relevant panels, working groups and meetings as required by the Assistant Director of Education.
 - Undertake other duties and responsibilities as is reasonably directed by the Assistant Director of Education.
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Duties and responsibilities

- Hold and articulate clear values and moral purpose, focussing on 'no child left behind'.
- Demonstrate optimistic personal behaviour, positive relationships and attitudes towards pupils and staff, and towards parents, trustees and members of the local community.
- Lead by example – with integrity, creativity, resilience, and clarity – drawing on your own scholarship, expertise and skills, and that of those around you.
- Sustain wide, current knowledge and understanding of education and school systems locally, nationally and globally, and pursue CPD.
- Support the Assistant Director of Education to create an ethos within which pastoral staff across the schools are motivated and supported to develop their own skills and subject knowledge, and to support each other.
- Develop effective relationships with fellow professionals and colleagues in other public services to improve academic and social outcomes for all pupils.
- Inspire and influence others within and beyond all schools, to believe in the fundamental importance of education in young people's lives and to promote the value of education.

Operational Responsibilities

- Knowledge of how to refer complex cases to the appropriate teams and, where relevant, investigating agencies.
- Knowledge and experience of the Attendance Code.
- Knowledge of local and national data in relation to attendance and behaviour.
- Knowledge and experience of exclusion systems and processes.
- Knowledge and experience of alternative provision procedures in relation to referrals in and partnership agreements e.g. safeguarding requirements of schools and QA expectations.
- Maintain detailed and accurate written records of meetings and agreed actions with DHT/AHT responsible for behaviour, attendance and alternative provision across the schools.
- Support, advise and share expertise with all members of school staff.
- Provide written reports to the Standards Committee.
- Ensure that the Assistant Director of Education is updated on a regular basis regarding pupils who are at risk of/in receipt of permanent exclusion alongside any pupil causing concern.