

# MOULSHAM HIGH SCHOOL



## JOB DESCRIPTION

**Job Title: Assistant Headteacher Behaviour, Safeguarding and Attitudes (L11-15)**

**Accountable To: Headteacher and Deputy Headteacher Behaviour, Safeguarding and Attitudes.**

The role of Assistant Headteacher Behaviour, Safeguarding and Attitudes is pivotal to the school's continued success. The consistently high academic outcomes we achieve are dependent on maintaining the calm, purposeful atmosphere which exists throughout the school as well as our zero-tolerance approach to the disruption of learning.

Our Ofsted Inspection of October 2024 described students' behaviour as 'exemplary', describing how 'in lessons, pupils can focus on their learning because there is no disruption. During unstructured times, pupils queue quietly in the canteen, chat with friends and play football.' The report continued to say: 'Pupils understand what is required of them. There are clear routines established for all pupils that ensure standards of behaviour are high. Pupils behave well not just because this is an expectation, but because they know it is the right thing to do for them and fellow pupils.'

Attendance is well above national average while Persistent Absence is well below.

The school is known nationally for its equity offer of therapeutic, mental health and SEND intervention which ensures that all students can be successful.

The Assistant Headteacher Behaviour, Safeguarding and Attitudes will support the Headteacher and Deputy Headteacher Behaviour, Safeguarding and Attitudes in maintaining the high standards that already exist in the school and in ensuring that all priorities in the School Improvement Plan relating to behaviour, safety and attitudes are met. They will support the Deputy Headteacher Behaviour, Safeguarding and Attitudes in leading the pastoral team and in managing robust systems to ensure the safety and well-being of all students.

The pastoral team consists of 5 Standards and Progress Leaders, 2 Pastoral Managers and 2 Assistant Pastoral Managers. Our large Sixth Form has its own pastoral team of 4.

This vacancy has arisen due to the promotion of one of our Assistant Headteachers to Deputy Headship and will provide the successful candidate with a fantastic platform for further promotion. The successful candidate will be a member of the school's leadership team and expected to play an active role in driving the school even further forward.

The Senior Leadership Team consists of two Deputy Headteachers, four Assistant Headteachers and an Associate Member of SLT. This year we are also fortunate to have one of the Bridge Academy Trust's Central School Improvement Team working with us at Assistant Headteacher level. The Senior Leadership Team meet weekly. The sole focus of its agendas are items which will continue to move the school forward and make it the best it can be. We are not complacent and firmly believe that the best is yet to come.

## Roles And Responsibilities

Working with the Deputy Headteacher Behaviour, Safeguarding and Attitudes, this Assistant Headteacher will:

A) Ensure that all priorities in the School Improvement Plan relating to safety, behaviour and attitudes are met.
B) Ensure the safety of all students while they are at school.
C) Further develop ways of supporting students in self-managing their own behaviour more effectively.
D) Support in the quality assurance for behaviour and attitudes throughout the school, identifying concerns, implementing appropriate strategies to address these and evaluating their impact
E) Ensure that all staff receive relevant training on managing behaviour and creating positive attitudes and evaluating the impact of this.
F) Ensure that all legal requirements in relation to student behaviour are met.
G) Implement the school's Behaviour Policy consistently, accurately, and fairly.
H) Support in reviewing the effectiveness of the school's Behaviour Policy regularly.
I) Represent the school at Behaviour and Attendance Partnership meetings and follow through actions which arise from this.
J) Join a team of three Deputy Designated Safeguarding Leads.
K) Ensure that outstanding rates of attendance across the school and all pupil groups are sustained.
L) Line manage members of the pastoral team as agreed.
M) Support the Mental Health Lead.
N) Promote the school's ethos of equity for all.
O) Promote the importance of all students following a healthy lifestyle.
P) Liaise with any providers of alternative provision.
Q) Further develop links with the wider community.
R) Support in the successful recruitment of students to the school so that it remains oversubscribed.
S) Performance manage staff as allocated by the Headteacher.

### The postholder will also:

A) Teach 28/50 periods a fortnight.
B) Attend all SLT meetings.
C) Attend all pastoral team meetings.
D) Attend school functions as required, including those held in the evening.
E) Have a high, visible presence around the school always.
F) Be an advocate for the Bridge Academy Trust at all times, supporting and liaising with other Trust schools and staff as appropriate.

### All staff at Moulsham High School are expected to:

- Participate in the performance and development review processes, taking personal responsibility for identification of learning, development and training opportunities in discussion with their line manager.
- Comply with individual responsibilities, in accordance with the role, for health & safety in the workplace.
- Ensure that all duties and services provided are in accordance with the school's Equal Opportunities Policy.

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.

The Local Governing Committee is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The school's Child Protection and Safeguarding policies can be found on the school website: [www.moulshamhigh.org](http://www.moulshamhigh.org)

This post is subject to an enhanced DBS check and is not suitable for anyone who has been barred in any way from working with children.

(December 2024).

## MOULSHAM HIGH SCHOOL



### PERSON SPECIFICATION: ASSISTANT HEADTEACHER L11-15 (BEHAVIOUR, SAFEGUARDING, ATTITUDES)

	Essential	Desirable
<b>Qualifications</b>		
A good quality honours degree.	√	
P.G.C.E. or equivalent in secondary education.	√	
Qualified teacher status.	√	
Professional qualification as preparation for senior leadership, e.g. NPQSL.		√
Level 3 Safeguarding Training.		√
Relevant Mental Health First Aid Training.		√
<b>Experience</b>		
Proven success in teaching specialist subject across the age and full ability range.	√	
At least 3 years' experience of pastoral leadership and management in a secondary school and evidence of the impact of this.	√	
A safeguarding responsibility in a secondary school.		√
Accountability for the attendance of a year group or pupil group.	√	
Effective line management of staff.	√	
Successful leadership of a whole school initiative.	√	
Effective liaison with outside agencies.	√	
Delivering effective CPD to staff.		√
<b>Knowledge/Skills</b>		

Thorough knowledge and understanding of 'Keeping Children Safe in Education 2024.'	√	
Knowledge of the most effective strategies to use to enable students to self-manage their behaviour.	√	
Knowledge of current Ofsted framework.		√
Knowledge of the current statutory guidance on exclusions.	√	
Knowledge of the current statutory guidance on attendance.	√	
Ability to present to a variety of audiences in an engaging and inspirational manner.	√	
Ability and willingness to challenge poor performance.	√	
Ability to communicate a vision and inspire others.	√	
Ability to build effective working relationships with all stakeholders – students, parents, staff, governors and the Bridge Academy Trust.	√	
Up to date knowledge of Educational Research relating to behaviour and attendance.	√	
<b>General</b>		
Efficient organisational skills, including the ability to prioritise and meet deadlines.	√	
A commitment to continuing personal development.	√	
A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school.		
A commitment to always maintaining confidentiality.	√	
A commitment to equity for all.	√	
Good attendance and punctuality record.	√	
Professional dress.	√	

J. Mead.

Headteacher.

December 29th 2024.