Job Description
Assistant Headteacher - Personal Development, Behaviour and Welfare
Leadership Range: 11-15

Responsible to: Deputy Headteacher

This post is an opportunity to play a crucial role in ensuring that Bishop Stopford’s School becomes an outstanding school. The Assistant Headteacher will be responsible to the Deputy Headteacher and will work alongside SLT in defining, articulating and implementing the shared vision and values of the school through effective communication and engagement with all stakeholders. It is expected that the Assistant Headteacher will demonstrate outstanding leadership skills working under the direction of the Deputy Headteacher on the implementation of the strategic aims of the school. They will work with individuals and groups to ensure the provision of a high quality education for all our students.

General Leadership Duties
As Assistant Headteacher for Personal Development, Behaviour and Welfare you will:
- work in collaboration with the Senior Leadership Team to ensure outstanding leadership and management within the school
- Lead by example and be committed to high expectations
- assist in the day-to-day running of the school
- maintain a high profile around school
- lead on delegated areas of responsibility
- uphold and embed a culture that enables students and staff to excel
- help to improve the outcomes and progress of all students, including those who are disadvantaged
- support with the effective deployment of resources to secure excellent outcomes for all students
- have a deep and accurate understanding of the school’s effectiveness and strategies for improvement
- support teacher development and improvement to ensure highly effective teaching and learning across the school
- help to create a climate in which teachers are motivated and are encouraged to develop their practice
- support the spiritual, moral, social and cultural development of students ensuring that the promotion of British values is at the heart of the school’s work
- promote inclusion, equality of opportunity and diversity
- contribute to the safeguarding of students, promote student welfare and work with the Senior Leadership Team to ensure that students feel safe and staff are trained to identify safeguarding needs
- work effectively with all stakeholders and external providers to secure the best outcomes for all
- contribute and take an active part in SLT meetings and other key meetings as appropriate
- participate in and support in the organisation and management of whole school events
- deputise for the Deputy Headteacher when required and in their absence
Assistant Headteacher - Personal Development, Behaviour and Welfare Responsibilities

As Assistant Headteacher for Personal Development, Behaviour and Welfare you will:

- support with the development of the school’s improvement plan and help devise strategies for development
- ensure the accurate and up-to-date monitoring of behaviour, punctuality, attendance and exclusions within the school
- ensure that behaviour and attendance records are well maintained and include strategies for improvement
- take an active role in the development and implementation of the school’s behaviour policy
- ensure that there is consistency of practice in the application of the school’s behaviour policy within school
- promote and embed the school’s ethos to ensure enhanced attitudes to learning
- oversee the provision of staff training to ensure that behaviour for learning is utilised effectively to enhance student engagement and progress
- oversee school attendance data and implement strategies to minimise poor attendance and persistent absenteeism
- ensure that systems are in place to minimise poor punctuality to school and lessons
- implement strategies to minimise exclusion
- implement and oversee strategies to ensure that students are confident, self-assured learners who are proud of their achievements in school
- foster a love for learning and an awareness amongst students of the role that education plays in their lives
- promote aspirational learning and high expectations
- promote and oversee the use of rewards, trips and extra-curricular activities within the school
- devise and implement programmes to support with the spiritual, moral, social and cultural development of students
- devise and implement programmes designed to promote respect, understanding and cohesion
- devise and implement programmes to develop student awareness regarding health, safety and welfare
- ensure that high standards of behaviour are maintained and that support is provided to facilitate this
- oversee the pastoral provision of all students
- ensure that systems and procedures are communicated to all stakeholders
- liaise with external and borough agencies as necessary to effectively manage the behaviour and well-being of students
- implement and oversee in-school provision to support student progress
- work with other stakeholders to remove barriers to learning and progress
- ensure positive and ongoing communication between home and school
- oversee and take a lead role in safeguarding within the school
- oversee key awareness weeks to promote positive behaviour (e.g. anti-bullying week)
- oversee and manage provision of additional support for disadvantaged students
Specific Duties

- work with Heads of Year and the attendance clerk to ensure the regular analysis of attendance data
- work with external agencies and other stakeholders to minimise poor attendance and persistent absenteeism
- regularly review the effectiveness of the attendance action plan and target persistent absenteeism with early intervention
- implement a full enrichment programme across the school
- embed fully the ‘Stopfordian’ ethos with staff as well as students
- oversee and measure the effectiveness of Behaviour Support Plans, Pastoral Support Plans and PEPs
- implement effective behaviour tracking systems and ensure rapid and considered intervention to tackle poor conduct
- oversee the development of additional programmes to support and promote student development, behaviour and welfare
- track the development of SMSC and the promotion of British values across the curriculum and within school
- regularly review the effectiveness and impact of behaviour strategies and systems
- oversee and quality assure provision in the Learning Support Unit and Internal Exclusion Unit
- work with external agencies and local schools on issues of inclusion
- contribute to good management practice by ensuring positive staff participation, effective communication and procedures.
- participate in arrangements for the appraisal of the performance of teachers.
- provide professional advice and support to others
- work with the Deputy Headteacher to ensure up-to-date self-evaluation and action planning for the development of teaching and learning within the school
- provide up-to-date reports on teaching and learning for SLT, governor and other committee meetings
- oversee the provision for pupil premium students and implement strategies to minimise barriers to learning
- be responsible for the line management and performance management of specific areas of the school.
- have a lead role to play in the progress of students in Year 10 and 11
- assume any other reasonable duties as needed and as directed by the Deputy Headteacher

General Duties

- carry out duties of a school teacher as set out in the current School Teachers’ Pay and Conditions Document.
- uphold and promote the ethos and Christian values of the school
- uphold and follow the policies of the school
- establish positive working relationships with all stakeholders
- be a representative of the school
- ensure the well-being and safety of students at all times
- work in collaboration with others
- maintain professionalism at all times
The postholder must be flexible to ensure that the operational and strategic needs of the school are met.

Responsibilities will be rotated periodically to provide professional development and to enable preparation for promotion. This job description will be reviewed annually.

**EQUALITY AND DIVERSITY**
We are committed to and champion equality and diversity in all aspects of employment within the London Borough of Enfield. All employees are expected to understand and promote equality and diversity in the course of their work.

**SAFEGUARDING CHILDREN**
Bishop Stopford’s School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and uphold all relevant procedures.

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I have read the Job Description and agree to all the terms and conditions set out. I also agree to comply with all School Policies, Child Protection and Health and Safety regulations. I understand that this Job Description is not an exhaustive list and I agree, when required, to undertake any reasonable request made by the Leadership Team.

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