



AUDENSHAW SCHOOL JOB DESCRIPTION

1. INTRODUCTION:

1.1 NAME OF POST HOLDER:

1.2 Post Title: ASSISTANT PRINCIPAL (Behaviour and Attitudes)

1.3 Post Purpose: Under the reasonable direction of the Principal, carry out the professional duties of a school teacher as set out in the current School Teachers' Pay and conditions Document (STPCD).

Play a major role in:-

- a) Formulating the aims and objectives of the School.
- b) Establishing the policies through which they shall be achieved.
- c) Managing staff and resources to that end.
- d) Monitoring progress towards their achievement.

Undertake any professional duties of the Assistant Principal reasonably delegated by the Principal. Specific areas of responsibility will be allocated on an annual basis depending upon the needs of the School as determined in the School Improvement Plan.

Undertake the role of Deputy Designated Safeguarding Lead within the School working with the Principal and Designated Safeguarding Lead.

1.4 Responsible to: Vice Principal (Student Personal Development and Support)

1.5 Reporting to: Principal.

1.6 Responsible for: Form Leaders, Year Leaders, Pastoral Support Managers, Attendance and Pastoral Officer and other staff where relevant.

1.7 Liaising with: Principal, Leadership Team, Curriculum Leaders, Learning Support Department and relevant staff with cross-school responsibilities, relevant support staff, LA representatives, external agencies and parents/carers.

2. TEACHING:

2.1 To undertake an appropriate programme of teaching in accordance with the duties of a teacher, and fully engage with relevant professional development as part of the Appraisal process each year

3. STRATEGIC DEVELOPMENT:

3.1 Be a proactive member of the Senior Leadership Team helping to inform the strategic direction of the School.

4. LEADERSHIP AND MANAGEMENT:

4.1 Play an active role as part of the SLT.

4.2 Help staff to achieve constructive working relationships with students.

4.3 Ensure that the SLT are well informed about policies, plans and priorities in respect of own area of



responsibility.

4.4 Line management responsibility for a number of staff across pastoral and Curriculum areas. through the Performance Management System.

4.5 As part of the SLT to monitor and improve the teaching and learning in the School.

5. SPECIFIC ROLE RESPONSIBILITIES:

Safeguarding/ Child Protection

5.1 Act as Deputy Designated Safeguarding Lead.

5.2 Keep up to date with relevant training/development as part of this role.

Behaviour and Attitudes

5.3 Lead on the effective and consistent implementation of the school's behaviour policy, so that the school is a safe, calm and orderly environment, thus creating excellent conditions for highly effective learning.

5.4 Deliver effective management of and regular communication with the pastoral team, to maintain consistently high standards of behaviour and conduct.

5.5 Line manage the school's attendance officer in order to maintain high levels of school attendance, ensuring students are punctual to both school and lessons.

5.6 Strategic lead for Attitude to Learning throughout School/ utilising systems and strategy to best effect.

5.7 Evaluate the effectiveness, including rates, patterns and reasons for exclusions and implement relevant support and referrals to appropriate agencies where behaviour is escalating.

5.8 Oversight of Year Leaders and Pastoral Support Managers, ensuring the effective management of behaviour and the delivery of year improvement plan.

5.9 Design and deliver staff professional development and training around effective behaviour management strategies as part of the schools CPD and induction offer.

5.10 Lead on the coordination of behaviour placements such as OSD including integration, monitoring and reviews.

5.11 Provide detailed and analytical reports to the Board of Governors and SLT on:

- Behaviour patterns and trends
- Isolation/ RESET figures
- Managed moves/ OSD
- Punctuality
- Attendance
- Bullying

5.12 Hold Curriculum Leaders to account , through Line Management, for tracking and management of behaviour in their own departments.

5.13 Oversight of Form Leaders in respect of clear routines and expectations.

5.14 Delivery of assemblies that demonstrate the School's Values of Respect, Responsibility and Resilience. Encourage and recognise students to be respectful and courteous.

5.15 Liaise with Principal on permanent exclusion cases as appropriate.



5.16 Oversee duty rotas including: break, lunch, bus, gate and detentions.

6. SCHOOL VISION AND VALUES:

- 6.1** To work with the Principal in achieving the School's vision and modelling and supporting the School's values.
- 6.2** Comply with all of the School's policies and procedures, including but not limited to, staff handbook and staff code of conduct.
- 6.3** Establish and maintain effective working relationships with professional colleagues and parents.
- 6.4** Participate as required in meeting with professional colleagues and parents in respect of the duties and responsibilities of the post.
- 6.5** Take active responsibility for own professional development, including seeking out and participating in appropriate CPD activities.

7. SIGNATURES:

The School will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for job applicants, or continued employment for current employees, in accordance with our responsibilities under the Equality Act 2010.

This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

Signed
(Assistant Principal)

Signed
(Principal)

Dated

Dated