

Assistant Headteacher - Behaviour and Alternative Provision

Salary / grade range	L14-L18
Location	Co-op Academy Stoke on Trent
Reports to	Headteacher

Purpose of role:

You will be the Academy's key strategic lead on behaviour and alternative provision. You will devise a clear strategy to ensure that standards of behaviour are consistently excellent and ensure exceptional learning can take place in a purposeful environment. You will lead the Year Managers to ensure that they are effectively deployed and contributing towards delivering on our strategic priorities in this area. Furthermore, you will lead on Alternative Provision, specifically the Academy's own internal AP, STEPS, but also with external providers ensuring, where these are engaged, they are done so in a cost effective way delivering value for money. You will report directly to the Headteacher on all areas of accountability and be expected to take a proactive approach to emerging trends ensuring our students continue to learn in a safe, positive and productive environment.

Key accountabilities

- Play an active role in supporting the Headteacher to deliver the Academy's vision.
- Support the Headteacher in developing a clear strategic vision of how to ensure behaviour is consistently outstanding.
- Have a forensic understanding of current sector thinking and approaches on all areas connected to behaviour and alternative provision.
- Understand how to get things done, ensuring that strategies are effectively implemented and deliver the impact they were intended to achieve.
- Have a detailed working knowledge of Ofsted requirements and be alert to changes and developments in the regulatory framework.
- Devise, maintain, and implement clear improvement plans in relation to behaviour and alternative provision.
- Develop high performance teams, specifically the Year Manager team, through the delivery of high quality training, coaching and mentoring.
- Support the Headteacher in managing the academy effectively.
- Work closely with other stakeholders including Trust, Governors and other partners to deliver strategic aims.

Behaviour

- Devise and implement effective strategies that ensure behaviour is consistently excellent in the classroom and around the Academy.
- Implement an effective behaviour curriculum that ensures all children know, understand and can enact effective processes and practices to inculcate the highest standards of behaviour.
- Provide effective CPD and development to Academy staff to ensure that they can effectively implement the Academy's Positive Behaviour Policy.
- Develop effective quality assurance and monitoring systems to evaluate the effectiveness of approaches, intervene where there is concern, and recalibrate strategies to align to emerging needs.
- Own, formulate and evaluate all policies connected to behaviour.
- Have line management responsibility for the Year Manager Team ensuring that they are strategically deployed and operating effectively to achieve strategic priorities.
- Ensure there is always compliance with DFE guidance, the Academy and Trust's policies in relation to behaviour and AP, challenging as necessary, when there is transgression.
- Have oversight of all data, tracking and monitoring systems ensuring reporting accurately reflects

- trends and patterns, providing reports to the Headteacher, ACC and Central Team as required.
- Be the SLT escalation point on behaviour and engage with parents in high-tariff cases of persistent disruptive behaviour and/or where permanent exclusion is a risk.
 - Be the Academy's representative on any relevant external bodies as well as the Trust's Behaviour Network.

Alternative Provision

- Be the strategic lead for all matters connected to alternative provision; line manage the AP Lead.
- Have strategic oversight of the Academy's internal AP, ensuring that it provides an effective programme of intervention and standards of uniform, attendance and engagement, are as high as the rest of the Academy; ensure the Academy AP tracker is implemented to enhance student motivation.
- Engage with, and have oversight of, external AP provision where it is used in exceptional circumstances; ensure all approvals have been sought and checks completed before students access off-site provision; and ensure quality assurance of provision takes place and that external AP provides good value for money.
- Ensure that there is compliance with all guidance and policies related to AP.

Fair Access Panel

- Be the Academy's representative on Fair Access, operating with the full authority of the Headteacher.
- Make recommendations to the Headteacher on FAP cases.
- Provide written responses to consultations ensuring that the Academy's case is made.

Efficient and effective use of staff and resources

- Work with the Headteacher to recruit, develop and retain high quality staff.
- Support the Headteacher by contributing to the staffing structure each year to ensure that resources are effectively deployed to deliver the excellent standards of behaviour and AP provision.
- Manage delegated budgets with diligence ensuring value for money.

Line Management Responsibility

- Senior Year Manager (and be accountable for the performance of the Year Manager Team)
- Alternative Provision Lead (and be accountable for the performance and operation of the internal AP)

Teaching and Assessment

- Undertake an appropriate allocation of teaching.
- Effectively plan, mark and assess learning providing feedback that ensures children make excellent progress.
- Provide written and verbal updates on students' progress - both individually and collectively - to leaders, parents and carers.

Safeguarding

- As a senior leader, be an example of excellence in safeguarding practice.
- Ensure that all safeguarding policies are adhered to and implemented effectively.
- Actively promote at all times the importance of keeping young people safe and be an advocate for their welfare and wellbeing.

Wider management of the Academy

- Be responsible for the Academy's duty rota and ensure that it is fully implemented.
- Attend and support all Academy events.
- As a senior leader, take collective responsibility for the effective implementation of all policies and procedures.

Additional Responsibilities

- Undertake all other responsibilities and tasks as directed by the headteacher.

Personal attributes required (based on job description):		
Attributes	All attributes are essential, unless indicated below as 'desirable'	How measured, e.g. application form (A), interview (I)
Qualifications <ul style="list-style-type: none"> • Degree and teaching qualification. • NPQSL (or equivalent). • Strong track record of further professional study in the last two years & evidence of impact. 		A,I
Experience <ul style="list-style-type: none"> • Evidence of clear impact on student behaviour and attitudes. • Effective implementation of strategies and initiatives that have had a direct impact on improving behaviour and attitudes. • Recent evidence of whole-school impact. • A rising three year trend in student performance or other metric linked to relevant area of accountability. • Evidence of ability to manage change effectively. • Evidence of being able to lead, motivate and challenge to deliver improvement. 		A,I A,I
Skills, Ability, Knowledge <ul style="list-style-type: none"> • Forensic knowledge and understanding of educational thinking in relation to behaviour. • Knowledge of the most effective approaches to create a culture in which behaviour is excellent. • Detailed working knowledge of the barriers to students' positive behaviour and how to overcome them. • Understanding of optimal models of staff development. • A comprehensive and forensic knowledge and understanding of the Ofsted framework and experience of using these to drive improvement. • Knowledge and understanding of effective models of alternative provision. • Experience of aspects of school operations and processes beyond current role. • Knowledge of how to argue, persuade and convince people of the need for change. 		A,I A I A,I A,I A,I
Personal Qualities <ul style="list-style-type: none"> • An ability to deliver on strategic goals. • Relentless work ethic and resilience. • A highly analytical eye for detail. • A willingness to make decisions. • Ambition to be a Headteacher within 5 years. • A commitment to safeguarding young people. 		A,I

The job description best characterises the role at the time of its formulation. It is subject to review to align with the needs and requirements of the Academy, in agreement with the post-holder, and by final agreement with the Headteacher.

Co-op Academies Trust as an aware employer is committed to safeguarding and protecting the welfare of children and vulnerable adults as its number one priority. This commitment to robust recruitment, selection and induction procedures extends to organisations and services linked to the Trust on its behalf. This post is subject to an enhanced DBS check.

All our colleagues are expected to demonstrate a commitment to co-operative values and principles, and the Ways of Being Co-op.

Co-op Academies Trust is committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage or civil partnerships.