

ABINGDON LEARNING TRUST



John Mason School
Excellence Through Creativity

Assistant Head of School – Behaviour, Attitudes and Attendance

JOB DESCRIPTION

JOB PURPOSE:

To extend the leadership of the Head of School and promote high quality outcomes across the school, in particular:

- High levels of attendance, high levels of student engagement and positive attitudes to learning.
- Rapid and sustained progress against challenging targets.
- Responsible, safe and caring behaviour in lessons, around school and beyond the school day.
- To ensure that all students are safe, develop skills and attitudes that help them to learn, and that they are well prepared for their future beyond John Mason School.
- To develop students as leaders including ensuring that student voice has a recognised impact on the school.

OBJECTIVES:

To be accountable for:

- Raising standards of student achievement at all levels.
- The welfare, behaviour, attendance and safeguarding of students.
- Fostering positive attitudes in the school community.
- The success and impact of interventions to raise achievement for pivotal groups, including those eligible for Pupil Premium.
- The effectiveness and impact of Directors of Key Stage, Deputy Directors of Key Stage and pastoral managers.

PRINCIPAL RESPONSIBILITY AREAS:

Teaching and Learning

- Plan, monitor, review and implement the delivery of an appropriate assembly and tutorial programme that meets the needs of all learners, supports the school's values and drives forward whole school development priorities.
- Establish a shared understanding of the characteristics of high quality tutoring and academic mentoring, and ensure consistent, high quality delivery.
- Liaise with teaching staff and Directors of Faculty to support students' academic progress, behaviour and homework.
- Develop a culture of achievement and care for all students within tutor groups and an inclusive curriculum provision.
- Monitor attitudes to learning, to inform planning and use of resources at strategic level.
- Manage and develop behaviour, rewards and recognition, and their impact on learning across the school.
- Advise SLT on alternative provision for students with specific learning needs where appropriate.

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Achievement and Standards

- Analyse data on student progress, successes, behaviour and attendance and plan for improvement.
- Ensure the Directors of Key Stage track students' progress towards their targets, and engage students in discussion about their progress and "next steps".
- Report on the progress and attainment of learners to the Head of School, SLT and Governors, as required, including learners on alternative programmes and work placements.
- Plan, deliver and measure the impact of intervention activities for students who are underachieving in liaison with SLT, Directors, teachers, tutors, SENCO, parents and any other appropriate agencies or personnel.
- Ensure effective communications with parents and carers, and make appointments with parents when necessary to discuss progress, attendance, wellbeing or behaviour.
- Liaise with SLT to establish clear targets for student achievement outcomes for each at risk group, and evaluate progress and achievement for all students.
- To identify the appropriate provision and support for students who are underachieving, in order to close the achievement gap.

Personal Development and Wellbeing

- Establish effective relationships with parents to involve them in their child's learning as well as providing information about their development.
- Monitor students' attendance and punctuality, and take steps to improve attendance or punctuality where appropriate.
- Ensure the effective transfer of student information to relevant bodies and to keep appropriate records with regard to safeguarding and child protection.
- Review policies on bullying, equal opportunities, behaviour and attendance and others as directed by the Head of School and report to Governors on the effective application of these policies.
- Responsible for and oversee the detention and behaviour systems.
- Liaise with outside agencies and refer students as appropriate to other services.
- Organise and co-ordinate the deployment of mentoring resources and other support and monitor their effectiveness.

Community

- Take steps to ensure that all students recognise and understand their place in the wider world, and their responsibility to others e.g. through charity events and opportunities for active citizenship.
- Plan and promote involvement in enrichment activities beyond the school.

Leadership and Management

- Lead the strategic direction of the Directors of Key Stage and Student Support Team, in line with the whole school priorities, including writing, costing and reviewing development and action plans.
- Plan and lead pastoral meetings; ensure that minutes are kept and actions followed up.
- Monitor and ensure the consistent application of whole school policies and systems within the year group, and challenge underperformance.
- Lead and support the professional development of Directors of Key Stage and Student Support staff in accordance with the school's Appraisal Policy, including induction of new staff.
- Establish staff and resource needs and advise the SLT of likely priorities for expenditure and allocate resources with maximum efficiency, to meet the objectives of the School Improvement Plan and achieve value for money.

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- Ensure an inspiring and safe learning environment. Monitor the health and wellbeing of the team; intervene and refer where appropriate to support the needs of colleagues.
- Lead by example, creating a positive ethos and modelling high standards of professional behaviour.

Accountable to: The Head of School
Line managed/supported by: The Head of School
Responsible for the Performance Management of:
Directors of Key Stage
Pastoral Manager
Line Management of: As above
Last updated: January 2022

Signed: (Employee):

Signed: (on behalf of the Academy):

Date: