



Goldwyn School

Job Description – Assistant Principal: Behaviour, Attendance and Safeguarding

Accountabilities: To be met in accordance with the provisions of the School Teachers' Pay and conditions document and within the range of teachers' duties set out in that document and the professional standards for teachers.

Salary Scale: L6 - L10

Responsible To: Principal

Purpose: **A commitment to the school's vision of *Aspire Empower Achieve* your decision making and planning will be rooted in line with the school's vision and values (*Resilience Empathy Aim Commitment Heart*)**

As a member of the Leadership Team, to be responsible for overseeing effective systems in the school, ensuring that the highest standards are maintained at all times.

Our school vision is to ASPIRE EMPOWER ACHIEVE, you will 'raise the bar' for our students and ensure that there is a relational behaviour support system across the school. 'There is no significant Learning without a significant relationship'

The Assistant Principal (Behaviour, Attendance and Safeguarding) reports directly to the Principal, and in line with our pledge to relational behaviour management, you will be required to cover across our schools for up to 20 %.

KEY RESPONSIBILITIES

- To act as a Designated Safeguarding Lead and Chair the weekly DSL meeting
- To be evidence led in our approaches and develop staff through continuous professional development to meet the needs of students with Social and Emotional needs
- Substantially develop the school's rewards and praise culture working collaboratively with a range of relevant post-holders. (We have recently adopted a new MIS system Arbor)
- To support colleagues in promoting reflective and innovative practice and further developing our outstanding school to always be reflective and at the forefront of Inclusion
- To promote the physical, emotional and mental wellbeing of students – Ensuring the curriculum we offer is rooted in our values and Maslow approach.
- To ensure new staff receive appropriate induction training on Goldwyn's approach Rewards, relational behaviour support, pastoral systems and interventions
- To liaise with external agencies act as an advocate for our students, attending meetings and keeping appropriate confidential records
- To oversee the effective implementation and periodic review of policies and procedures-ensure national updates are reflected regularly in our approaches.
- To review regularly the outcomes of interventions
- (in liaison with our SEND Teams) and initiatives, measuring their effectiveness and making improvements as necessary
- To provide professional development in pastoral matters for all staff, contributing to INSET days as appropriate
- Analyse attendance, behaviour and safeguarding data and produce reports to a range of audiences including to the GSB, SLT and the wider staff.

**Additional Responsibilities**

- To work across Goldwyn sites where necessary

Working time

- 195 days, 1265 hrs per academic year. (See STPCD).

Performance Development:

- All staff must complete a satisfactory Performance Review in accordance with the Pay Policy to ensure pay progression.

Staff Development:

- To monitor and evaluate own performance in line with performance management procedures with line manager.
- To participate in peer support and appraisal processes
- To keep personal records of all staff development activities in which you are/have been involved.

To carry out as requested from time to time any other relevant duties as may be reasonably required by the Principal.

The job description will be reviewed at the end of the academic year or earlier if necessary. In addition it may be amended at any time after consultation with you.