



## **Job Description**

### **HEAD OF BEHAVIOUR AND ATTITUDES**

<b>Reports to:</b>	Deputy Principal
<b>Location:</b>	West Heath School – Sevenoaks
<b>Hours:</b>	37.5 hours per week/ 39 weeks per year (on call as required)
<b>Direct Reports:</b>	Heads of School x 3, Induction and Transition Manager, EOS Manager

#### **The School:**

West Heath School is a challenging place to work, but our dedicated staff rebuild lives through education. Teaching respect, encouraging responsibility, building relationships and developing resilience in our students is an integral part of the role. Our committed, dynamic and resourceful staff find the work rewarding.

#### **Main Purpose of the role:**

The Head of Behaviour in conjunction with the Deputy Principal will provide the leadership required to achieve excellence in terms of students' Behaviour, Attitudes and Personal Development. They will support the Deputy Principal along with the other senior Heads of Departments to effectively lead and deliver the school's vision, mission and strategic priorities.

To carry out the duties of this post in line with the remit outlined in the School Teachers' Pay and Conditions Document for Leading Practitioners and the School's own policy. To assist the Deputy Principal in the organisation, management and development of the school with a focus on behaviour across all key stages. To maintain an effective whole school Behaviour for Learning and Safety culture including creation, analysis and reporting of Behaviour strategies in the school.

To co-ordinate the effective deployment of resources and strategies to ensure that students' behavioural and emotional needs are being met and that they are able to engage in learning effectively. To work in conjunction with the Head of Curriculum, to oversee and develop our curriculum and pastoral offer, to ensure both are of a high quality and complement each other, in order to provide our students with every chance of progression and development. To carry out teaching duties as required. To be responsible for promoting and safeguarding the welfare of children and young people within the school.

## **Main Duties and Responsibilities:**

- To develop strategies and measure their effectiveness around engaging students to develop a Behaviour for Learning attitude.
- Work together with other senior Heads of Departments to develop the student Culture and attitudes in line with the schools vision.
- Ensure stakeholder engagement is considered and managed.
- To ensure the student voice is taken into account when developing strategies
- Provide regular reports (timings to be agreed) to show the impact and effectiveness of all behavioural strategies and management.
- To have oversight of CPOMS, Behaviour Watch, Arbor to ensure that direct reports are completing relevant sections fully and correctly.
- Work in liaison with the school's Data and Curriculum Support Manager and Administrative staff to manage, monitor and report on student attendance.
- Complete (at least annually) parts of school's Self Evaluation and Compliance processes as directed by the Deputy Principal.
- Work with SMT to ensure there is an effective School Development Plan.
- Assist the Principal and the Deputy Principal in managing and preparing for the Education Ofsted Inspection process, working particularly with the Head of Curriculum and the Head of Safeguarding and Care.
- To be a Deputy Designated Safeguarding Lead.
- A visible presence around school.
- To carry out appraisals for their direct line reports.
- Promote the agreed vision of West Heath School.
- Support the Principal, Deputy Principal and Trustees in the strategic direction of the school.
- Play a leading role in the school improvement planning process, through agreed priorities.
- Contribute to the school's self-evaluation process, including devising and monitoring action plans and other policy development.
- Lead by example especially when implementing change and improvements in standards.
- Promote a culture of inclusion within the school community where all views are valued and taken account of.
- Oversight of the Team Teach Training within our setting. Collaborating with the Team Teach Lead with the updating of student PHP's and leading on the debrief meetings, following any incidents that have included physical interventions.
- To be available during the holiday periods for on-call duties as dictated by a rota.
- Line Management of the Heads of School

## **Leading behaviour through building Respect Resilience Responsibility & Relationships**

- Be an excellent role model, exemplifying a high standard of teaching and promoting high expectations for all members of the school community, with a particular focus on meeting the needs of our children.

- Work with the Deputy Principal to raise standards through staff performance management, as outlined in the school's staffing structure.
- Assist with the provision of training and support for staff in all areas of behaviour. Ensuring that all relevant training for your staff is completed within the required timescales.
- Work collaboratively with Heads of School to make sure all students' pastoral and learning needs are met by reference to outcomes and analysis of measures.
- Be responsible with the Deputy Principal, for the process involved in monitoring and evaluating the whole school behaviour system, including lesson observations (in conjunction with the Head of Curriculum), statistical analysis and target setting. Ensuring regular reports and analysis are shared with the SMT and Trustees
- Be responsible with the Principal, Deputy Principal and SENDCO for ensuring that all children with specific needs are appropriately supported to access the curriculum.

### **Quality:**

- Develop and implement appropriate quality management and assurance systems in accordance with the School's policy and lead to improved performance in all aspects of West Heath School. Report to the SMT and Trustees on the success or failure of QA processes.
- Keep up to date with the most recent educational initiatives, research and DfE requirements that will help to enhance student's education at West Heath School by attending training and reading relevant articles, educational policies or networking with external bodies
- Ensure the school's pastoral offer meets Ofsted's requirements of an Outstanding and Good provider supporting all students to fulfil their potential by analysing our impact against the National Minimum Standards and Ofsted guidance.
- Review and monitor assessments, records and reports of the development, progress, attainment and behaviour of the students, using the West Heath School systems accurately and effectively.

### **Staff and Students:**

- Contribute through the school INSET programme and deliver sessions as directed by the Deputy Principal.
- Work with the Head of Curriculum to ensure progress of Academic, Social and Emotional Learning is assessed, tracked and clearly evidenced throughout each student's time in school.
- Undertake Disciplinary Investigations and Hearings as required.
- Promote and protect the health, safety and welfare of students and staff.
- Be responsible for promoting and safeguarding the welfare of children and young people within the school.
- Support the development of collaborative approaches to learning within the school and beyond.

- Participate as required in the selection and appointment of teaching and non-teaching staff, particularly when linked to behaviour and SEND needs.
- Be an effective member of the Senior Management Team.
- Contribute to the day-to-day effective organisation and running of the school.
- To ensure that staff expectations are high and establish a culture of praise and consistent applications of consequences
- Proactively promote an atmosphere of respect, recognition, celebration and mutual support in the school.
- Maintain an environment which feels safe and enables students to report any concerns or complaints.
- Promote the development of students' moral, spiritual, physical and social progress.

### **Securing accountability**

- Support the staff and Trustees in fulfilling their responsibilities with regards to the school's designation.
- Contribute to the reporting of the school's performance to the school community and Trustees.

### **Strengthening Community**

- Assist the Deputy Principal in developing the policies and practice, which promote inclusion, equality and the extended services that the school offers.
- To attend meetings with parents and carers as appropriate to ensure positive outcomes for all parties.
- Promote relationships and work with colleagues in other schools and external agencies.
- To deliver parent and community workshops in line with the School Development Plan.
- Support the personal development of all students and contribute to maintaining a caring climate in which self-confidence, self-respect and social responsibility are encouraged.

### **Specific tasks**

- To maintain records and data about behaviour and attendance and report on a regular basis (timings to be agreed) on:
  - Up to date attendance analysis for all groups of pupils
  - Records and analysis of pupils taken off roll
  - Records and analysis of exclusions and suspensions, incidents of poor behaviour, and any use of internal isolation
  - Records and analysis of bullying, discriminatory and prejudiced behaviour, either directly or indirectly, including racist, sexist, disability, and homophobic/biphobic/transphobic bullying, use of derogatory language and racist incidents
  - Records and analysis of sexual harassment and/or sexual violence
  - Records and analysis of any restrictive physical intervention

- Have responsibility for the school's Promoting Positive Behaviour, RSE Policies and their related policies, their development, maintenance and evaluation.
- Line Manage the Heads of School.
- Ensure that the school's policies are consistently applied throughout the school.
- Interpret and analyse data and provide half termly summary reports to the Principal, Deputy Principal, Senior Management Team, staff and Trustees.
- Manage a system of recording whole school behaviour, ensuring consistency across the school.
- Identify groups of students and individuals who are at risk of underachieving and devise strategies for raising their achievement, in partnership with others.
- Present an annual report to Trustees on Behaviour.
- Support the Deputy Principal and other colleagues in finding appropriate strategies to deal with behaviour difficulties and manage any resulting training needs.
- Lead on home school links.
- Oversee the implementation of an effective Tutor Programme that focuses on Respect, Responsibility, Resilience and Relationships.
- Be responsible for monitoring attendance.
- Analyse and implement findings from whole school behaviour data.

#### **Professional standards and code of conduct:**

- Ensure all staff are aware of and comply fully with their professional standards and West Heath School's Code of Conduct. Act as a role model to all staff and students.

#### **Resources:**

- Ensure the School's learning resource is appropriate and accessible to all students.
- Work with Data and Curriculum Support manager to support and monitor the effective use of Behaviour Watch.
- Comply with all relevant financial regulations.
- Effective use of CPOMS for safeguarding.

#### **Safeguarding**

- To undertake relevant Safeguarding training linked to the post and update as required.
- To ensure that you are aware of Safeguarding practices and policies and understand the escalation processes.
- Ensure that Safeguarding practice and policies are at the forefront of your practice with regard to the current guidelines from Keeping Children Safe in Education.
- Promote best practice safeguarding in all interactions with students.

#### **Health and Safety**

- Always working safely and hygienically within Health and Safety and Safeguarding Guidelines and Policies.

**Partnership Working:**

- Sustain and develop positive working partnerships with all areas of the School.
- Implement/monitor and contribute to joint initiatives as required.
- To create and develop links between the department and wider school community.
- Celebrate and share success with students, colleagues and parents/carers.

**Equality and Diversity:**

- Ensure equality in the workplace regardless of race, age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality, and ethnic or national origin), religion or belief, sex, sexual orientation.
- Support people to express their individuality and uniqueness in all areas of life.

**General:**

- To act as an ambassador for West Heath School representing the school where necessary at Events and Meetings.
- To undertake ongoing continued professional development.
- To uphold the values and ethos of the school.
- To undertake such duties and responsibilities reasonably consistent with the role as may be required from time to time by the line manager.
- Follow West Heath School Policy and Procedures, paying particular attention to Safeguarding, Confidentiality & Health and Safety.
- To attend regular supervision sessions with Line Manager.
- Attend team meetings as required.
- Undertake any relevant training as identified.
- Ensure that professional standards are always met.
- To complete any tasks that are reasonably requested by your line manager or the Trustees.

## PERSON SPECIFICATION- HEAD OF BEHAVIOUR AND ATTITUDES

The successful candidate will be strong, forward thinking and inspirational. They will demonstrate commitment to the school's values and ethos, and have the robustness, unwavering enthusiasm and tenacity to meet the needs of this demanding post.

Requirement	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> <li>• Good honours Degree</li> <li>• Professional Qualification</li> <li>• QTS/QTLS/PGCE</li> <li>• Record of relevant continuous professional development (including a significant leadership/management component)</li> </ul>	<ul style="list-style-type: none"> <li>• NPQH</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• Experience in a Senior role within a School</li> <li>• SEN experience</li> <li>• Working in a multidisciplinary team</li> <li>• Delivering and developing a whole school approach to learning curriculum</li> <li>• Working under pressure and meeting deadlines</li> <li>• Crisis management</li> <li>• Facilitating/Chairing Meetings</li> <li>• Line management of a team</li> <li>• Experience of establishing, maintaining and promoting outstanding behaviour and attitudes across a Key Stage/School</li> <li>• Successful experience of using target setting, data analysis and innovation to improve performance</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working with children who have Social Emotional and Mental Health Difficulties (SEMH)</li> <li>• Experience of working in a SEMH school</li> <li>• Designated Safeguarding Lead</li> <li>• Managing significant budgets</li> <li>• Business planning</li> <li>• Supervision/ Mentoring</li> </ul>
Knowledge and Skills	<ul style="list-style-type: none"> <li>• The ability to analyse data, identify issues, and trends and address identified areas for improvement.</li> <li>• Work Positively and Creatively – able to respond effectively to the needs of the School's existing and potential student base and provide an effective service to all areas of the School, by implementing new ideas, methods or procedures.</li> <li>• Education Sector - able to demonstrate a broad knowledge of trends and initiatives within the Education sector and experience of how this knowledge can be applied to the development and improvement of curriculum and services.</li> </ul>	<ul style="list-style-type: none"> <li>• Attachment with SEMH children</li> <li>• Independents School Standards (ISS)</li> <li>• National Minimum Standards (NMS)</li> <li>• Restorative approaches</li> <li>• Team Teach trained</li> <li>• DDSL</li> <li>• Attachment Aware and Trauma Informed Education/ Therapy models.</li> </ul>

Requirement	Essential	Desirable
	<ul style="list-style-type: none"> <li>• Confident user of IT Skills - able to demonstrate a commitment to the use of IT for the improvement of learning and working practices and demonstrate skills in the use of a range of IT software, preferably in Microsoft office.</li> <li>• Understanding of Statutory Safeguarding Guidance.</li> <li>• Confident public speaker</li> <li>• Reflective practitioner</li> <li>• An in depth understanding of school leadership and the school improvement strategies needed to achieve outstanding behaviour and attitudes, student progress and personal development</li> </ul>	
Competence	<ul style="list-style-type: none"> <li>• Planning &amp; Organising</li> <li>• An able and inspirational Leader</li> <li>• Ability to work under pressure and prioritise workload</li> <li>• Able to work positively within teams.</li> </ul>	
Personal Qualities	<ul style="list-style-type: none"> <li>• High degree of personal integrity with a commitment to confidentiality</li> <li>• Openness, energy and enthusiasm</li> <li>• Approachable and aware of self and others</li> <li>• Ability to challenge and influence</li> <li>• Organised and driven</li> <li>• Problem Solver</li> <li>• Quality - demonstrate a clear commitment to, and experience of, achieving excellence through continuous improvement and the development of quality systems.</li> <li>• Equal opportunities - able to demonstrate a clear understanding of, and commitment to, equal opportunity issues and significant experience of working in an environment delivering services with regard to equal opportunities.</li> <li>• Ability to work in a way which reflects the Schools values/ ethos.</li> <li>• Working practice which encompasses equal opportunities.</li> <li>• Willingness to address challenging issues with clarity of purpose and diplomacy</li> <li>• Ability to work under pressure and deal effectively with emerging situations.</li> </ul>	
6. Other	<ul style="list-style-type: none"> <li>• Working practice - a commitment to working flexibly (early/late) to meet</li> </ul>	



Requirement	Essential	Desirable
	<p>Schools and stakeholder requirements.</p> <ul style="list-style-type: none"> <li>• Personal development - a strong interest in and commitment to continuous personal learning and development.</li> <li>• Enhanced DBS</li> <li>• Commitment to Safeguarding.</li> <li>• Full Driving License</li> </ul>	

**Note:**

This Job Description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify reconsideration of the salary for the post.

***West Heath School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.***