**JOB DESCRIPTION**

**Job title**: Deputy Head Teacher for pupil welfare, behaviour and support.

# Job details

**Salary:** £52,414 - £57,934

**Hours:** 32.5 hrs

**Contract type:** Permanent

**Reporting to:** Headteacher

**Responsible for**: staff within the behavior, welfare and support team

**Main purpose**

The role involves working in partnership with school leaders, classroom based staff, parents, pupils and other professionals to address barriers to learning and ensure that all pupils are able to engage with education.

As deputy head teacher for pupil welfare, behaviour and support you will:

* Support with the development of the schools’ improvement plan and help devise strategies for development
* Ensure the accurate and up-to-date monitoring of behaviour, punctuality, attendance and exclusions within the school
* Ensure that behaviour and attendance records are well maintained and include strategies for improvement
* Take an active role in the development and implementation of the school’s behaviour policy
* Promote and embed the school’s ethos to ensure enhanced attitudes to learning
* Oversee the provision of staff training to ensure that behaviour for learning is utilised effectively to enhance student engagement and progress
* Oversee school attendance data and implement strategies to minimise poor attendance and persistent absenteeism
* Ensure that systems are in place to minimise poor punctuality to school and lessons
* Implement strategies to minimise exclusion
* Promote aspirational learning and high expectations
* Ensure that high standards of behaviour are maintained and that support is provided to facilitate this
* Ensure that systems and procedures are communicated to all stakeholders
* Liaise with external and borough agencies as necessary to effectively manage behaviour and well-being of students
* Implement and oversee in-school provision to support student progress, tracking pupils at risk of not attaining Age Related Expectation and leading on intervention across the school
* Oversee and manage provision of additional support for disadvantaged students
* To support the SENCo in ensuring that the provision map/ SEN register is up to date and all provision is actioned and impact reviewed in a timely manner
* Oversee and take a lead role in safeguarding within the school
* Work with other stakeholders to remove barriers to learning and progress
* Ensure positive and ongoing communication between home and school
* Oversee key awareness weeks to promote positive behaviour (e.g. anti-bullying week)

**Specific Duties**

* Work with the Finance and Data Clerk to ensure regular analysis of attendance data
* Work with external agencies and other stakeholders to minimise poor attendance and persistent absenteeism
* Regularly review the effectiveness of attendance action plan and target persistent absenteeism with early intervention
* Oversee and measure the effectiveness of Behaviour Support Plans and PEP’s
* Implement effective behaviour tracking systems and ensure rapid and considered intervention to tackle poor conduct
* Oversee the development of additional programmes to support and promote student personal development, behaviour and welfare
* To work alongside the SENCo to identify Wave 2 pupils and coordinate additional support, i.e. timetabling, tracking and monitoring impact
* Regularly review the effectiveness and impact of behaviour strategies and systems
* Work with external agencies and local schools on issues of inclusion
* Contribute to good management practice by ensuring positive staff participation, effective communication and procedures
* Participate in arrangements of the appraisal of the performance of teachers
* Provide professional advice and support to others
* Work with Head Teacher to ensure up-to-date self-evaluation and action planning for the development of the quality of education in school, behaviour and attitudes and personal development within the school
* Provide up-to-date reports for SLT, Governor and other committee meetings
* Oversee the provision for pupil premium students and implement strategies to minimise barriers to learning
* Be responsible for the line management and performance management of specific areas of the school
* Assume any other reasonable duties as needed and as directed by the Head Teacher

**General Duties**

* Carry out duties of a school teacher as set out in the current School Teachers’ Pay and Conditions Document
* Uphold and promote the ethos and Christian values of the school
* Uphold and follow the policies of the school
* Establish positive working relationships with all stakeholders
* Be a representative of the school
* Ensure the well-being and safety of students at all times
* Work in collaboration with others
* Maintain professionalism at all times