

JOB DESCRIPTION

Bede's is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment.

Job Title:	Assistant Head- Behaviour and Values
Reports to:	Head, Prep School
Department:	Senior Leadership Team (SLT)
Faculty:	N/A

Relationships:

The post holder is accountable to the Head in all matters relating to this post. All staff are ultimately responsible to the Head & CEO. The post holder will work closely with the Senior Leadership Team, Assistant Director of Safeguarding for the Trust, DSLs and Heads of Year (HoY) as part of their leadership responsibilities. The post holder will work alongside other colleagues to support and contribute to whole school development.

Purpose:

Our vision is for Bede's to be a place 'where every child finds joy in their pursuit of brilliance'. Outstanding pastoral, behaviour and values leadership is fundamental to our ability to deliver this vision and achieve our mission of crafting a more joyful education for pupils. The Assistant Head's role is to lead in a way that supports the school in:

- Cultivating a vibrant learning environment, motivating pupils to pursue their individual best
- Providing a festival of opportunity, enabling pupils to discover new passions and develop new talents
- Building a kind-hearted community, inspiring pupils to enhance the lives of others

The Assistant Head Behaviour and Values oversees the quality of pupils' personal development, behaviour and values across the school, alongside the provision for safeguarding, to ensure the strongest possible outcomes for pupils, reporting to the Head of the Prep School and governors.

Background Information

Reporting to the Head of the Prep School, the post-holder will be a full member of the Prep School SLT, representing the attendance, pastoral and behavioural interests of the school, including its PSHE and RSE curriculums. The Assistant Head will provide strategic leadership in these areas in line with the Trust Wide and Prep School Development Plans, deputising for the Head in the absence of the Head and Deputy Head. They will line manage Heads of Year and oversee all aspects relating to attendance, pastoral, behavioural and wellbeing matters.

Main duties and responsibilities:

Senior Leadership Team

- Promote the vision and aims of the school
- Make a positive contribution to the leadership and management of the school, leading by example
- Oversee the pastoral life of the school, working closely with the Assistant Director of Safeguarding for the Trust and DSLs as well as becoming one of the lead DSLs.

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- To serve as the primary contact point on the SLT for the Catering departments
- Play a key role in the strategic planning of the school and the implementation of School Development Plans
- Contribute to the safe recruitment of new staff
- Have overall responsibility for championing and improving attendance as outlined in the DfE statutory guidance; 'Working together to improve school attendance'
- Organise, support and lead staff to work collaboratively, maintaining high professional standards
- Support the Head in preparations for Governance reports and ISI Inspection
- Support the SLT in designing and leading staff CPD based on needs identified through staff observation, appraisal and wider developments in pedagogy

Safeguarding Leadership

- To lead, monitor and develop the school's approach to behaviour and embody its values ensuring full compliance with Keeping Children Safe in Education.
- Actively promote a culture of excellent behaviour and safety in the school and provide support for colleagues, ensuring all staff have access to and understand the school's relevant policies and procedures
- In liaison with the Assistant Director of Safeguarding for the Trust, ensure that pupil welfare is at the heart of what we do
- Attend relevant training and remain up to date with current practice
- Maintain confidential records relating to behaviour and safeguarding following best practice
- Liaise with external agencies as appropriate

Pastoral Leadership

- Support the SLT in the review and implementation of key policies relating to pupils' personal development
- Work closely with the Heads of Year in maintaining high standards of behaviour across the school
- Lead the Prep School Pastoral Welfare Committee and oversee pupils engagement processes such as AS Tracking and the School Council
- Oversee and implement the school's rewards and sanctions systems, ensuring that data is analysed and reviewed by Heads of Year to inform action and identify trends and patterns
- In conjunction with the Heads of Year, maintain behaviour, bullying and serious sanctions log.
- Lead the Prep School Section System, meeting with Heads of Section and other staff to oversee Section Events and Assemblies
- To review and maintain the school's Risk Assessment Policy in liaison with the Trust Health and Safety Manager; ensure that all relevant Risk Assessments for the school are completed and stored in the central drive
- In liaison with the Director of Safeguarding and Clinical Services, oversee the provision of Well-Being, First Aid and Medicines across the school

Curriculum

- In liaison with the Heads of Year and Form Tutors, co-ordinate the effective delivery of British Values and the PHSE, SMSC and RSE programme across the school
- In liaison with Heads of Year and Form Tutors, organise a schedule of assemblies and outside speakers to support the delivery of the PRHSE programme; ensure that forms deliver a class assembly

Professional Responsibilities

- To safeguard and promote the welfare of all young people at Bede's
- To fulfil wider professional responsibilities as defined by the Teachers' Standards [TS1.8]
- To take responsibility for improving their own professional practice by engaging in independent professional development alongside the School's formal professional development programme
- To complete any mandatory training related to their job or required to fulfil the school's statutory or regulatory obligations

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- To proactively explore developments and innovations in pedagogy and subject knowledge
- To demonstrate consistently high standards of personal and professional conduct [TS2], developing and maintaining effective and positive relationships with colleagues across the school
- To establish professional and effective communication with parents

Values

- To promote the Trust's vision, mission and values, within the School and beyond
- To promote the inclusive ethos of the School by cultivating a culture of equality, diversity and kindness

Teaching

- To contribute to the teaching and learning in the school, up to a maximum of 40% teaching load

Other Responsibilities

- To undertake such other reasonable duties from time to time as the School may reasonably require

All posts are subject to the receipt of a satisfactory DBS certificate, references, medical checks, proof of identity and copies of qualifications, where a requirement of the role.

Written by: Leigh-Anne Morris
Head
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