



Island Learning Centre Job Description

Identifying Facts	
Title of Post: Assistant Headteacher (AHT)– Behaviour for Learning	
Directorate: Children’s Services	Post No:
Department: Education	
Section: Island Learning Centre	Date: Nov 2024
Pay range: Leadership L6-L10	
Responsible to: Headteacher	

Job Purpose

To provide a learning environment that embraces opportunities for all students by securing high quality teaching and learning. The role will support our vision of ensuring that students achieve their full potential.

The Assistant Headteacher, under the direction of the Headteacher, will take a role in:

- Formulating the aims and objectives of the school.
- Establishing policies for achieving these aims and objectives.
- Managing staff and resources to that end.
- Monitoring progress towards the achievement of the school’s aims and objectives

To mentor and coach at the Island Learning Centre (ILC) leading to the improvement of behaviour for learning to enable students’ positive participation at the ILC

To work as part of a multi-disciplinary team providing a range of preventative, therapeutic and targeted support for vulnerable students.

To increase young people’s access to appropriate learning activities and promote social inclusion and positive engagement.

Major Tasks

Aspects specific to this Assistant Headteacher role:

Behaviour (School Culture)

- Lead the work of the school to improve student behaviour, including attitudes to learning,
- attendance and punctuality and uniform.
- Be the school’s Lead Behaviour Professional.
- Lead on Attendance.
- Lead on pastoral systems.
- Ensure systems and implementation of those systems ensure impeccable behaviour.
- Ensure staff are clear about their accountabilities for the student behaviour and welfare.



- Lead the development of the Tutor and assembly programme through year teams.
- Develop the behaviour for learning policy and its implementation including the continued development of appropriate rewards and consequences.

Safeguarding

- Ensure their own safeguarding knowledge is up to date and evaluate gaps in knowledge to further access Personal Development.
- Be the primary contact for partner agencies related to behaviour.
- Support whole school events and particularly Student Voice, Parents' Evenings and Tutor Evening.
- Be responsible for the appropriate section of the SIT, SIP and Ofsted Behaviour and Attitudes.
- Lead agreed aspects of CPD.

Key tasks and responsibilities:

Leadership

Under the direction of the Headteacher/Head of School

- Support the day-to-day management of the school.
- Communicate the school's vision compellingly.
- Lead by example, focusing on providing excellent education for all pupils. Lead on school strategies and policy areas.
- Build positive relationships with members of the schools' community.
- Keep up to date with developments in education.
- Seek training and continuing professional development to meet own needs.

Managing staff

Under the direction of the Headteacher/Head of School

- Assist with the selection and recruitment of staff.
- Performance manage staff, including carrying out appraisals, providing professional development opportunities and holding staff to account to their performance.
- Create an ethos within which their direct reports are motivated and supported to develop their skills and knowledge.
- Commit to their own professional development, proactively identifying development opportunities.

Modelling best practice for teachers

- Demonstrate excellent performance against parts one and two of the teacher's standards: teaching and personal and professional conduct.
- Implement strategies and initiatives to share best practice with others in the school, developing, confidence and skills in others.

Systems and processes

- Under the direction of the Headteacher/Head of School:



- Ensure that the school's systems, organisation and processes are well considered, efficient and fit for purpose.
- Provide a safe, calm and well-ordered environment for all pupils and staff, focussed on safeguarding, pupils and developing exemplary behaviour.
- Implement systems for managing the performance of all staff, addressing any underperformance, supporting staff to improve and valuing excellent practice.
- Work with the Governing Board as appropriate.
- Support strategic, curriculum-led financial planning to ensure effective use of budgets and resources.
- Support distribution for leadership throughout the school.

Other responsibilities:

- Please also refer to the responsibilities of all classroom teachers.
- The Assistant Headteacher will be required to safeguard and promote the welfare of children and young people and follow school policies and the staff code of conduct.
- Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Assistant Headteacher will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher.

Review:

This job description is subject to annual review and / or change at other times in response to identified needs. It is expected that the post holder will undertake additional duties, as required, and in agreement with their line manager, to operate in a flexible environment.

Generic quality statement: The Isle of Wight Council expects that its staff will adhere to its policies and procedures. All members of staff are expected to be familiar with procedures and undertake appropriate activities to support their learning and development.

Safeguarding - The Isle of Wight Council is committed to safeguarding and promoting the welfare of children and vulnerable adults and operates stringent safer recruitment practices.

Diversity and Equality - All employees are expected to treat others with dignity and respect.

Health and Safety - The Isle of Wight Council has a duty to protect employees and all employees have a duty to protect themselves and others from harm as far as is reasonably practicable.

Data Protection and ICT Security – All employees are required to ensure that any information or data collected or input in to a Council system complies with the standards set out and any associated processes that are specific to an area of work.

This job description is correct as at the date given above. In consultation with the postholder it is liable to variation by management to reflect or anticipate changes to the job. As a term of employment the postholder may be required to undertake other duties in this post or, following consultation, any other post in any of the Isle of Wight Council's Directorates.