**Job Description: Assistant Principal of Behaviour**

**Reporting to: Vice Principal**

**Location: Ark Charter Academy**

**Contract: Permanent**

**Working Pattern: Full Time**

**Salary: Leadership Pay Scale [L11-L15]**

**The Role**

As Assistant Principal of Behaviour, you will have the opportunity to lead in behaviour management to foster a positive school environment. You will be responsible for leading the development, implementation, and monitoring of school-wide behaviour management strategies. You will work closely with students, staff, and parents to foster a positive learning environment, support student wellbeing, and promote academic achievement through effective behaviour management practices.

**Key Responsibilities**

**Behaviour Management**

* Develop, implement, and evaluate the school’s behaviour policies and procedures.
* Monitor student behaviour throughout the school, ensuring consistent application of behaviour expectations and consequences.
* Lead initiatives to reduce behavioural incidents and improve student conduct.
* Promote consistent implementation of the behaviour policy, system of rewards, and sanctions, characterised by orderly behaviour and caring and respectful relationships.
* Oversee restorative practices and interventions that promote positive behaviour.
* Lead initiatives for internal exclusion and the reflection room, ensuring effective implementation and oversight.
* Direct the climate team to enhance the overall school environment and student engagement.
* Systematically track and report data related to exclusions, attendance, and behavioural standards to the Vice Principal.
* Lead the implementation of student routines and promote positive behaviours across the school.
* Maintain high standards and expectations for students, effectively monitoring uniform, punctuality, and equipment.

**Student Support**

* Collaborate with staff to identify students with behavioural challenges and develop tailored support plans.
* Coordinate pastoral care initiatives and support for students at risk of exclusion.
* In partnership with the Principal and the rest of the leadership team, ensure the safeguarding of all students, and that the safety and wellbeing of pupils and staff is promoted and always maintained.
* Oversee the fair access panel process for hard-to-reach students, ensuring equitable opportunities for all students.
* As part of this role, you will teach a regular timetable of lessons, demonstrating best practices in behaviour management and instructional strategies.
* Act as a Deputy Designated Safeguarding Lead (DDSL), ensuring the safety and wellbeing of all students.
* Lead reintegration meetings for students returning from exclusion, ensuring a smooth transition back to school.
* Develop and implement communication strategies to engage parents and carers regarding student behaviour and progress.

**School Ethos and Culture**

* Support the Principal in fostering a strong sense of academy community and ethos among both staff and students.
* Act as a positive role model to staff and students.
* Monitor the overall school climate and work with the leadership team to address concerns and promote continuous improvement.

**Leadership and Collaboration**

* Act as a member of the senior leadership team, contributing to the overall strategic planning and decision-making for the school.
* Work closely with the Principal and the Vice Principal Student Entitlement Lead to implement school-wide initiatives that support student engagement and success.
* To line manage the head of years, including target setting, coaching, and monitoring.
* In absence of the Principal and Vice Principals, to step-up and undertake the professional duties of the Principal as reasonably delegated.
* Facilitate projects, programmes or systems as directed by the Principal.
* Help keep systems organised, up-to-date and user friendly for all academy staff.
* Undertake, and when required, deliver or be part of the appraisal system and relevant training and professional development.
* To undertake any other responsibilities as directed by the Principal.

Other

* Actively promote the safety and welfare of our children and young people
* Ensure compliance with Ark’s data protection rules and procedures
* Work with Ark Central and other academies in the Ark network, to establish good practice throughout the network, offering support where required

This job description is not an exhaustive list, and you will be expected to carry out any other reasonable tasks as directed by your line manager.

**Person Specification: Assistant Principal of Behaviour**

**Qualification Criteria**

* Qualified to teach in the UK
* Qualified to degree level and above

**Knowledge, Skills and Experience**

* Evidence of contributing to excellent student progress and outcomes.
* Demonstrable commitment to raising attainment of all pupils in a challenging classroom environment.
* Experience of improving the quality of teaching and learning.
* Experience leading a team and/or working to support the significant success of others, including professional development and effective management of underperformance.
* Knowledge of the national secondary education system, examinations and curriculum.

**Behaviours**

**Leadership**

* Understands their own contribution to the academy as a whole.
* Management style that encourages participation, innovation, and confidence.
* Strong organisational skills and the ability to delegate.
* Resilience and motivation to lead the academy through day-to-day challenges
* Strong interpersonal, written and oral communication skills.
* Genuine passion and a belief in the potential of every student.
* Motivation to continually improve standards and achieve excellence.
* Commitment to the safeguarding and welfare of all pupils.

**Vision and Strategy**

* Vision aligned with ARK’s high aspirations and high expectations of self and others.
* Clear understanding of the strategies to establish consistently high standards of behaviour in an inner-city school and commitment to relentlessly instilling these strategies.
* Use of data to inform and diagnose weaknesses that need addressing.

**Leading the Learning**

* Understands what outstanding teaching practice looks like, how to diagnose and implement effective strategies to raise learning standards.

**Leading External Relationships**

* Can skilfully manage and maintain effective working relationships with parents and other stakeholders.

Other

* Right to work in the UK
* Commitment to equality of opportunity and the safeguarding and welfare of all students
* Willingness to undertake training
* This post is subject to an enhanced DBS check

*Ark is committed to safeguarding and promoting the welfare of children and young people in our academies. In order to meet this responsibility, we follow a rigorous selection process which will include questions about safeguarding. This process is outlined* [*here*](http://arkonline.org/sites/default/files/Ark_safe_recruitment.pdf)*, but can be provided in more detail if requested. All successful candidates will be subject to an enhanced Disclosure and Barring Service check. This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent English is an essential requirement for the role.*

*Ark requires all employees to undertake an enhanced DBS check. You are required, before appointment, to disclose any unspent conviction, cautions, reprimands or warnings under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar you from employment - this will depend upon the nature of the offence(s) and when they occurred. To read more about Ark’s safer recruitment process, please click this* [*link*](https://arkschools.sharepoint.com/:b:/g/ArkNetCentral/hr/EcXQDSjo9UpCpgk8lDWMN0sBVG6GBUTVWVXp9c5KkW-tog?e=bfdlES)*.*

*We aim to build a diverse and inclusive organisation where everyone – staff and students – can do their best work and achieve their full potential. We want to reflect and represent diverse perspectives across our organisation because we know that doing so will make us stronger and more effective. To know more about Ark’s diversity and inclusion commitments, please click on this* [*link*](https://arkonline.org/our-approach/diversity-and-inclusion)*.*