

AHT JOB DESCRIPTION: SPECIFIC DUTIES – BEHAVIOUR & SAFETY

- To have responsibility for the Safeguarding policies and procedures of the School, ensuring their implementation and impact through monitoring practice.
- To develop strategies to implement effective behaviour & safety procedures across the school, and monitor the effectiveness of the different areas of practice.
- To ensure a culture of reward is prevalent across the school; utilised by all staff and valued by all students and their parents/carers
- To develop positive relationships with and ensure clear communication with parents/carers about their child's behaviour and safety at school
- To line manage the College Leader posts within the staffing structure
- To line manage those Associate Staff posts in relation to behaviour & attendance – as identified in the school staffing structure
- To advise the Leadership Team and Governors of up-to-date issues relevant to the practice of whole school management of behaviour & safety
- To gain information on, and transfer of, student records, through existing or new links
- To attend relevant meetings and/or training and keep all staff informed as appropriate.
- To advise colleagues on behaviour management practices and procedures.
- To have an oversight of all matters relating to behaviour and safety of students, providing the Headteacher with information for the School Strategic Framework, information for colleagues in the Appraisal system and Heads of Faculty to inform planning.
- To analyse all data from national reporting sources, reporting back to Leadership Team and Governors on the behaviour and safety of our students in relation to other schools nationally.
- To assist with and advise on the development, implementation and monitoring of a system for record keeping which is in line with the transfer of data nationally using software packages which are accessible to all staff.
- To ensure data, in accordance with the Data Protection Act is fairly and lawfully processed, processed for limited purposes, adequate, relevant and not excessive, accurate, stored for limited time scale, processed in accordance with the data subject's rights, secure and not transferred without adequate protection.
- To support staff through INSET in the use of ICT, for data management, record keeping, reporting and target setting.
- To ensure behaviour and safety data is used by staff to identify where students are not meeting expectations and that effective and proven intervention strategies are deployed to address this at whole school, College, subject and individual classroom teacher level.