



Lead for Behaviour and Culture - JOB DESCRIPTION

Reporting To: Assistant Headteacher	Payscale: TEAL Associate Staff Pay Scale, Point 22
Job Purpose: To actively support our core purpose, remembering that “We are here to make great schools and happier, stronger communities so that people have better lives.” Under the direction of the Assistant Headteacher, support the strategic leadership and management of the school in the key areas of student achievement and pastoral support; contributing to a learning environment which is engaging and fulfilling for all students and fosters continuous improvement in the quality of education offered by the school.	
Key Responsibilities: Specific	
• Provide leadership and support to the Heads of Year, fostering a collaborative and relational approach to pastoral care, and acting as the first point of escalation when additional guidance is required. • Lead the effective use of behaviour support and withdrawal spaces, ensuring they operate as purposeful environments that promote reflection, restoration and successful reintegration. • Coordinate and facilitate restorative reintegration meetings following suspensions, working in partnership with students, families and staff to rebuild relationships and secure positive outcomes. • Work alongside Heads of Year to develop, implement and review personalised intervention strategies for students with Individual Behaviour Plans (IBPs), ensuring support is timely, consistent and impactful. • Support pastoral colleagues in investigating, resolving and restoring relationships following incidents, ensuring responses are fair, proportionate and aligned with the school's behaviour policy and values. • Promote high standards of behaviour by ensuring accurate recording, consistent follow-up and proactive interventions that enable students to succeed in lessons. • Provide flexible pastoral leadership by supporting and covering the responsibilities of other pastoral colleagues when required, ensuring continuity of care for students. • Build positive relationships with students through a visible presence in social areas during break and lunchtime, providing guidance, support and early intervention where needed. • Respond promptly to classroom requests, working with students and staff to de-escalate situations, support safe transitions, and facilitate successful reintegration into learning. • Provide strategic pastoral leadership across Key Stages 3 and 4, developing consistent systems, strengthening collaborative practice, and fostering a culture of shared responsibility, trust and team spirit. • Maintaining accurate and timely data on CPOMS, the school's safeguarding electronic records, to ensure that issues are escalated appropriately and within timescales in accordance with the safeguarding procedures. • Undertake “duty supervision” at Student Reception before and after school. • Supervise student social areas at break times and lunchtimes and being available to students at these times. • Communicate effectively with students, parents and school staff, ensuring that all relevant stakeholders are fully aware of concerns, action taken, outcomes and achievements.	
Key Responsibilities: General	
The post holder will be required to act on their own initiative or on the authority delegated from their line manager or a member of the School/TEAL SLT. The post holder will be expected to work within TEAL and the schools' policies and procedures and uphold the organisation's values and vision. The job description is not intended to be a complete list of duties and responsibilities but details the major requirements of the post. It may be amended at a future time, to take account of the developing needs of TEAL. The post holder will undertake any other duties appropriate to the remit. TEAL is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all employees and volunteers to share this commitment. The Health and Safety at Work etc. Act, 1974 and other associated legislation places responsibility for Health and Safety on all employees, therefore it is expected that everyone takes reasonable care for their own health and safety and the health and safety of others. The above duties may involve having access to information of a confidential nature, which may be covered by General Data Protection Regulations (GDPR) 2018, and by Part 1 of Schedule 12A to the Local Government Act, 1972. Confidentiality must always be maintained and employees must work with and process personal and sensitive information in accordance with Data Protection Act 2018 including the GDPR. Employees must protect the safety and security of information (e.g. using strong passwords, reporting breaches, and ensuring information is stored and disposed of securely). The key competencies and behaviours commensurate with this post are identified overleaf.	



Ethical Behaviours Charter

Competency	We do this by
Trust	• Being reliable, consistent, credible, honest, humble, courageous and kind. • Managing emotions and helping others to do the same. • Keeping promises and doing what we say we will • Having genuine compassion for others
Wisdom	• Developing knowledge and expertise, then sharing that knowledge • Learning from mistakes and failures and admitting when we are wrong • Seeing systems and processes as ways to fulfil our purpose, removing or changing them if they fail in that.
Kindness	• Being patient, respectful, generous and forgiving. • Acting with compassion and care, listening and seeing the person behind the role • Focusing on relational practice; building trust and rapport with others by empowering and elevating them.
Justice	• Doing what is right, rather than what is popular or easy • Ensuring we live our sense of purpose and values in the way we behave, make decisions and communicate. • Applying rules in a consistent, transparent and fair way, whilst allowing for discretion and common sense. • Valuing difference, building diverse teams and encouraging others to behave responsibly and with moral purpose.
Service	• Putting ourselves in the service of others. • Reducing stress and anxiety in the organisation by modelling calm and considerate behaviour • Behaving in a dutiful way, demonstrating humility and self-control. • Removing barriers to enable others to do their jobs well
Courage	• Holding ourselves to account when something goes wrong. • Remaining calm, optimistic and positive in the face of adversity and change. • Speaking honestly, openly and with empathy
Optimism	• Believing in our own ability, and the ability of others, to do what is right to change the world for the better. • Calling out negativity, cynicism and dishonesty. • Remaining positive and encouraging, helping others to overcome challenges and celebrating their success.
Vision	• Anticipating the future and embracing it. Thinking strategically, analysing and assessing information to deliver organisational growth. • Reading, researching, networking and sharing learning with others. • Believing in the potential of others; helping them be the best they can be.