
 GREENWOOD ACADEMIES TRUST		JOB SPECIFICATION Director of Attendance & Behaviour (Secondary)		
Reports To: Strategic Director of Academies/Education Directors				
Why	Job Summary <ul style="list-style-type: none">To work within the Education Directorate to ensure that the quality of education across all our secondary academies is good.Shape and drive the Trust’s achievement strategy at a senior level.			
What	Main Responsibilities <ul style="list-style-type: none">Provide regular high-quality challenge and support for Principals and academy leaders, holding them to account for the attendance and behaviour of their pupils.Steer the Character Assurance Board, alongside the Education DirectorLead, support and develop quality assurance procedures.Analyse academy performance in terms of attendance and behaviour, diagnose issues, broker support, monitor impact and build outstanding leadership capacity within identified academies.Develop a holistic understanding of the needs of all identified secondary academies and provide bespoke and effective support to targeted academies to enable continuous improvement.Co-ordinate the work of any linked consultants deployed to support the phase or identified academies and ensure work undertaken is effective.Use an excellent understanding of educational and leadership issues to ensure the smooth running of academiesUse an excellent understanding of current educational issues and legislation to raise the profile of GAT academies by contributing to national debate and agendas. At an academy level, the key tasks include: <ul style="list-style-type: none">Rigorous focus on attendance and behaviour to ensure academy and Trust-wide systems and strategies are making a measurable difference.Rigorous scrutiny of individual academy work, reporting to the Strategic Director of Academies/Education Directors on academy-level performance, highlighting any concerns and making recommendations for solutions where improvement is not rapid enough.Ensure academy improvement planning is ambitious, sharp and focused on key priorities, and is monitored effectively.Help to prepare the academy in a highly effective way for their next Ofsted inspectionSupport and challenge academy leaders to be effective .Undertake any other duties of a similar level and responsibility as may be required.			
How	<u>Competencies</u>		<u>Personal Attributes</u> (level expected when job is conducted to the required standard)	
	Shaping the Future <i>Able to work with academies to create a shared vision and strategic plan which inspires and motivates.</i>		Ability to play a leading role in the further development of the Trust	
			Passionate commitment to the academic, personal and social development of children and families.	
			Ability to think and act strategically.	
	Leading and Managing - Attendance & behaviour <i>Develop a successful culture, improving the quality of behaviour and rates of attendance</i>		Knowledge and experience of quality management systems.	
			High professional standards with an ability to give critical advice to help raise standards.	
			Understanding of effective attendance and behaviour strategies.	
			Enthusiasm for improvement of attendance and behaviour and staff development.	
	Developing Self and Working With Others <i>Support all staff to achieve</i>		Ability to motivate staff in both the primary and secondary sector.	
			Ability to work effectively as part of a team.	
		Approachable and supportive.		
		Excellent interpersonal, communication and organisational skills.		

Context	<i>high standards, committing to continual professional development for staff and themselves.</i>	Ability to involve and maintain strong, positive relationships with the whole school community.	
	Managing the Organisation	Outstanding leader, committed to distributive leadership and teamwork.	
	<i>Seek ways of improving organisational structures and resources through rigorous self-evaluation.</i>	Ability to manage and motivate staff at all levels – visible and supportive leadership.	
		Able to manage the different priorities of a professional team, displaying calmness under pressure.	
		Excellent negotiating, influencing and presentation skills.	
	Securing Accountability	Ability to manage budgets, systems and procedures, obtaining value for money.	
	<i>Accountable for the quality of education and improving education service more widely.</i>	Strategic thinker, proven track record of development and implementing effective strategies and policies.	
		High degree of political sensitivity.	
	Planning and Problem Solving	Be willing to be innovative and to take risks.	
	<i>Able to identify potential problems and establish appropriate courses of action.</i>	Ability to respond creatively to challenges, to identify and develop opportunities.	
		Ability to synthesise and evaluate data to support strategic planning.	
	Interfaces	Internal/External	Seek opportunities to collaborate with other professionals beyond the academies and across the Trust.
		English Language Fluency	An ability to converse at ease with all customers and provide accurate advice in order to fulfill all spoken aspects of the role through the medium of spoken English.
		Financial impact/budget	Ensure resources are affordable and available to achieve improvement plans and stated strategic objectives.
	Scope	People (directly/indirectly manage)	<ul style="list-style-type: none"> Act as commissioner of work to relevant consultants. Act as a role model to the leadership teams in academies, promoting consistently high expectations of behaviour in a professional and courteous manner.
		Travel	You will be required to travel to academies as necessary.
	Education, Qualifications and Experience (EQE)	<ul style="list-style-type: none"> First degree or equivalent and Qualified Teacher Status. Proven track record of outstanding education leadership, ideally gained within more than one setting. Proven track record of whole school improvement, ideally gained across a range of school contexts. Experience of line managing senior personnel. Significant experience of monitoring academy performance at every level; motivating, developing, supporting and challenging staff to sustain improvements. 	
	Safeguarding	All adults employed by the Trust are responsible for safeguarding and promoting the welfare of children they are responsible for or come into contact with. As such, all employees will undergo relevant background checks, including a Disclosure and Barring Service (DBS) Enhanced check, in order to satisfy our statutory obligations.	
	Data Protection	All adults employed by the Trust have a responsibility for data protection and have a duty to observe and follow the principles of the GDPR Regulations.	