

**LEVENSHULME HIGH SCHOOL
GREATER MANCHESTER EDUCATION TRUST**

**Job Description: Deputy Headteacher with Responsibility for Behaviour,
Safeguarding, and Student Wellbeing**

Location: Levenshulme High School

Salary: L21-25

Contract: Full-time, Permanent

Job Purpose:

As Deputy Headteacher with responsibility for Behaviour, Safeguarding, and Student Wellbeing, you will play a crucial role in promoting and maintaining high standards of behaviour, safeguarding, and overall wellbeing for all students within the school.

Working closely with the Headteacher and other senior leaders, you will ensure that the school is a safe, supportive, and nurturing environment, where students can thrive academically, socially, and emotionally.

Key Responsibilities:

Behaviour Management:

- Develop and implement strategies to maintain high standards of behaviour across the school, ensuring that all actions align with the school's core values of respect, responsibility, and inclusion.
- Lead the development of policies and procedures related to student behaviour, ensuring they are consistently followed and reviewed, while promoting the school's ethos and values.
- Promote positive behaviour strategies and restorative approaches to conflict resolution, encouraging students to take responsibility for their actions in a way that reflects the school's values.
- Monitor and evaluate behaviour trends, implementing targeted interventions where necessary, and ensuring that the approach to behaviour management is both fair and consistent across the school community.
- Support staff in managing challenging behaviour and provide guidance and training as needed, reinforcing the importance of upholding the school's values in all interactions.

- Lead behaviour-related initiatives and assemblies to encourage a positive school culture that celebrates and supports the school's values in everyday life.
- Develop and oversee a system of rewards and recognition to celebrate positive behaviour, academic achievement, and contributions to the school community, ensuring that students feel valued and motivated.
- Promote a range of reward strategies (e.g., certificates, praise, celebration events, and extracurricular opportunities) that recognise students who consistently demonstrate the school's values and model exemplary behaviour.
- Monitor and review the impact of the rewards system, ensuring it is inclusive and fosters a sense of belonging and pride within the school.

Safeguarding:

- Leading on improving attendance and punctuality.
- Oversee the school's safeguarding policies and ensure compliance with national and local safeguarding guidelines.
- Act as Designated Safeguarding Lead (DSL), providing guidance and support to staff in safeguarding matters.
- Lead investigations into safeguarding concerns, ensuring that appropriate actions are taken and records are accurately kept.
- Promote a culture of vigilance and awareness surrounding safeguarding within the school.
- Liaise with external agencies, including social services and other professionals, to ensure the welfare of students.

Student Wellbeing:

- Champion student wellbeing and mental health initiatives, ensuring the delivery of a comprehensive support system for all students.
- Lead a team of pastoral staff to monitor and support students' emotional, social, and academic development.
- Implement and review strategies to reduce barriers to learning caused by wellbeing concerns.
- Work with external agencies to ensure that students receive the appropriate support, including counselling services and mental health initiatives.
- Develop and promote initiatives that encourage positive relationships, resilience, and healthy lifestyles.

- Manage a budget and resources to support student wellbeing.

Leadership and Collaboration:

- Deputise for the headteacher.
- Work closely with the Senior Leadership Team (SLT) to implement the school's overall vision and values.
- Collaborate with staff to ensure the effective implementation of behaviour, safeguarding, and wellbeing policies.
- Provide leadership and support to Heads of Progress, Form Tutors, and the wider pastoral team.
- Lead staff development on issues related to behaviour, safeguarding, student wellbeing, and inclusive practice.
- Maintain an active presence around the school to provide support to both staff and students as required.
- Oversee the admissions process, ensuring that all applications are processed in line with the school's admissions policy and relevant statutory requirements.
- Work with external agencies and local authorities where necessary to support the smooth transition of new students into the school.
- Ensure that the admissions process is inclusive and transparent, with a focus on promoting diversity and ensuring equal opportunities for all students.
- Lead on all aspects of Special Educational Needs and Disabilities (SEND) and inclusion, ensuring that appropriate provisions are in place to support the diverse needs of students, and that SEND students have equal access to opportunities, both academic and extracurricular.
- Work collaboratively with the SENDCO (Special Educational Needs Coordinator) and pastoral teams to monitor the progress of students with additional needs and implement strategies to support their full inclusion in all aspects of school life.
- Act as the designated teacher for looked after children (LAC), ensuring that they receive appropriate support and are fully included in school activities. Work with the Virtual School and other agencies to track their progress and advocate for their needs, ensuring they have equal access to opportunities and support.

- Line manage the Personal Development team, ensuring that the curriculum and extracurricular activities promote holistic student development, including social, emotional, and academic growth, in line with the school's values.
 - Contribute to whole school quality improvement assurance initiatives.
 - Carry out break/lunch duties, whole school detentions and assemblies.
 - Attend and present at governors' meetings, as required.
 - Any other duty as required after consultation with the headteacher.
 - Line management of designated areas of school, as required.
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PERSON SPECIFICATION

POST : Deputy Headteacher – Behaviour, Safeguarding and Student Wellbeing

QUALITIES AND ATTRIBUTES	ESSENTIAL	DESIRABLE	EVIDENCED BY
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QUALIFICATIONS AND EXPERIENCE			
Qualified teacher status (QTS) and leadership experience in a secondary school setting	✓		Application
Proven experience in a senior leadership role, with responsibility for behaviour, safeguarding, or student wellbeing	✓		Application
A strong understanding of current safeguarding legislation, guidance, and practice	✓		Application
Demonstrable experience of implementing behaviour management strategies in a secondary school	✓		Application/Interview
Postgraduate qualification in education leadership or pastoral care		✓	Application
Experience as a Designated Safeguarding Lead (DSL)		✓	Application
Experience in mental health first aid or wellbeing leadership		✓	Application
SKILLS AND KNOWLEDGE			
Strong knowledge of strategies to support student behaviour and wellbeing	✓		Interview/Observation
Ability to lead and motivate a team of staff	✓		Application/Interview
Excellent interpersonal and communication skills, with the ability to engage effectively with students, staff, and parents	✓		Application/Interview
Sound knowledge of relevant educational policies, particularly around safeguarding and inclusion	✓		Application/Interview/ Observation
Knowledge and understanding of the current Ofsted framework.	✓		Application/Interview
Knowledge of SIMS and ability to use software for the efficient and astute use of data	✓		Application/Interview

Knowledge of trauma-informed approaches to behaviour management		✓	Application/Interview
Experience working with external agencies (e.g., social services, CAMHS)		✓	Application/Interview
Ability to develop and manage budgets related to wellbeing or pastoral services		✓	Application/Interview
PERSONAL ATTRIBUTES			
Passion for improving student outcomes, including supporting vulnerable or disadvantaged students	✓		Interview/Observation
Strong organisational and time management skills	✓		Application/Interview
A commitment to the ethos and values of the school and safeguarding of all students	✓		Application/Interview
Ability to remain calm under pressure and make well-considered decisions	✓		Application/Interview/ Observation
Enthusiastic and ambitious	✓		Application/Interview
An effective decision-maker	✓		Application/interview
Can keep calm in a crisis	✓		Application/interview
Strong interpersonal skill with a good sense of humour and a positive outlook	✓		Application/interview
A calm, empathetic, and approachable manner, with the ability to handle sensitive issues	✓		Application/interview
High level of emotional intelligence and resilience	✓		Application/interview
OTHER REQUIREMENTS			
A commitment to safeguarding and promoting the welfare of children	✓		Application/Interview
A commitment to personal and professional development		✓	Interview/Observation

How to Apply:

Please submit your application form and supporting statement, outlining your suitability for the role, to recruitment@levenshulmehigh.co.uk for further information about the school and the role, please visit www.levenshulmehigh.co.uk.

Levenshulme High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The successful candidate will be subject to an enhanced DBS check.