

**Job Description for Deputy Head (Pastoral)**

**General Responsibilities and Duties**

* Liaise with Headmaster and attend regular SMT meetings
* Contribute to the whole school strategic planning
* Establish, review and amend whole school policies
* Manage staff in line with the school development plan
* Undertake any professional duties as delegated by the Headmaster
* Ensure implementation of new initiatives where appropriate
* Undertake appropriate professional duties of Headmaster in his absence as appropriate
* To carry out staff appraisals in line with the school policy

**Specific responsibilities and duties**

* To oversee the delivery of high quality pastoral care
* Child Protection Officer
* Oversee PSHE programme and support Tutors where necessary
* Chair School Council

**Pastoral Welfare**

* Ensure the school’s pastoral policies are implemented and that parents are fully involved and informed as required
* Liaise and communicate with parents on all matters related to pastoral care
* Responsibility for implementation and review of the school code
* Liaise with outside agencies in relation to pastoral welfare issues
* To prepare all pastoral documentation for external inspections

**Promotion of Mount Kelly International School**

* As part of the Senior Management Team look at and participate in systems for the successful marketing of the school and for the promotion of a high and positive public profile for the school
* With the SMT consider ways that the potential of Mount Kelly International School can be fully exploited

**Behaviour and Discipline**

* To instill and maintain a good level of discipline within the school and ensure sanctions are given within school policy and guidelines
* To investigate and manage significant disciplinary incidents, liaising with the Headmaster and Academic Deputy as necessary
* To collate house points and ensure rewards system is in place
* To produce merit awards and subject commendations each term
* Overseeing the school code, disciplinary practices and systems so as to deliver the highest standard of conduct
* Assisting the Headmaster with staff interviews and advising him on appointments when requested

**Teaching**

* To teach as directed by the Academic Deputy
* Provide high quality teaching to all pupils with a variety of approaches to stimulate interest in the subject matter and enable learning, whilst having appropriate regard to the differentiation and inclusivity needs of all pupils
* To ensure all policies are followed and work is planned, targets are set and work is appropriately marked.
* To arrange and run field trips/visits where appropriate
* To attend fixtures where needed
* Produce and make available appropriate schemes of work. Ensure that assessment forms part of the initial planning of work
* To apply different approaches to structured learning opportunities in line with the priorities for development within the School
* Actively engage in curriculum development in line with the School’s aims and objectives alongside subject specialism requirements
* Ensure that teaching areas provide tidy, well-organised and stimulating environments for learning
* Carry out regular, appropriate assessments of pupils’ attainment and progress. Communicate the assessment results to all groups that need to know, as agreed by the School
* Attend teacher meetings as required by the Head and whenever other commitments allow
* To participate in Parent Meetings as outlined in the academic calendar and pertinent to his/her subject specialism, whenever other teaching commitments allow
* Make teaching and learning documentation available for internal and external inspection
* Manage departmental resources within allocated spending limits and within the guidelines of the School’s purchase order system
* Maintain a safe and positive teaching and learning environment. Complete relevant paperwork as directed by the Bursary.
* Staff are required to take reasonable care for his/her own health and safety and abide by the School’s Health & Safety policy

***Note: This job description reflects the present requirements of the post.***

***As duties and responsibilities change and develop the job description will be***

***reviewed and be subject to amendment in consultation with the postholder.***