



Deputy Head of Primary (Pastoral) Job Description

Name: _____

Line Manager – Head of School

Required Competencies and Person Specification

1. GENERAL QUALITIES

The Deputy Head will be an outstanding leader in his/her professional field, articulate and inspiring, confident, stable and supportive and highly able. S/he will have stamina, energy and drive in abundance, with an ability to manage effectively key issues whilst being adaptable, sensitive, diplomatic and responsive. The Deputy Head will take an active interest in and be involved in all aspects of school life.

2. KNOWLEDGE & UNDERSTANDING

The Deputy Head will:

- 2.1 Promote students' spiritual, moral, social and cultural development and good behavior through effective management and leadership.
- 2.2 Seek and use international, national and school data, evidence and research findings in professional and school development.
- 2.3 Possess a detailed knowledge of the College's Philosophy and Objectives statement and how these principles influence the ethos and decision-making process in the school.
- 2.4 Employ the necessary collegial management skills to lead the school in the Head's absence
- 2.5 Ensure that such leadership skills serve the aim of school improvement through raising the standards of learning and teaching in the school.
- 2.6 Have an excellent knowledge of the English National Curriculum
- 2.7 Be able to write policy statements, development plans and other key documents.
- 2.8 Keep up-to-date with current educational initiatives and be able to lead and organise training opportunities.

3. PASTORAL CARE & DISCIPLINE

The Deputy Head will:

- 3.1 Take a leading role in the pastoral care of all students, in maintaining good standards of behaviour and ensuring that any incidents are dealt with and recorded appropriately
- 3.2 Maintain, implement, monitor and update the school's behaviour, anti-bullying and anti-racist policies
- 3.3 Support the moral and personal development of students, sharing in the leading of assemblies on a regular basis
- 3.4 Ensure that students understand the standards expected of them at all times



- 3.5 Ensure the well-being and safety of all children in the school through undertaking required training and following the Dulwich College International Safeguarding Framework
- 3.6 Ensure that appropriate measures are in place to promote a caring, tolerant and inclusive environment, which fully secures the pastoral and academic welfare of students and staff alike.

4. ASSESSMENT & PUPIL ACHIEVEMENT

The Deputy Head will be able to:

- 4.1 Teach up to a 20% timetable which will be decided in consultation with the Head of School.
- 4.2 Deputise for the Head of School in his absence in rotation with the Deputy Head- Curriculum.
- 4.3 Take a leading role in contributing to the school's strategic development plans and monitoring.
- 4.4 Assist in the preparation of the academic timetable for the Primary School.
- 4.5 Attend and lead whole school and age-phase meetings as necessary.
- 4.6 Work closely with the Head of Learning Support and School Counsellor to ensure the student's needs are understood.

5. RELATIONS WITH PARENTS & THE WIDER COMMUNITY

The Deputy Head will:

- 5.1 Assist with hosting school events and functions
- 5.2 Ensure that parents are well informed about their children's welfare, following up on any concerns
- 5.3 Create and maintain an effective partnership with parents and the wider community to support and improve students' achievement and personal development.
- 5.4 Maintain links with other schools, further education and other agencies related to student welfare and achievement.
- 5.5 Liaise with other Dulwich College Heads and Deputy Heads to enhance school improvement at the College.
- 5.6 Help oversee the admissions process for new children coming into the Primary School.
- 5.7 Be involved in the recruitment process for new teachers.
- 5.8 Maintain effective relations with parents of students in the Primary School through regular communications and meetings.

6. MANAGING & DEVELOPING STAFF & OTHER ADULTS

The Deputy Head will:

- 6.1 Use initiative to ensure that the school runs calmly and efficiently on a day to day basis to provide the best possible environment for teaching and learning.
- 6.2 Ensure that communication systems between all stakeholders are efficient and effective so that all are committed, cohesive and consistent.
- 6.3 Maintain a good working relationship with all teachers, support staff, volunteers and administrative staff.
- 6.4 Ensure that events such as open evenings, etc. and planned in advance, ensuring that they run smoothly, communicating with all staff as necessary.



- 6.5 Draw up duty lists and cover requirements as necessary.
- 6.6 Ensure that daily routines are agreed and clearly understood.
- 6.7 Ensuring that relevant non-academic policies are up-to-date, recommending changes to the CLT as appropriate.
- 6.8 Take a leading role in the induction and mentoring of new staff.
- 6.9 Participate in the professional learning and development of staff.
- 6.10 Oversee the writing, implementation and review of pastoral policies and procedures in the Primary School.
- 6.11 Help compile the termly assembly schedule for the Primary School.
- 6.12 Prepare the duty rosters and assembly lists in the Primary School; undertake a reasonable number of duties and cover duties as required.
- 6.13 Together with the Head of School to provide support, advice and encouragement for colleagues at all levels in the performance of their duties by providing counseling, mentoring and employing strategies for conflict-solving.
- 6.14 Require and encourage staff punctuality and adherence to the dress code at all times
- 6.15 Ensure that the Head of School is kept informed of all matters relating to the well-being of all staff and students.

7. MANAGING RESOURCES

The Deputy Head will:

- 7.1 Assist with the publication of handbooks, yearbooks, newsletters and information for the updating of the school website.
- 7.2 With the Deputy Head Curriculum, complete necessary resource audits and book orders for the academic year.

8. STRATEGIC LEADERSHIP

The Deputy Head will:

- 8.1 Assist in the provision of extra-curricular activities; take at least one after-school activity per week.
- 8.2 Help maintain a safe and stimulating environment in the College in accordance with the relevant Health and Safety policies and procedures.
- 8.3 Maintain appropriate standards of dress and behavior for students and staff in the College.
- 8.4 Take an active role in promoting the College in the wider community, being able to freely give time to support school productions and events, including time during the weekends and holidays when appropriate.
- 8.5 Support and assist the Head of School in the smooth running of the school, working in close partnership with him/her.
- 8.6 Provide advice and information for the Head of School as required as well as being available as a sound board for proposed ideas and plans.
- 8.7 Identify opportunities, anticipate problems and suggest developments and improvements
- 8.8 Assist in creating an ethos and provide educational vision and direction to secure excellent teaching, successful learning and achievement by all students, with sustained improvement in the spiritual, moral, cultural, mental and physical development and to prepare them for the opportunities, responsibilities and experiences of adult life.



- 8.9 Assist in securing the commitment of the school community to the vision and direction of the school.
- 8.10 Lead by example, provide inspiration and motivation and embody for the students, staff and parents, the vision, purpose and leadership of the school.