**Pastoral Deputy Job Description & Person Specification**

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| **POST:**  **PASTORAL DEPUTY HEAD TEACHER** |
| **JOB PURPOSE:**  The Deputy Head (Pastoral) is responsible to the Head Teacher and as a member of the Senior Leadership Team, is their key adviser on all matters relating to the pastoral care of pupils throughout the school. |
| **REPORTING TO:** The Head Teacher |
| **LIAISING WITH:** All staff (teaching/ support), parents and governors, LA representatives, Government and external Agencies. |
| **LINE MANAGEMENT OF:** 1)Teachers 2) Specialists  3) Teaching Assistants |
| **KEY RESPONSIBILITIES:**  **To the Head Teacher**   1. Ensure the vision for the school is embedded throughout the school 2. Assist in the ongoing and annual review of standards, leadership, teaching and learning 3. Develop and implement the school’s strategic development plan, taking into account the diversity, values and experience of the school and the pastoral ethos of the school 4. Undertake the professional duties of the Head Teacher, in the event of their absence from the school 5. Develop and implement policies and practices which reflects the school’s commitment to high achievement and show a commitment to staff and pupil wellbeing 6. Monitor medium and long term plans to ensure creativity, innovation and the use of appropriate new technologies to achieve excellence 7. Represent staff views to the SMT and equally ensure that the SMT and SLT view is relayed to staff in a positive united way 8. Lead on the implementation of strategies that secure high standards of behaviour and attendance across the school and the wellbeing of the staff and pupils 9. Advising the Head Teacher in the selection and appointment of teaching staff and classroom assistants   **Teaching and Learning (personal)**   1. To provide a role model for high standards of teaching and learning through outstanding personal example   **Leading Teaching and Learning**   1. Work with the Head Teacher and senior leaders to raise the quality of teaching and learning, pupil’s achievement and using data to monitor evaluating effectiveness of learning outcomes 2. Ensure that learning and pastoral care is at the centre of strategic planning and resource management 3. Engage all staff in the creation, consistent implementation and improvement in schemes of work which reinforce key school learning strategies 4. Develop a school ethos, which enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes 5. Undertake the annual appraisal of staff, setting and agreeing targets linked to the school development plan priorities and the individual needs of the staff member 6. Plan, organise and deliver staff meetings, where necessary, bringing in outside interventions 7. Support in dealing with specific staffing issues, especially in terms of teamwork, capability, or discipline. 8. Work with the Governing Body (providing information, objective advice and support) to enable it to meet its responsibilities. 9. Develop and present a coherent, understandable and accurate account of the school’s performance to a range of audiences including governors, parents and carers 10. Provide guidance and training on a choice of teaching and learning methods/strategies 11. Develop and implement systems for recording individual pupil’s progress 12. To implement the schools’ policy on safeguarding across the school   **Professional Development**   1. With the Head Teacher, manage the whole school professional development, including INSETs, liaising with team leaders and using a wide range of approaches, linked to personal development, whole school development and the school vision 2. Implement successful induction and performance management processes 3. Treat people fairly, equitably and with dignity and respect to create and maintain a positive school culture 4. Develop and maintain a culture of high expectations for self and others. 5. Regularly review own practice, set personal targets and take responsibility for own professional development 6. To keep abreast of current developments in education generally and leadership and management 7. Manage your own workload and that of others to allow an appropriate work/life balance.   **Resource and Organisation Management**   1. Work with the Head Teacher to ensure the school, the people and resources within it are organised and managed to provide an efficient, effective and safe learning environment 2. Oversee and monitor the subject/area budget allocation to ensure the budget is spent to support effective learning and teaching within all subject areas according to the school’s agreed financial procedures 3. Organise and maintain safe supervision of pupils and staff are deployed appropriately 4. Use and integrate a range of technologies effectively and efficiently to assist in the management of the school   **Strengthening Community**   1. Work with the Head Teacher to collaborate with other schools and organisations in order to share expertise and bring positive benefits to the school and other schools 2. Work with the Head Teacher at both strategic and operational levels with parents and carers and across multiple agencies for the well-being of all children. Participate actively in parent and community events to develop and maintain good relationships and provide for the academic, spiritual, moral, social emotional and cultural well-being of pupils and their families 3. Celebrate the benefits of a multi-ethnic school, strongly opposing any form of racism, and promoting equality of opportunity in terms of gender, ethnicity, religion, sexuality, class and disability to build a school culture and curriculum which takes account for the richness and diversity of the school’s communities 4. Co-operate and work with relevant agencies to protect children |
| **SPECIFIC RESPONSIBILITES:**  **PASTORAL DEPUTY:** (NB. These tasks will be specific to the person, the school context and the requirements of the post but may be subject to change)   1. Be a DSL with Safeguarding training, Level 3, responsible for training new staff, holding update meetings and ensuring appropriate record keeping is in place 2. Keep up-to-date with safeguarding practices, staff recruitment, induction and training; case management – liaising with staff, families and agencies 3. Liaising with the Academic Deputy and Director of Individual Learning to ensure a relevant and appropriate curriculum for all pupils that is based on pupil wellbeing 4. Monitor data across the school to improve outcomes for pupils and arrange tutorials to aid children’s individual progress in relation to their social and personal development 5. Be responsible for the timetabling of all teaching staff and classroom assistants 6. To be responsible arranging and monitoring cover for staff absences and recording all such absences 7. Organise the staff duties to ensure the safe supervision of pupils within the school 8. In conjunction with the Head of Clubs, organisation provision for the extended school day, activities and clubs 9. Take responsibility for the Behaviour Policy across the school liaising with the Heads of House and other members of the SMT and SLT, looking at the discipline log for trends and act on them if required 10. Manage the Attendance and Truancy Policy, in accordance with the schools safeguarding procedures 11. Provide a point of contact for parents regarding discipline, attendance, punctuality and uniform 12. Be responsible for first aid across the school, including first aid training. 13. Be involved in the planning and coordination of all annual events and public occasions as delegated by the Head Teacher, including Christmas Lunch, Infant and Junior Christmas parties and Pantomime Trip 14. Produce a daily information sheet for staff 15. Liaise with the induction coordinator regarding new staff 16. Take direct responsibility for all risk assessment documents relating to off-site visits 17. Assist and advise the Head Teacher in matters involving the marketing and public relations of the school. 18. Keep abreast of curriculum developments and liaise with the Academic Deputy and Director of Individual Learning to plan and ensure the implementation of a coordinated curriculum for all pupils 19. To liaise with the Academic Deputy to plan an appropriate allocation and inventory of teaching resources 20. To attend meetings of the Governing Body, the Education Committee, Health & Safety Committee and other meetings as required by the Governors 21. To see children into assembly and cover assembly in the Head Teacher’s absence 22. Assist the Academic Deputy and Director of Individual Learning to review, update and collate school policies and policy documents 23. Assist the Academic Deputy and Director of Individual Learning, to review Head of Subject files 24. Assist the Head Teacher in the review of results from Infant testing day to select children for the next academic year. 25. Assist the Head Teacher in testing children for occasional places that become available 26. Lead key stage assemblies and whole school assemblies when required |
| **The above list is not exclusive or exhaustive and the post holder will be required to undertake such tasks as may be reasonably expected within the scope of the post. Not all of the above duties will need to be implemented all of the time and will vary according to the needs of the school at different points. The specific focus for the Pastoral Deputy’s work will be reviewed as part of the appraisal process.**  Signed…………………………………………………………………………………  Date…………………………………………………………………………………….  *Job descriptions are reviewed to ensure they are an accurate representation of the post.*  Updated September 2017 |

**Person Specification – Pastoral Deputy**

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|  | **Selection criteria** | ✓**Shortlisting** | **Interview** | **Assessment** |
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| 1. **Qualifications** | * Qualified teacher status |  |  |  |
| * Evidence of recent and relevant professional development |  |  |  |
| 1. **Experience** | * Extensive leadership and management experience such as an Assistant Head teacher, Senior Leader or Director of Studies in a similar sized or slightly smaller Prep school |  |  |  |
| * At least 10 years successful teaching experience of the age range and range of needs served by the school, ideally in an IAPS school |  |  |  |
| * Experience whole school planning and formulating polices |  |  |  |
| * Successful and varied teaching experience in key stage 1 and key stage 2 |  |  |  |
| * Current educational issues, including safeguarding |  |  |  |
| 1. **Professional Knowledge and Understanding** | * The creative development of the curriculum, teaching and learning, pupil well-being and assessment |  |  |  |
| * How to make strategic decisions and take appropriate action to ensure successful outcomes for all groups of students |  |  |  |
| * Have played a role in making effective short, medium and long term strategies for leading and managing whole school improvement |  |  |  |
| * Have an understanding of how Self Evaluation can contribute to school improvement |  |  |  |
| * Have analysed external and internal pupil data to impact on students and staff performance |  |  |  |
| * Have experience of building effective partnerships with parents and carers and the wider community to improve student outcomes |  |  |  |
| * Have a clear understanding of the role of the Governing body |  |  |  |
| 1. **Skills and Abilities** | * Ability to contribute to and achieve a strategic vision |  |  |  |
| * Excellent interpersonal, communication and presentation skills |  |  |  |
| * Ability to manage time well and work under pressure to deadlines |  |  |  |
| * Ability to run the school in the Head Teacher’s absence |  |  |  |
| * Ability to recommend new ways of teaching and learning and manage the implementation of change sensitively |  |  |  |
| * Ability to write clearly and accurately and communicate effectively with an audience |  |  |  |
| * Ability to use IT effectively and have a working knowledge of SIMs to monitor school improvement and prepare reports |  |  |  |
| 1. **Standards** | * Evidence of having raised standards |  |  |  |
| * Ability to collect, analyse and use data on pupils’ progress and performance to raise standards using appropriate IT systems |  |  |  |
| * Ability to set and achieve challenging targets for the school, departments, teachers and pupils |  |  |  |
| 1. **Teaching and learning** | * Understanding of the principles of effective teaching and learning and the ability to promote a culture of learning throughout the school. |  |  |  |
| * Understanding of the principles of good curriculum provision |  |  |  |
| * Evidence of successfully engaging children through an exciting and innovative curriculum |  |  |  |
| * Understanding of the role of assessment in children’s learning |  |  |  |
| * Successful experience of monitoring, evaluating and improving the quality of teaching and learning |  |  |  |
| * Successful experience of promoting the personal, social, moral, cultural and spiritual development of pupils |  |  |  |
| 1. **Ethos and inclusion** | * Ability to create and maintain an environment which promotes good behaviour and discipline and which celebrates success. |  |  |  |
| * Understanding of the factors which create barriers to learning and ability to implement appropriate strategies for reducing inequalities and promoting social inclusion. |  |  |  |
| 1. **Relationship with parents and the wider community** | * Successful experience of creating and maintaining effective partnerships with parents and the community, to support pupils’ learning |  |  |  |
| 1. **Deployment of staff and resources** | * Ability to interpret, monitor and manage a budget |  |  |  |
| * Ability to manage, monitor and review the use of all available resources, ensuring value for money |  |  |  |
| * Experience of recruiting, selecting and deploying staff |  |  |  |
| 1. **Suitability to work with children** | * Ability to form and maintain appropriate professional relationships and personal boundaries with children and young people |  |  |  |
| * Emotional resilience in working with challenging behaviours |  |  |  |
| * Appropriate attitudes to use of authority and maintaining discipline. |  |  |  |
| 1. **Safeguarding** | * Knowledge of safeguarding legislation, safer working practices * Evidence of promoting the welfare of pupils |  |  |  |
| 1. **Personal Attributes** | * A vision for continuing school improvement |  |  |  |
| * Adaptability to changing circumstances and ideas |  |  |  |
| * Energy and enthusiasm |  |  |  |
| * Reliability and integrity |  |  |  |
| * Commitment to high standards and expectations |  |  |  |
| * Flexibility |  |  |  |
| * An unshakable belief in the ability of all children to succeed |  |  |  |

Please include the following in your letter of application, which should be no longer than 2 sides of A4:

* A clear, succinct statement of your educational philosophy and practice
* Demonstrate how this relates to the post of Pastoral Deputy at Manor Lodge School