



**The British
International School
Kuala Lumpur**

World Class Education

No. 1, Changkat Bukit Utama, Bandar Utama,
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Job Description Deputy Head of Secondary (Pastoral)

The Deputy Head (Pastoral) will be a key member of the SLT will take responsibility for the pastoral welfare and development of secondary pupils, and the day-to-day running of the secondary school.

Person Specification

The essential qualities of the candidate profile are educational passion, organisational excellence and a strong and effective leadership style. The successful candidate will be an experienced and capable pastoral leader who can anticipate and act on the changing needs of our school. SMT/SLT experience would be useful, but not essential for the right person. You will possess good judgement, and outstanding written and oral communication skills. You will possess the initiative, independence and flexibility to effect meaningful educational change. You will be able to demonstrate the following attributes:

- Excellent pastoral instincts and skills
- Clear and empathetic communication skills
- The ability to develop effective systems that are understood and supported by all stakeholders
- The gravitas to inspire confidence and respect in pupils, parents and staff
- Experience in leading pastoral teams
- Experience in leading successful pastoral change in a whole school context

Scope of Role

- Responsibility for day-to- day running of the school
- Responsibility for pastoral welfare and development of pupils
- Safeguarding lead for secondary school
- Liaison with school counsellor
- Liaison with school nurse
- Responsibility for behaviour and sanctions within the secondary school, and holder of the rewards and sanctions policy
- Instilling BSF Charter values in staff and pupils
- Overall coordination of PSHE programme across the school (with teacher i/c PSHE)
- Line manager for Year Heads and Chair for Year Heads' meetings
- Hold the secondary calendar (with DH Academic)
- With the Deputy Head Academic, coordinate the year-start induction schedule, and ongoing INSET.
- Production of WAAG (weekly bulletin)

- Manage the assembly schedule and make an appropriate contribution to the programme
- Oversee creation of duty rotas, with the teacher i/c timetabling
- Act as key liaison on pastoral matters for parents, tutors and year heads
- Organisation of major school events (e.g. Speech Day)
- Updating and publication of staff and pupil/parent handbooks

Safeguarding

- Act as the lead Child Protection Officer (CPO) for the secondary school
- Ensure they are up to date to changes to statutory (UK) child protection developments and recent good practice
- Be responsible for ensuring that appropriate staff (e.g. year heads, tutors) receive the necessary professional development to fulfil their roles in the safeguarding process (all staff must undergo level 1 CP training)
- Deliver appropriate CP training for new and existing staff as part of the year-start induction INSET.
- Ensure all secondary staff are aware of how to respond to any child protection issues
- Termly check of secondary single central register (using ISI guidelines)
- Develop and review a system for reporting, recording and responding to any safeguarding issues
- With the Head of Secondary, develop and implement systems that support and provide pupils with opportunities to seek help or advice from their peers or from appropriate adults
- Report/refer all CP incidents to the Headteacher and the Head of Secondary
- Ensure that pupils feel safe and secure within the school environment.
- With the Head of Secondary, develop and implement systems which encourage pupils to:
 - Be healthy
 - Stay safe
 - Attend and enjoy The British International School Kuala Lumpur
 - Make a positive contribution to the school and wider community
 - Achieve academically
 - Achieve economic well being
- Liaise half-termly with the medical centre to review pupil welfare issues.
- Liaise with the School Council, and Teacher i/c School Council, on all matters affecting pastoral care

Pupil Performance and Development

- Play an active role in promoting the personal and social development of all pupils in the secondary school
- Ensure the secondary school PSHE programme is effective, coherent, and engaging
- Monitor the effectiveness of PSHE provision
- Support the Deputy Head (Academic) in promoting academic excellence

Systems

- Be responsible for writing the secondary behaviour management policy

- Publish a coherent PSHE programme
- Publish and monitor the duty cover rota
- Take responsibility, with the Deputy Head of Secondary, for organising appropriate whole school events

Rewards and Sanctions

- Ensure all teachers are aware of how the behaviour management policy should be implemented
- Play a role in the discipline and sanctions system: address issues that are referred by the Form Tutors, Year Heads of other staff
- Support colleagues in the effective management of pupils
- Implement appropriate means of recognising and rewarding good pupil performance whenever possible.
- Manage behaviour, employing effective interventions to support the curriculum policy
- Ensure pupils are dressed in accordance with school policy
- Organise rewards celebrations to recognise achievement across the school
- Ensure accurate, relevant and up to date records of intervention are kept on all pupils

Leadership and Management

- Act as line manager for year heads
- Be responsible for the training, development and guidance of year heads, and through them, form tutors
- Induct and mentor new year heads
- Chair weekly year heads' meetings: set the agenda, lead meetings, and publish minutes
- Effectively lead a team of year heads to support development and progress
- Maintain regular formal and informal contact with year heads and form tutors
- Share good practice with colleagues
- Represent the views of year heads at meetings with the Head of Secondary.
- Ensure the efficient running of all year groups on a day-to-day basis.
- Ensure tutors and year heads are consistently applying school policy and promoting high standards across all school activities
- Check that year heads are monitoring tutors' consistency and quality provision in tutor time.
- Contribute to the management of key school events
- Support whole school decisions published the Secondary Leadership Team

Managing own performance and development

- Keep up-to-date with pastoral and academic initiatives that may affect the secondary school.

- Improve performance through evaluating own practice in relation to pupils' development and well-being, school targets and inspection evidence.

Communication

- Meet regularly with the Head and Deputy Head (Academic) of Secondary to discuss matters affecting pastoral care in the secondary school
- Make a contribution to staff briefings, the WAAG, and the calendar
- Hold and manage the secondary calendar
- Effectively communicate all pastoral issues concerning secondary pupils to relevant staff
- To make a contribution, appropriate to the level of the post, to the school assembly programme
- Develop and maintain positive working relationships with parents
- Initiate and respond to communications with parents ensuring that they are kept fully informed and involved in all pastoral issues involving their children
- Meet with parents when it is necessary for discussing the progress of their children
- Apprise parents of concerns, events and celebrations