

**Job Description: Deputy Head - Pastoral**  
**Member of the Senior Leadership Team, DSL**

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**Line Manager: Headmaster**

Key responsibilities and roles

This is a key appointment in the school and is the No. 3 position within the academic hierarchy.

**Strategic Planning**

- To work with the Headmaster, Governors and SLT colleagues in developing effective and innovative pastoral care and safeguarding protocols which meet the needs of the school and its student population.
- To advise on all aspects of pastoral care and safeguarding as they relate to the overall running of the school and to specific departments.
- To be responsible for the development of an all school ethos for pastoral care and safeguarding
- To be actively involved in whole school decision-making as part of the SLT
- To action plan pastoral development and how it is evidenced
- To oversee and develop PSHE

**Pastoral Care**

To have responsibility for the wellbeing and happiness of students at Box Hill School.  
To promote pastoral development of students and evidence outcomes

This role requires the person....:

- To be involved in discipline and investigation of misconduct where appropriate
- To line manage the Heads of day houses. To organise and chair house staff meetings with them. To produce agendas and organise minutes of these meetings.
- Line manage the school counsellor
- To work closely with the Head of Boarding and to assist that person in the pastoral care of boarders as appropriate.

- To be the E-safety co-ordinator and to organise suitable training in e safety for pupils, staff and parents
- To lead, in consultation with the Academic Director, in assigning academic staff to each House as Tutors; to liaise with the Head of Boarding to assign Tutors to Houses in respect of evening and weekend duties; and to have input to the annual appraisal/review of all Tutors.
- To oversee and meet regularly with the key members of the Pastoral Care team - (HoB, Nursing Staff, Counsellors and Head of Learning Support)
- To organise and line manage the smooth running of the school PHSE programme, which may involve some small teaching remit as appropriate
- To organise the selection of student council members and manage regular student council meetings

### **Safeguarding:**

To be the Safeguarding Lead (DSL) in school and to manage the deputies (DDSLs) to this role

This role requires the person....:

- To develop, organise, and run innovative safeguarding training which engages staff and students alike, and to maintain records of all such training.
- To be available to all school staff for consultation and training on safeguarding and child protection matters, and to arrange such training at regular intervals,
- To maintain separate and confidential child protection records,
- To be completely aware of, and keep up to date with, all guidance relating to safeguarding and to ensure that the school is fully compliant in its safeguarding responsibilities, including the regular updating of the school safeguarding policies.
- To liaise as necessary and appropriate with outside bodies such as LADO, Police, Surrey CC, social services etc
- To work closely with HR in all matters relating to safer recruitment of staff. To be suitably trained in safer recruitment and to participate in interviews for potential new staff.
- To be a member of the governors' committee for risk management and welfare; to liaise with governors as appropriate,
- To produce an annual report for the Governors on all safeguarding matters

### **Other duties**

- To attend all parents' evenings and other school events as required
- To be the Charities Co-ordinator
- To assist as required with operational matters such as: Calendars; Term dates; INSETs (with Deputy Head); Assemblies; Start and End of term arrangements (with Deputy Head).
- To lead on the planning and implementation of PSHE

#### PERSON SPECIFICATION

Attributes	Essential Criteria	Essential	Desirable	How Assessed
Qualifications	<ul style="list-style-type: none"> <li>• Qualified Teacher Status</li> <li>• Degree or equivalent</li> <li>• Evidence of recent relevant professional development</li> </ul>	✓ ✓ ✓		Application Form
Professional Experience	<ul style="list-style-type: none"> <li>• Secondary Teaching Experience</li> <li>• Experience of successful leadership and management within a school at SLT level</li> <li>• Previous experience of DSL work in a similar institution Involvement with external agencies</li> <li>• Experience of working with outside agencies</li> <li>• Ability to provide professional leadership/management to a staff team and contribute to the work of other teams to secure high quality pastoral care/ effective use of resources/improved standards of progress and achievement for all pupils across the school</li> </ul>	✓ ✓ ✓	✓ ✓	Application Form Interview References
Knowledge and Understanding	<ul style="list-style-type: none"> <li>• Knowledge of SEN needs</li> <li>• Knowledge of how to effectively liaise with different stakeholders including parents</li> <li>• Understanding of the importance of compliance</li> <li>• Understanding of the importance of partnership with parents</li> <li>• Knowledge of relevant legislation, equal opportunities and disability</li> </ul>	✓ ✓ ✓ ✓	✓	Application Form Interview

	discrimination legislation, safeguarding law, and how these apply to independent schools <ul style="list-style-type: none"> <li>• Knowledge of latest local and national safeguarding developments/ current educational issues and their relationship to inclusion/ behaviour support/education welfare</li> </ul>	✓		
Skills	<ul style="list-style-type: none"> <li>• Ability to analyse/prioritise/ meet deadlines</li> <li>• Ability to communicate clearly both verbally and in writing, with energy and conviction to a wide audience</li> <li>• Ability to use ICT to support both the curriculum/work organisation</li> <li>• Ability to work as part of, and contribute to, the whole school team</li> <li>• Ability to assess needs of individuals</li> <li>• Ability to plan appropriately/ motivate all groups of pupils, including the more able</li> <li>• Ability to use data to report on pupil progress to SLT/Governors</li> <li>• Excellent time management skills</li> </ul>	✓ ✓ ✓ ✓ ✓  ✓	✓  ✓	Application Form Interview
Personal Qualities	<ul style="list-style-type: none"> <li>• Proactive and professional approach to creating a positive pastoral care environment within school</li> <li>• willingness to respond to needs of individual learners with sensitivity</li> <li>• Positive &amp; resilient with drive/integrity</li> <li>• Ambitious &amp; diligent professional who can motivate/inspire others including pupils/teachers/ parents/governors</li> <li>• Commitment to high standards/equality of opportunity/continuous improvement</li> <li>• Commitment to safeguarding &amp; promoting welfare of children</li> <li>• Approachable: able to listen &amp; reflect on the needs of all stakeholders and to work closely with outside agencies to promote children's development</li> <li>• Excellent presentation &amp; inter-personal skills</li> </ul>	✓ ✓  ✓ ✓ ✓ ✓	✓  ✓	Application Form Interview References

Continuing Professional Development	<ul style="list-style-type: none"><li>Evidence of personal commitment to professional development</li></ul>	✓		Interview
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