

Job Description : Deputy Head (Pastoral)

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

This is in addition to the roles and responsibilities described in the generic job description for teachers.

Line Manager: Mrs Sarah Labram, Headmistress

Aims of post of responsibility:	<p>To support the Headmistress in sustaining the essential vision of the School through:</p> <ul style="list-style-type: none"><i>Sustaining and improving the quality of education offered to the pupils in the school through promoting the highest possible standards of education, and an environment which is conducive to excellence in learning and teaching;</i><i>Upholding the principles and ethos of the school;</i><i>Encouraging and promoting excellence in spiritual, moral, social and pastoral development by fostering a strong and positive community spirit in line with the principles of the school;</i>
Specific Responsibilities as Deputy Head (Pastoral):	
General	<ul style="list-style-type: none">To implement the school's agreed policies;To keep up-to-date with educational reform and policy by ensuring an awareness of education initiatives and their usefulness;To oversee the general care of the school by demonstrating awareness of what is needed and responding as necessary;To assist the Headmistress in ensuring that the pupils and staff are able to work in a safe and supportive environment;To liaise with the Building Manager regarding provision of furniture and resources for classrooms and staffrooms;To oversee the allocation of staff work spaces;To manage the staff duty roster;To attend all staff meetings, Head of Department meetings, Senior Management team meetings, Mock Review meetings and Parents' meetings;To attend a variety of other meetings including the Governors' Senior Girls' sub-committee, Health and Safety committee, Child Protection committee, and to submit reports to the Governing Body at the Headmistress' request, including those concerning child safeguarding;To contribute to the formulation of school and departmental development plans (reviews and updates);To take assembly in the absence of the Headmistress, shared with the Deputy Head (Academic);To assist with the development and delivery of the PSHE programme;To support Heads of Section and Form Teachers with concerns about pastoral issues;To manage the medical department;To be a considerable presence around the school, often at lunch and break times and to be well-known by pupils. To promote excellent standards of behaviour, tolerance, respect and appearance.
Safeguarding and Child Protection	<ul style="list-style-type: none">To take the role of Prevent Lead, Mental Health Lead, E-Safety Coordinator and Designated Safeguarding Lead within the school, informing and working closely with the Headmistress on all child protection issues, assisting with the formulation of child-centred school policies, rules and procedures whilst ensuring complete ISI compliance;To have responsibility for the implementation and support of all policies related to child safeguarding and to liaise with external agencies;To oversee all issues relating to pupil welfare, behaviour and school discipline;To oversee all issues relating to bullying/hurtful behaviour and ensure

	<p>that appropriate action is taken where necessary;</p> <ul style="list-style-type: none"> • To promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact; • To maintain effective order and discipline among the pupils, through implementation of the school's agreed procedures, and safeguard their health and safety both when they are on the School Premises and when they are engaged in authorised school activities elsewhere. • To work closely with the Senior Boys' and Junior Schools' Designated Safeguarding Leads.
Communication	<ul style="list-style-type: none"> • To manage and oversee all complaints relating to pastoral matters; • To aid communication across the site by attending a weekly cross-site meeting to review arrangements for the coming week; • To attend the monthly Parent Coordinators meeting and support their fundraising endeavours wherever possible; • To support effective communication by forwarding minutes and conclusions of meetings and any other documentation or memos to the relevant members of the department, to senior management and to other members of middle management.
Assessment, Recording and Reporting	<ul style="list-style-type: none"> • To generate ideas for the improvement of the School Management Information System; • To support staff in the implementation of Pupil Review Day.
Health and Safety and Trips and Visits	<ul style="list-style-type: none"> • To act as Health and Safety Coordinator for the Senior Girls' School, attending the relevant meetings, and keeping up-to-date with legislation; • To attend disaster management meetings; • To co-ordinate all outings/visits/events and manage the Educational Visits Co-ordinator; • To attend the Rooms meeting; • To monitor Taskman, the School's building issues reporting system. • To investigate accidents, maintain up-to-date records and take further action as appropriate.
Curriculum and Staffing, Staff Development	<ul style="list-style-type: none"> • To attend INSET training and external courses to ensure continuing professional development; • To organise and/or deliver INSET for staff where relevant; • To oversee the induction for new pupils and staff, in conjunction with the Deputy Head (Academic).
Line Management Responsibilities	<ul style="list-style-type: none"> • To line manage all Heads of Section, the School Nurse and the Well-being Coach; • To participate in the appointment of staff; • To promote development and training opportunities for all staff; • To train the Form Prefects and liaise with the Head of Sixth Form over their development; • To participate in the appraisal process of pastoral staff as required by the Headmistress; • To support the induction of NQTs and BTs as required; • To liaise with the Building Manager and Catering Manager to ensure the well-being of all those in the school. • To chair the weekly Safeguarding/ Medical/ SEND Committee meeting.

You may also be required to undertake such other comparable duties as the Head requires from time to time.