

JOB DESCRIPTION

KEY INFORMATION	
Position Title	Director of Pastoral
Department	Whole School
Reports To (Title)	Principal, Vice Principal, Heads of School,
# Direct Reports	SLT, H&S, Safeguarding Team
# Indirect Reports	Pastoral teams and tutors

JOB PURPOSE
<p>This job description is a fluid document, and the list of responsibilities should not necessarily be seen as absolute. The post holder may be expected to carry out additional tasks that are reasonably deemed appropriate and, in a new and growing school, the job is likely to evolve.</p>

KEY RESPONSIBILITIES

<p>Overview:</p> <p>The role of Director of Pastoral is central in achieving the vision of the school and should act as the champion of this vision. Ensuring that central messaging is understood, interpreted correctly and delivered in various formats to students, staff and parents are crucial.</p> <p>The Director of Pastoral will work closely with pastoral teams in each of the three schools and be responsible for the wellbeing, safeguarding, moral and social education of the students across the whole school. The role will involve close collaboration with the students, their parents and staff, particularly those involved in pastoral care, (tutors, Head of Year, Deputy and Assistant Heads, Pastoral leads and the counseling and support teams) ensuring the seamless link between academic, pastoral and operational aspects of school life.</p> <p>The role will involve writing, evolving, monitoring and developing an appropriate framework for the whole School that can be delivered through the curriculum, internal and external lectures, the Moral Education programme and tutor time. By definition the framework will need buy-in from the parental body and should involve working closely with other schools, local/ international agencies and specialists in these areas.</p> <p>The role will include a reduced teaching timetable to enable the post holder to undertake the role but also to contribute fully to the life of the school.</p>



Pastoral

- Chair the Pastoral Vertical Group ensuring a continuity of approach whilst providing a platform for feedback, creativity thought and collegiate support.
- Lead and complete a rigorous strategic review of all current pastoral and wellbeing approaches, involving key stakeholders including students, staff and parents.
- Following the review, work closely with the Heads of School to understand the vision of each school and set out strategic targets and initiatives that complement this vision. This should include;
 - How are all students supported to maximize their potential?
 - How can parents be further supported to support the schools vision?
 - How to ensure staff are able to thrive within a high pressure environment?
- The above should form the foundation for the Cranleigh student development framework which promotes holistic development and is rooted in developing confidence in every student.
- Ensure the School is providing integrated and research-based preventative approaches that support the development of our students
- Develop and lead a School Wellbeing Team who will:
 - Oversee the development, application and review of all school wellbeing policies and practices, including pastoral care structures associated with the vision
 - Oversee School Counseling services
 - Lead a strong community wellbeing education program
 - Mentor and take an active role in the various student committees, especially the Student Leadership teams
 - Develop strategic and sustainable partnerships with organisations and agencies that support the School's wellbeing strategy

Safeguarding

- Undertake the role of Whole School DSL (Child Protection Coordinator under the Abu Dhabi Child Protection Framework) responsible for leading on and overseeing policies, training and procedures for safeguarding children at Cranleigh Abu Dhabi
- Chair a weekly safeguarding meeting
- Work closely with and supporting the individual school safeguarding teams
- Ensure wellbeing practices and initiatives complement the work of the pastoral teams and have a proactive focus
- Keep up to date with safeguarding legislation and best practice
- In conjunction with the DSL teams, develop a system of monitoring students 'at risk'
- In conjunction with the DSL teams, liaise and consult with parents, staff and students concerning student wellbeing and pastoral needs.

Moral Education

- Overview, monitor and organize the MEP programme alongside the relevant Pastoral Leaders in each School



- Liaise closely with the Deputy Heads and Assistant Heads Pastoral to prepare and deliver an effective 'sensitive topics' programme

Other responsibilities

- Work collaboratively with teaching and co-curricular staff to embed practices that actively support student wellbeing
- Provide leadership to the Counseling team
- Mentor staff and provide constructive and informed feedback to support, promote and acknowledge exceptional pastoral care
- Keep up to date with best practice in the areas of wellbeing including mental health
- Promote, present and support relevant professional learning opportunities for staff
- Submit professional/educational articles related to wellbeing for dissemination through School and other external publications
- Present at Parent Evenings, Information Evenings, and School Assemblies, as required
- Develop relevant documentation including handbooks, course outlines and scope and sequence documentation.
- To act as a source of support, advice and expertise to staff on matters of positive behaviour management in a consultative manner
- To monitor the keeping, confidentiality and storage of records.
- Assist with auditing and reviewing the broad range of Pastoral Policies across the Schools
- Attend other meetings and committees that enhance the performance and understanding of the role.

KNOWLEDGE & SKILLS

Minimum Educational Qualifications Required for the Role	Bachelor's Degree in Education or subject specialism with a PGCE or equivalent
Minimum Years of Experience Required	5- 8 years management experience
Nature of Relevant Experience Required	Safeguarding Level 3 (Training can be provided prior to taking the role).
Language Skills	English
Special Skills & Abilities	Calm professional and proactive approach especially when dealing with sensitive or 'high stakes' situations. Strong Organisational skills are required to ensure smooth management of tasks especially when coordinating with colleagues and on cross school projects. Excellent interpersonal skills to bring together and coordinate

disparate teams.

Excellent **time management** skills are essential to ensure a successful turnaround of objectives.

Cranleigh Abu Dhabi is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and to follow the school's Child Protection procedures.