

Job Description Deputy Head of Primary: Pastoral 2025/26

Position	Deputy Head of Primary: Pastoral	Department	Primary
Starting Date	August 2025	Line Manager	Head of Primary
Line Management Responsibilities		Supporting Head of Primary in line managing Year Leaders.	

The role of Deputy Head of Primary Pastoral is to support the Head of Primary and School Principal to provide strategic, managerial, and pastoral leadership within the Primary School and to deputise in the absence of the Head of Primary. This role will have a reduced class teaching commitment to allow the post holder to carry out leadership duties.

Key Responsibilities:

- Support the Senior Leadership Team in the day-to-day management of the school
- Uphold and communicate the school’s vision and support the principal’s strategic leadership
- Lead on all aspects of pastoral care including behaviour, attendance and safeguarding
- Build and sustain positive relationships with all members of staff and wider stakeholders
- To ensure continuous improvement is achieved through the development and implementation of an ambitious School Improvement Plan (SIP)
- Work closely with the Deputy Headteacher: Academic on shared areas of responsibility
- To be a role model for colleagues and students by ensuring a professional approach and appearance in all elements of the work undertaken at RGSGQ
- To promote the highest aspirations and expectations for all students and staff, encouraging them to reach beyond their potential.

Pastoral Leadership

- Develop a vision for pastoral care, which places the behaviour, well-being and personal development of students at its heart and is strongly aligned to the ethos and values of the school
- Manage the day-to-day running of the school by ensuring staff supervision is adequate, key policies are adhered to and applied consistently, including punctuality and uniform
- Lead on school culture and its communication to students, including by producing and overseeing an assembly programme
- Report regularly on key performance indicators, including behaviour and attendance data
- Line manage Year Leaders and ensure there is a consistent and high-quality approach to pastoral care across all year groups
- Work with the Head of Primary to develop, implement and monitor a strategy to improve whole-school attendance and oversee the work of the attendance team
- Coordinate leadership activity and ensure that the structures for student representation are managed effectively

- Ensure that standards of uniform are excellent and that the uniform policy is applied consistently and effectively
- Oversee the school's rewards system
- Support the Head of Primary by dealing with parental complaints relating to the area of responsibility
- Review and update policies and procedures relating to the area of responsibility, including attendance policy, behaviour policy, anti-bullying policy, child protection and safeguarding policy and uniform policy
- Contribute the pastoral needs of the school at the weekly leadership meeting
- Promote and monitor the ongoing professional development of self and staff, including the induction of new staff members
- Oversee pastoral transition from primary school and coordinate the induction programme for students at the start of term
- Ensure that all safeguarding, child protection and related policies are adhered to
- Support the Head of Primary by dealing with parental complaints relating to the area of responsibility

Teaching and Learning:

- Maintain an effective partnership with parents, key stakeholders and the wider community to support and improve student achievement and personal development
- Be able to provide model and demonstration lessons to other staff that exemplify high standards of teaching and learning
- Create a whole school environment and set expectations that promote excellent teaching, effective learning, high standards of achievement and good behaviour
- Be able to form positive relationships with children while maintaining excellent behaviour and classroom management
- Monitor and evaluate the quality of teaching and learning to improve student achievement
- Provide expert coaching to improve teaching rapidly and sustainably.
- Develop a classroom environment and teaching practice which secures highly effective learning across the breadth of the school curriculum and provides a professional model, clearly demonstrating effective teaching, classroom organization and display, and high standards of achievement, behaviour and discipline.

Deputy Head Pastoral – Person specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Bachelor’s degree with QTS • Excellent English/Mathematics skills 	<ul style="list-style-type: none"> • Master’s qualification • National Professional Qualification in Middle/Senior Leadership • Designated Safeguarding Lead training
Experience and Skills	<ul style="list-style-type: none"> • Experience in a leadership position • Ability to implement and encourage strong pastoral and safeguarding practices within a team • Successful implementation of strategies that have had a positive impact on behaviour • Able to communicate and implement a coherent vision for the school • Proven ability to lead by example • Ability to encourage parents/ carers to play their part in their child’s learning (both in and out of school) • Ability to relate to children and their needs, whilst being firm and fair • Able to demonstrate high standards and expectations 	<ul style="list-style-type: none"> • Experience of leading whole school CPD sessions • Successful and proven track record of innovation and leading change with a demonstrable impact on school improvement • Successful and proven track record of innovation and leading change with a demonstrable impact on school improvement
Knowledge and understanding	<ul style="list-style-type: none"> • Knowledge of legislation and guidance on safeguarding and working with young people • Understanding of behaviour strategies and their impact 	
Personal qualities and attributes	<ul style="list-style-type: none"> • Ongoing commitment to continuous professional development • Strong interpersonal and communication skills • Strong organisation and time management skills with the ability to prioritise tasks effectively • Ability to meet deadlines and work well under pressure • Demonstrate a high level of competence in using ICT 	<ul style="list-style-type: none"> • Have a good sense of humour

	<ul style="list-style-type: none">• Ability to work well with a range of people, including pupils, staff, parents and carers	
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