

The British International School, Cairo
Junior School Assistant Head Pastoral

Job Description

Reporting to the: Head of Junior School (HoJ)
Liaising with the: Junior School Leadership Team and Heads of Year.
Member of: Junior School Leadership Team (JSLT)
Whole-school Senior Leadership Team (WSSLT)

Core Purpose of the Role:

- Under the direction of the Principal and Head of Junior School, to give professional leadership to developing and maintaining high-quality pastoral care and safeguarding practice, working closely with the Senior and Whole School pastoral teams to ensure continuity of practice.
- To contribute to the strategic direction and development of the school, including the development, implementation and monitoring of school improvement plans based on school self-evaluation.
- To act as the Designated Safeguarding Lead in the Junior School and to lead on e-safety.

Duties and Responsibilities

- Supports and works in partnership with the Principal, the Head and Deputy Head of the Junior School. In the absence of the Head/Deputy Head of Junior School, s/he acts on his/her behalf;
- In consultation with the Head of Junior School, lead the pastoral vision for the Junior School;
- Lead, manage and have strategic oversight of the Junior School pastoral systems;
- To oversee the implementation of all pastoral systems and ensure that communication of the school's pastoral ethos and values are clearly disseminated through all school literature;
- Ensure that all members of staff uphold the school's ethos and values through their management of communication with pupils and parents;
- Is a member of the Whole-school Senior Leadership Team (WSSLT), contributing to the extended leadership, management and improvement planning of the whole school;
- Assists the school's leadership in fulfilling the school's Mission to ensure that all children achieve their potential both personal and academic.

- To work with the Assistant Head Pastoral in the Senior School to ensure continuity of practice and procedure between the two sections of the school;
- To work alongside the School Counsellors, initiating and monitoring counselling referrals;
- To work alongside the DSL in the Senior School on matters relating to safeguarding and child protection..

As a member of the Junior School Leadership Team:

- Support the ethos and values of the school in everyday work and practice;
- Work effectively to translate the vision into agreed objectives and operational plans which will promote school improvement;
- Display a high standard of professional behaviour and integrity at all times;
- Motivate and work with others to create a shared culture and positive climate;
- Ensure school policies related to the pastoral system are followed by all staff and that all staff are held accountable for their implementation and success;
- Ensure school policies related to the pastoral systems are relevant, up to date and clearly understood;
- Be responsible for the development of duty rosters within the key stages;
- Manage the disciplinary processes within the key stages (FS, KS1 and KS2) and ensure records are kept accordingly;
- Ensure that the after school activity programme is effectively managed and administered, particularly in terms of health and safety;
- Lead in the development of processes to enhance the way the pastoral system works in school;
- Hold meetings regularly with the Key Stage Coordinators, Heads of Year and lead and monitor the pastoral system including the assemblies programme;
- Undertake self-evaluation of the pastoral system in order to contribute to school systems of monitoring, evaluation and review;
- Provide any information that Senior Management, the Principal and the Board of Directors may need in relation to standards of behaviour and behaviour for learning in the school;
- Lead on strategies for addressing issues associated with attendance, absence and persistent absence;
- Act as line manager for teaching and support staff where relevant to the pastoral system;
- Utilise the school's observation procedures to monitor pastoral care, behaviour for learning, practice of staff and students, and follow up observations with a discussion on progress and areas for improvement;
- To lead on online safety (E-Safety Coordinator) within the Junior School and the wider school community.

Teaching and Learning

- The role will be non-classroom based and have a reduced teaching load
- Liaise and work with colleagues in a collaborative way;
- Work with the Head of Curriculum Support;
- Support and contribute to the school's system for the review and evaluation of teaching and learning;
- Work alongside other members of the JLT to monitor the
 - effective implementation of behaviour management systems;
 - teaching and provide constructive and developmental feedback;
 - raising of pupils' standards of achievement and attainment;
- Support staff in the management and development of their curricular and co-curricular responsibilities to promote high quality teaching and learning;
- Foster the development of a positive and supportive ethos for academic and social learning;
- Contribute positively to appraisal, performance management and line management.
- To work closely with the Wellbeing and Global Citizenship Coordinators to ensure the development of and effective delivery of coherent Wellbeing and Citizenship programmes.

November 2021