

Prepared: Head Master	Ref: Deputy Head Pastoral
Approved: Head Master	Revision: E Date: 10.01.2018

JOB PROFILE

Deputy Head Pastoral

REPORTING TO: The Head Master

PURPOSE OF JOB: The role of the Deputy Head Pastoral is to oversee the delivery of high quality pastoral care including the maintenance of disciplinary standards and expectations.

KEY RESPONSIBILITIES

Pastoral care

- To ensure that the School’s pastoral policies are implemented and that parents are fully involved and informed as required
- To lead and co-ordinate the induction programme for pupils
- To oversee the tutorial system and the allocation of tutors to pupils and Houses
- To be responsible for reviewing all pastoral and disciplinary policies and procedures
- To co-ordinate the appointment of School and House prefects
- To attend and co-ordinate the School Council meetings
- To line manage the Housemasters and Housemistresses (HsMs), including the Senior HsM, and the Weekend and Evening Supervisors
- To oversee cross-house matters involving matrons
- To liaise closely on pupil welfare matters with the Assistant Head Welfare
- To chair the Pastoral Group as part of the consultative structure
- To work closely with the Designated Safeguarding Lead (DSL) and the Deputy DSL on all safeguarding matters, and to be trained to DSL level

Behaviour and disciplinary oversight

- To oversee the School’s pupil behaviour management policy, disciplinary practices and systems so as to ensure the highest standards of pupil conduct
- To oversee the School’s rewards and sanctions policy and procedures
- To investigate and manage significant disciplinary incidents and liaise as appropriate with the Second Master
- To maintain careful records of major disciplinary incidents and investigations
- To manage with HsMs temporary exclusions of pupils (as authorized by the Head Master) and to advise the Head Master on all serious pupil disciplinary sanctions

Boarding and day House oversight

- To act as the School's Head of Boarding with the help of the Senior House Master
- To lead the HsM team to enable them to achieve the School's agreed pastoral aims and objectives
- To oversee the appropriate delivery of all boarding requirements, as stated in the National Minimum Standards (NMS) for boarding schools, and their appropriate administration
- To co-ordinate staff provision and duties in the boarding and day houses to include emergency cover and weekends
- To chair the weekly HsMs' meeting
- To co-ordinate with pastoral staff and pupils all preparations in pastoral issues in relation to ISI inspections, under the direction of the Second Master

Senior leadership

- To co-ordinate the formation, delivery and evaluation of the pastoral section of the School Development Plan
- To attend and contribute as a member of the SLT to both operational and strategic meetings
- To work in a broad way in the whole-team approach of the SLT to School leadership, management and development
- To assist the Head Master with staff interviews and advise him on appointments as requested

General

- Adhere to and ensure compliance with the School's Child Protection (Safeguarding) Policy at all times. If, in the course of carrying out the duties of the post, the post-holder becomes aware of any actual or potential risk(s) to the safety or welfare of children in the school, these concerns must be reported to the School's Designated Safeguarding Lead
- Comply with both School and departmental Health and Safety policies, procedures and risk assessments
- Ensure the provision of a safe and secure working environment, in keeping with legal requirements
- Actively contribute to the continuous improvement process and the ongoing development of a quality culture, for example, changing behaviour and identifying and implementing improvements to processes and activities, and encourage others to do the same
- To teach a timetable with an appropriate time allowance
- Conduct from time to time, any other duties as may be required but within the scope of this job profile

PERSON SPECIFICATION

The successful candidate will be well-informed about, and sympathetic to, the School's Christian and Benedictine ethos, and will likely be a practising Catholic

QUALIFICATIONS/EXPERIENCE		
	Essential	Desirable
Education and Training	<ul style="list-style-type: none"> • Degree qualification • A record of continuous professional development 	<ul style="list-style-type: none"> • Further study, possibly to Master's degree level and beyond, in education and or leadership and management
Knowledge and Experience	<ul style="list-style-type: none"> • Leadership of a team of people to at least Head of Department or Head of Year level, or as a Housemaster or Housemistress • An excellent understanding of all pastoral matters • Responsibility for planning and managing change • Involvement in and support for co-curricular activities 	<ul style="list-style-type: none"> • Experience of managing whole-school issues
COMPETENCY		
Skills	<ul style="list-style-type: none"> • Excellent communication and listening skills • Strong organisational and administrative skills • A good level of IT competency • Powers of diplomacy and persuasion • An inclusive manner and the ability to develop team work • An ability to monitor and evaluate • An ability to see a task through from beginning to end • An ability to work to a budget 	
Personal Qualities	<ul style="list-style-type: none"> • A commitment to living the School's Catholic and Benedictine ethos and values • An ability to meet deadlines • An ability to empathise • An ability to build and sustain positive relationships • Firmness, resolve, resilience, reflection, tolerance, humility and patience • Dedication, commitment and a positive outlook • Capacity for hard work and handling stressful situations • Calmness under pressure • A sense of humour • Being a positive role model 	

This job description may be altered to meet changing educational context, and will be reviewed in consultation with the post holder.

This job description is indicative of the nature and level of responsibilities associated with this post. It is not intended to be exhaustive, other tasks and responsibilities may be allocated as necessary from time to time.