

Job Description

The Deputy Head Pastoral will lead and manage the pastoral teams to provide a positive, secure and values led environment for the students where each student has a sense of achievement, belonging and worth.

You will work with the Assistant Head Pastoral to ensure outstanding levels of pastoral care and professional leadership and management of the pastoral teams. This will require the effective use of resources within the school, the ability to understand and motivate the different pastoral teams while striving to continually improve the standards and achievements of all students.

The Deputy Head Pastoral is a senior manager and leader within the school and has a key role to play in both the strategic development of the school and the day to day management of it. You will be responsible to the Headteacher and are expected to promote and uphold the values and mission of the school.

The Deputy Head Pastoral will line manage the:

- Assistant Head Pastoral
- Associate Assistant Head Inclusion
- Safeguarding lead
- Attendance team

You will demonstrate a clear understanding of and commitment to the schools' key priorities and the overall attainment and well-being of all students.

The Deputy Head Pastoral will play a major role in the development of school policies and practices, with particular emphasis on those connected with pastoral care.

Key Responsibilities

1. Leadership and management of the Pastoral System in consultation with the Headteacher

- To lead the vision and values for the school
- To lead, manage and have strategic oversight of the implementation of the school's pastoral systems
- To implement the pastoral systems through the leadership and management of the Assistant Head Pastoral and all pastoral teams
- To ensure that communication of the school's pastoral ethos and values are clearly disseminated through all school literature and the website.
- To ensure that all pastoral staff uphold the school's mission and values through their management of communication with pupils and parents
- To ensure school policies related to the pastoral systems are relevant and up to date and clearly understood
- To 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
- To be responsible for the development of duty rotas within the pastoral teams, overseeing the work of the Assistant Head Pastoral Lead and manage the student disciplinary processes and ensure records are kept accordingly within the MIS
- To lead in the development of processes to enhance the way the pastoral system works in school
- To hold meetings regularly with the Assistant Head Pastoral to have oversight, lead and monitor the pastoral system (including tutor time, assemblies programme, etc.)
- To maintain an overview of funding held in budget cost centres related to the pastoral system

- To network with local support groups related to behaviour and pastoral issues and disseminate information to colleagues where relevant
- To undertake self-evaluation of the pastoral system in order to contribute to school systems of monitoring, evaluation and review
- Provide any information that Ofsted may need in relation to compliant behaviour and behaviour for learning in the school
- To lead the Performance Management of staff within the pastoral team
- To undertake regular evaluation of staff progress towards agreed improvement objectives through the schools' appraisal, performance management and line management policies, practices and procedures
- To utilise the schools' 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

2. Designated Safeguarding Lead/Child Protection Officer

- To work in partnership with the safeguarding lead undertake all the responsibilities of a Designated Safeguarding Lead in the school, including keeping the Headteacher informed of safeguarding issues.
- To work closely with the safeguarding lead to respond effectively and immediately to safeguarding / child protection concerns raised by staff or students or brought to your attention through other means
- To work with the Executive Headteacher and Assistant Head Pastoral to ensure all school safeguarding policies are up-to-date.
- To manage the preparation of all paperwork and systems with the assistance of the Assistant Head Pastoral in readiness for external review/inspections.
- To actively raise awareness of safeguarding / child protection issues with all staff
- To ensure that all staff on your school site are aware of school safeguarding policies and are appropriately trained to recognise and deal with safeguarding / child protection issues
- To ensure the timely induction of new staff to the school in relation to safeguarding issues
- To be the first point of contact for parents, pupils, teaching and non-teaching staff and external agencies in all matters of child protection
- To co-ordinate the child protection procedures in the school monitor the keeping, confidentiality and storage of records in relation to child protection keep parents informed of action to be taken under these procedures in relation to their child.
- Where appropriate, take part in the child protection conferences or reviews where students leave the school, ensure that their destination school is made aware of any safeguarding / child protection issues in line with national, regional and school policies

3. Responsibilities as a member of the Senior Leadership Team

- To promote the vision and aims of the school
- To provide professional leadership and management to secure improvement in achievement and attainment for all students
- To raise expectations and standards of learning and teaching
- To secure a safe and healthy environment for all members of the school community
- To always ensure outstanding levels of behaviour for learning and student behaviour around school
- To be present around school and a role model to all
- To set high expectations for all members of the Leadership Team act with professional integrity at all times not withstanding issues of confidentiality and tact,

- To act with honesty and transparency with regard to your work. Identify and improve those areas relevant to your role which will allow the school to sustain its outstanding status
- To maintain school policies and procedures relevant to your area and update whenever required be present where required at meetings, performances and other functions / events
- Where requested to do so, attend school and Governing Body meetings to inform Governors of issues related to your role
- Undertake a proactive part in activities that are part of the self-evaluation of the school
- Be punctual to and attend scheduled meetings unless prior agreement for absence has been given by the Headteacher

3. Essential Requirements

- To be able to develop and implement policies to deliver the strategic vision for school Leadership and management skills to improve levels of attainment and success
- To be an excellent classroom practitioner who can lead by example
- To be able to motivate students and staff Ability to lead, coordinate, delegate and empower
- To be able to manage change and work under pressure of changing circumstances. Ability to see things through to completion