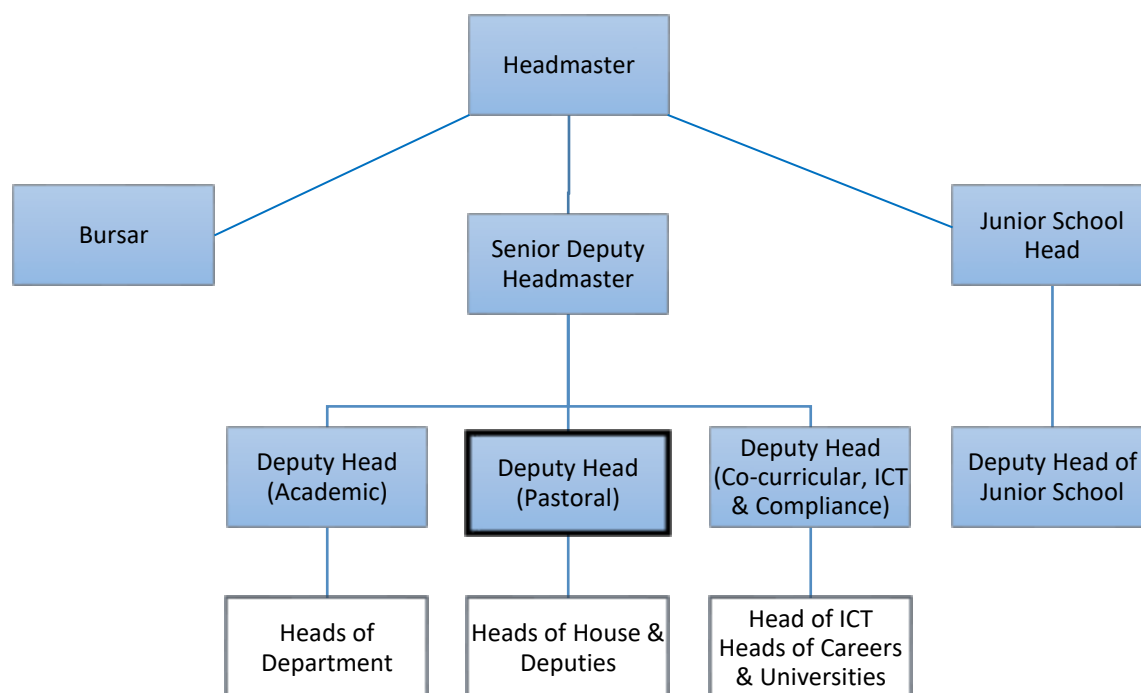


Deputy Head (Pastoral)

The structure of Exeter School Senior Management Team is shown shaded with the Deputy Head (Pastoral) position highlighted.



The Deputy Head (Pastoral) position is a member of the core team consisting of the Senior Deputy Head and the three Deputy Heads who, between them, are responsible for the day-to-day running and management of the School.

The Headmaster oversees all members of this team from a strategic and line management position.

The Senior Deputy Head oversees this team on a day-to-day basis and contributes directly to the specific responsibilities of each Deputy Head, including the line management roles of Heads of Department and House teams. The Senior Deputy Head is also the school's Designated Safeguarding Lead.

In addition, this team works with the Head of the Junior School and has certain responsibilities for the management of the Junior School.

This job description sets out some of the management and leadership roles performed by members of SMT. It then outlines the specific responsibilities of the Deputy Head (Pastoral). However, it should be noted that it is expected that the Senior Deputy and Deputy Heads will be dynamic and flexible in the division of tasks between them. Teamwork is required at all times to ensure that the overall aims of the school are being met.

General Duties for all SMT

All SMT contribute to whole school management matters. This includes:

- Day-to-day smooth operation of lessons and activities and maintenance of appropriate behaviour and safety standards
- Supporting all areas of School – e.g. Public Events, Entrance Examinations
- Assisting with communication in all areas with and between staff, pupils and parents
- Assisting in all SMT duties (or to cover for absence within SMT) as the need arises or as directed by the Headmaster
- Contributing to cover in school holidays and at weekend and evening events

All SMT contribute to the Strategic Development of the School. This includes:

- Strategic Education Plan (SEP): participation in the annual review cycle
- SEP monitoring: participation in termly review meetings
- SEP updating and recording: updating objectives and targets
- Appraising senior staff (HoDs/HoHs)

All SMT contribute to matters of Compliance/Policy Setting. This includes:

- Responsibility for specific policies (Academic/Pastoral etc)
- Ensuring compliance of policy and operation with legal and ISI frameworks under the guidance/instruction of the Deputy Head (Compliance).

All members of SMT play a role in staff appointments as required. This includes:

- Safer recruitment for which training must be undertaken
- Reading CVs and shortlisting meetings
- Tours of school and interviewing; Lesson observation if required

As a member of SMT, the Deputy Head will normally attend the following regular meetings:

- Strategic SMT Meetings (weekly currently Wednesday pm)
- Business SMT Meetings (weekly currently Friday am)
- Deputy Heads Meeting (weekly currently Thursday pm)
- House Forum : Meeting of Heads and Deputies (termly)
- Heads of House meetings (3 per term)
- All Staff meetings (1 or 2 per term)
- Welfare and Safeguarding – Governors Committee Meeting (termly)

The Deputy Head (Pastoral)

Overview

In the appointment of the Deputy Head (Pastoral) we are looking for an individual who is keen to contribute to all aspects of school management as part of a team, with the ambition of moving on to headship in the future, either directly from this position or via a further senior role.

Within the specific responsibilities of this role it is essential that the individual displays leadership at both strategic and day-to-day levels of the school's pastoral structures, systems and programmes.

The successful applicant will have excellent communication and inter-personal skills and show resilience and determination. It is essential that the individual is prepared to have difficult conversations with pupils, parents and staff as required.

On the day-to day level the role requires the Deputy Head to get to know all of the pupils and their friendship groups and to commend good effort, behaviour and achievement in the widest sense whilst correcting errors of judgement and poor decision-making. This is a key part of education: to help the pupils to grow up to be considerate and valuable members of the school and wider community.

In light of this significant leadership role, the Deputy Head (Pastoral) will teach approximately a one third timetable. No specific subject specialism is sought.

Specific Responsibilities

Strategic leadership of the school's pastoral programme

- To be responsible for reviewing and updating pastoral policy and practice at Exeter School and to formulate and deliver development and innovation as part of the school's Strategic Education Plan.
- To be aware of best practice in leading schools.
- To share in the responsibility of reviewing and developing staff in their pastoral roles (alongside the Head and Senior Deputy).
- To develop training and planned succession for senior pastoral roles to ensure continuity.

Day-to-day leadership of the school's pastoral programme

- The day-to-day communication with and line management of the pastoral teams:
 - Heads of House and Sixth Form and their Deputies and House Teams
 - Form Teachers
 - Head of PSHE

This includes providing targeted resources and information directly to Form Tutors to ensure that strong and consistent pastoral messages are given to all pupils.

- To produce Agenda and Minutes of the regular Heads of House Meetings and the termly House Forum which are chaired by the Headmaster or Deputy Head (Pastoral)
- To work with the Deputy Head (Compliance, Staff, ICT):
 - to ensure that Pastoral Policies are kept up-to-date, compliant with ISI standards and well understood and regularly practised by school staff
 - to ensure that the whole school INSET provision meets the requirements of the pastoral programme.

The day-to-day management and care of our pupils

- To set pupil expectations of behaviour and to provide a visible presence around the school sites to help the maintenance of these standards
- To monitor and act upon 'pupil concerns' as registered by staff
- To be in charge of rewards and sanctions and the management and regulation of these systems
- To provide support for the House staff in their pastoral dealings with pupils by:
 - Dealing directly with the pupils
 - Meeting with parents
 - Providing advice, guidance and support to the pastoral staff
- To lead pupil-wellbeing initiatives and practices within the school. These currently include:
 - The '*Wellbeing Ambassador*' programme
 - Sixth Form mentors for Year 7 pupils
 - The establishment of a pupil wellbeing room
 - The monitoring of pupil attitudes via PASS surveys
 - A focus on a new girls' friendship initiative
- To monitor attendance levels of pupils and feedback to the pastoral team.
- To write summative comments on at least one year group of reports each term on behalf of the Headmaster
- To manage and coordinate the programme of inter House competitions

Deputy Designated Safeguarding Lead

- To be fully trained and to work as a Deputy DSL in the Senior School, working with the Senior Deputy Head who will be the Designated Safeguarding Lead within the school
- To review pupils with the Pastoral Group weekly. This group is made up of the Senior Deputy, Deputy Head (Pastoral), Chaplain and Nurse
- To provide the best possible care and support for pupils
- To provide the best possible training and support for staff
- To communicate and work appropriately with outside agencies

Induction and care of new pupils

- To assist with the management of Taster Days and Familiarisation Mornings and Entrance Examination days
- To organise the induction days and programme of visits to feeder schools for new pupils
- To organise New Parent Induction and events
- To coordinate the transfer of Junior School pupils to Senior School
- To take an active part in the Year 7 Residential trips to Pixies Holt and Year 9 Battlefields trip to ensure the pastoral objectives of these trips are met
- To assign pupils to Forms, Teaching Groups and Houses on an annual basis / on entry.

PSHE leadership and development

- To be aware of best practice in PSHE delivery in the day school environment
- To oversee and support the PSHE programme in the Senior School which is run by the Head of PSHE (for Years 7 – 11) and the Head of Sixth Form (for Years 12-13)