



Job Description and Person Specification

Job title	Head of Pastoral Care and DSL
Contract type	Full time (40 hours per week), Permanent
Reporting to	Head
Weeks per year	36
To commence	January 2027

Job Description

Purpose of the Role

The Head of Pastoral Care will report to the Head and be an effective, committed and strategic member of the Senior Leadership Team. This member of SLT participates in all aspects of School leadership (both Infant and Junior Houses) and is central to maintaining and developing excellent pastoral care and positive wellbeing for all pupils, as well as being the Designated Safeguarding Lead (DSL). The Head of Pastoral Care is also an essential contributor to developing the vision for the school and initiating and managing change and improvements. This is a high-profile role and requires attendance at all relevant School functions and events.

Key Responsibilities

SLT

- Contribute to the formulation of School vision and strategy, as well as the school's development plan
- Share with the Head and SLT in determining general School policy and ensuring its implementation
- Assist the Head in managing the school and leading a variety of initiatives
- Deputise for the Deputy Head in her absence
- Take School assemblies as and when required
- Support the Heads of EYFS, Infant, Middle and Upper Schools in respect of pastoral matters
- Member of the Health & Safety Committee
- Contribute actively towards the recruitment of staff members in leadership, academic and pastoral roles
- Participate in the process of staff appraisals, including appraisal meetings with members of the teaching staff, lesson observations and preparation of documentation
- Responsible for safeguarding aspects of the training and induction of new staff members
- Line manage relevant staff
- Lead or organise appropriate INSET training within the areas of pastoral care, PSHEE and safeguarding
- Be willing to work alongside the Head in other relevant senior management matters
- Support and attend whole School events

Pastoral responsibilities

- Oversee the wellbeing of pupils, actively seeking to achieve the highest possible standards of in-school care and provision.
- Develop strategies and initiatives in the whole School effort to develop confident, happy and successful children
- Lead the implementation of pupil wellbeing events

- Liaise & organise relevant guests and workshops to promote the pastoral care of the pupils
- Support all form tutors and staff members in respect of any pastoral concerns raised
- Liaise with parents in respect of more complex pastoral matters
- Liaison with the SEN and EAL Department
- Liaise with ELSAs regarding pastoral matters
- Ensure that 'pupil voice' is heard and acted upon, as appropriate

Compliance

- Contribute substantially to preparing the School for ISI Inspections
- Formulate, develop and update policies as appropriate for the role of Head of Pastoral Care and DSL
- Annual update of the relevant elements of the Staff Handbook
- Ensure that effective and high-quality pastoral and safeguarding records are kept

Designated Safeguarding Lead

- Principal lead in all safeguarding matters, supported by the DDSL's
- Ensure that all required staff training has been taken. Undertake and deliver regular staff training and be fully versed in current changes and developments in the safeguarding of children
- Regularly update the School's Safeguarding Policy, ensuring compliance with current legislation
- Investigate safeguarding matters and act in accordance with policy and best practice
- Maintain the register of all safeguarding training undertaken by the school

PSHE

- Develop and lead the PSHE curriculum for the whole school
- Ensure that the school is fully compliant with SRE statutory requirements
- Lead the development of PSHEE including coordinating relevant visiting speakers to the school, observing lessons and monitoring standards in PSHEE and RSE and attending appropriate training

General Responsibilities

- Contribute fully to the wider life of the school, including trips, assemblies, and whole-school events.
- Uphold all school policies, safeguarding procedures, and professional standards.
- Build strong relationships with parents, communicating progress and supporting engagement in children's learning.
- Participate actively in staff meetings, INSET days, and continuing professional development.
- Undertake any other reasonable duties as requested by the Headteacher.
- To attend all staff meetings, Parents' Evenings and other school functions, events and initiatives, including those out of school hours, as required by the Head for the proper fulfilment of your duties.

- To participate in the appraisal of your own performance and maintain up to date records of your Continued Professional Development.
- To uphold the Fundamental British Values of democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs.

Person Specification

	Essential	Desirable
Qualifications	Good degree or equivalent; Qualified Teacher Status (QTS)	Other education based postgraduate qualification
Experience	Proven experience of teaching at KS1 and/or KS2 level; Pastoral care leadership and/or DSL in Schools; Successful record of training, mentoring and developing members of a team	Experience in leadership at an independent preparatory school; DSL/DDSL experience Candidate has successfully led major pastoral care initiatives at a comparable school; Whole school training experience; Leading aspects of school inspection preparation
Skills	Excellent classroom practitioner; Strong leadership and management skills Strong interpersonal skills; Excellent planning and organisation skills; Excellent communicator with well-honed written and speaking skills Excellent IT skills	
Knowledge	National Curriculum (Key Stage 1 and/or 2); Knowledge of the handling of safeguarding and welfare matters in schools; Working knowledge of KCSIE and latest statutory guidance on RSE	Experience teaching 11+ curriculum in an independent school
Personal competencies and qualities	Ability and competence to contribute actively to the school's effort to safeguard children, including: • motivation to work with children and young people • ability to form and maintain appropriate	

	relationships and personal boundaries with children and young people • emotional resilience in working with challenging behaviours • positive attitude to use of authority and maintaining discipline • ability to maintain complete confidentiality and discretion as required • high levels of professional integrity and the ability to make sound judgements under pressure	
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