



JOB DESCRIPTION	
JOB TITLE	Deputy Head Pastoral
DEPARTMENT/SECTION	Pastoral
LINE MANAGER	Warden
RESPONSIBLE FOR	Pastoral care and discipline of all Senior School pupils
<p>SAFEGUARDING:</p> <p><i>Forest School is committed to safeguarding and promoting the welfare of children.</i></p> <p>The postholder will be required to;</p> <ul style="list-style-type: none">• Complete an Enhanced Disclosure and Barring Check (DBS).• Complete Child Protection Training. <p>Promote and safeguard the welfare of all children and young persons they are responsible for, or with whom they come into contact</p>	
<p>JOB SUMMARY:</p> <p>The Deputy Head Pastoral is a significant leadership position; it forms part of the Leadership Team at Forest School. The postholder is responsible for the pastoral care and discipline of all 1000+ pupils in the Senior School (Y7-Y13 inclusive). The Deputy Head Pastoral will work very closely with the Deputy Head Academic, Deputy Head Co-Curriculum and the Director of Pupil Welfare, and will be directly responsible for the line management of the Head of Sixth Form, Head of Middle School and Head of Lower School. The post holder will also take responsibility for the setting of the strategic vision and the line management of the Head of House team.</p>	
<p>KEY DUTIES AND RESPONSIBILITIES:</p> <ul style="list-style-type: none">• To provide leadership and take strategic responsibility for the active development of the pastoral life of the senior school• To be a member of the Whole School Strategic Planning Group (SPG)• To meet with the Warden weekly• To line manage Heads of Section• To line manage the Head of Wellbeing Education (PSHEE) and take overall responsibility for annual Wellbeing Week• To line manage the Heads of House• To be responsible for and have oversight of Senior School House competitions (Fine-Hickson and Jenks)	

- To have responsibility for the design, implementation and review of a professional development programme for middle leaders at Forest School. This will involve working in close collaboration with the Deputy Head Academic and Deputy Head Co-Curriculum.
- To be responsible for Senior School disciplinary issues and the appropriate and consistent implementation of sanctions in line with the Behaviour Policy
- To monitor and track the implementation of rewards and sanctions in order to identify patterns and coordinate appropriate interventions
- To be responsible for implementing and updating pastoral policies and procedures
- To ensure staff receive appropriate pastoral training and to deliver regular training as part of that professional development programme
- To be responsible for annual review of the pastoral aspects of staff appraisal and to be directly involved in the appraisal of staff
- To work with Heads of Section to co-ordinate a programme of pastoral 'events' for parents to help them support their child's development at all stages through Y7-Y13
- With and through the Heads of Section and Heads of House to have responsibility for Tutoring (Y7-Y13 inclusive)
- To allocate Tutors to Houses and to Year Groups (Y7-Y13)
- To monitor and track attendance data in order to identify patterns and coordinate appropriate interventions
- To report regularly to Governors on pastoral developments and strategy, providing pastoral data for Governors to review annually
- To actively promote and capture pupil voice in relation to pastoral care
- To be a Deputy DSL and a member of the Safeguarding Team working under the direction of the Whole School DSL
- Direct involvement in senior school staff recruitment and appointments
- To liaise with the Head of e-Safety to keep up-to-date with new technological developments which may impact upon pastoral care
- To work closely with the Deputy Head Pastoral (Prep)
- To be directly responsible for the performance management of the Heads of Section, Heads of House and Head/Assistant Head of Wellbeing Education

Additional responsibilities

- Maintaining a very high profile and visible presence throughout the school day on site
- Leading Assemblies
- To be a member of the core Critical Incident Management Team
- Weekly attendance at 'pastoral' events, e.g. Section Assemblies, Chapel Services and/or House Meetings
- To organise Heads of Section meetings, both on an individual basis and as a group
- To organise Heads of House briefings and meetings
- To attend Leadership Team meetings, Deputy Heads meetings, Governors Education Committee meetings
- To undertake Senior Support Duty
- Undertaking anything additional that might be reasonably required

FOREST SCHOOL'S POLICY AND PROCEDURE

The postholder is required to actively follow and abide by all Forest policies and procedures including Equal Opportunities, Staff Code of Conduct, Safer Recruitment and Child Protection, and will maintain an awareness and observation of Fire and Health & Safety Regulations

Forest School is committed to safeguarding and promoting the welfare of children. Appointment to this position requires an enhanced DBS disclosure.

If during the course of time the duties and responsibilities should change, the job description will be reviewed and amended in consultation with the postholder.

The postholder will carry out any other duties as are within the scope, spirit and purpose of this job description as requested by the line manager.