

Assistant Head Pastoral

The Role

The Assistant Head Pastoral is responsible for the strategic direction and leadership of the pastoral team including boarding within the senior school, leading on developments and performance management to secure outstanding pastoral care.

The Assistant Head Pastoral supports the Headmaster in the development of the ethos and vision for the whole school and to share in communicating the vision to all members of the school community.

The post holder is a strategic, highly professional and collaborative member of the Senior Leadership Team, playing an active and effective role in the continued development of the school.

Assistant Head Pastoral

Job Description

Reporting to Headmaster

Main Purpose

1. To be responsible for maintaining high standards of pupil behaviour and welfare.
2. To make a significant contribution to the production and update of the School Development Plan, SEF and other evaluative and strategic plans and documentation.
3. To liaise effectively with all stakeholders including parents, governors, other schools, business, and the wider community, in line with all school strategic objectives.

Roles & Responsibilities

- To make a strong contribution to personal development and wellbeing for pupils and staff in the Senior School, both day and boarding, ensuring:
 - all members of the School community understand the School's ethos and standards of conduct such that all can prosper in a happy and supportive environment
 - respect and cooperation are encouraged at all levels
 - School Council is a strong forum with an active listening ethos for pupils to be heard and for the idea to effect change where appropriate.
- To lead on pastoral communication with parents of pupils in the Senior School, ensuring:
 - parental concerns are dealt with effectively and promptly with particular reference to pastoral life
 - parents have the opportunity to be proactively involved with the on-going life of the school.
 - a programme of parent talks is organised and advertised to parents.
- To chair meetings of the Pastoral Teams as required; attend weekly SLT meetings and attend Heads of Department meetings as appropriate.
- To have direct line management and leadership responsibility in the senior school for Heads of Section, Heads of Boarding and Head of Houses. Through these lines of responsibility, the Assistant Head (Pastoral) will oversee matrons and counsellors. To have also direct line management responsibilities for some academic departments.
- To be responsible for arranging and coordinating/overseeing key events in the school calendar.
- To be responsible for arranging and administering daily cover, staff absence and trip requests.
- To create duty rotas across the senior school, coordinate concerts and performances, homework room and to take responsibility for the supervision of pupils after school.
- To take responsibility for school uniform (monitor infringements).
- To liaise with Transport Manager regarding the school bus service and student behaviour on the buses.
- To create assembly rotas (in conjunction with Heads of Section); organise the end of term assemblies and coordinate special assemblies.
- The Assistant Head (Pastoral) will also be the Deputy Designated Safeguarding Lead in the senior school and have responsibility for ensuring that the school follows all regulatory requirements and advise the Headmaster on statutory situations where appropriate. In addition to ensure effective structures, systems and documentation are in place to promote childrens' welfare and to report to the Designated Safeguarding Lead.
- To teach a part time timetable as required (this may change according to the needs of the school) leading by example in all matters relating to the teaching commitment and will be expected to support activities and events in the school.
- To carry out a share of supervisory duties and to be present at all Parent Evenings and similar events. There will be an expectation to take a regular interest in the boarding house post day school hours.
- To be responsible for the smooth and efficient working and organisation of the rewards and sanctions systems and procedures for school discipline. To support and implement the Headmaster's and School's vision.
- To be responsible for liaising with parents on significant discipline issues referred from the Heads of Section and in consultation with the leadership team as appropriate.
- To oversee the organisation of tutorials; monitor and evaluate the work of tutors including use of Learning Journals, etc. and to oversee the delivery of PSHE via Head of PSHE.
- To liaise closely with boarding staff on communicating and resolving pastoral issues for boarders.
- To oversee the rewards and sanctions system.
- To be responsible for the allocation of lockers, their use and care and other administrative duties to ensure smooth and efficient running of the pastoral work in school

- To take the lead in managing the transition process from Year 6 to 7 and to organise taster mornings for Years 5, 6 & 8; to work with the SENCO to ensure that all information regarding learning support, special needs or gifted and talented is disseminated to all staff especially in regard to making tutors aware of issues with their tutees. Take a key role in the retention of pupils into the Sixth Form.
- To take responsibility for ensuring pastoral teams including tutors understand the duties and expectations associated with the role. This would include registration procedures and attendance patterns.

Other Duties

The Assistant Head (Pastoral) will also

- Prepare papers for LGB (Local Governing Body) meetings as required
- Contribute to whole school vision, ethos, strategy planning and review ensuring that 'The Best in Everyone' and a focus on the individual remains central to decision making
- Represent the agreed views of the Headmaster to the School community
- Liaise with others in United Learning schools, Central Office and beyond to share ideas and develop best practice in pupil and staff wellbeing and personal development.
- Build and maintain effective relationships with the wider community so as to develop the reputation of Embley
- Demonstrate and role model constructive leadership behaviours.
- Carry out such duties as the Headmaster may reasonably request

It is the nature of the work of Embley that tasks and responsibilities are, in many circumstances, unpredictable and varied. This job description is not necessarily a comprehensive definition of the post. All staff are therefore expected to work in a flexible way when the occasion arises and undertake tasks that are not specifically covered in the job description.

The job description will be reviewed once every year (as part of the appraisal process) and it may be subject to modification or amendment at any time after consultation with the holder of the post.

February 2021