Job Description
Trust Deputy Headteacher Pastoral

Responsible to: Director of Safeguarding and Pastoral Care
Salary Grade: Leadership pay scale point L19 - L23
Full time/Part time: Full time

Job Purpose

As Deputy Headteacher Pastoral across the Sigma Trust, you will play a vital role in ensuring that all students receive the support, care, and guidance needed to thrive academically and personally. Working closely with the Headteachers and Senior Leadership Teams, you will oversee key areas including student behaviour, attitudes, personal development, welfare, and safeguarding. This role offers an exciting opportunity to lead strategically across the Trust, shape inclusive pastoral practices, and champion a supportive school culture where every student and staff member can succeed.

Although this is a Central Team, Trust-wide position, the successful candidate may well be deployed into an individual school in the first instance.

Safeguarding Responsibilities

- Demonstrate a commitment to keeping children and young people safe
- Report any disclosure made to you to the appropriate person
- Report any safeguarding concerns in the workplace to the appropriate person
- Maintain an awareness of the Trust policies in relation to safeguarding

The Sigma Trust is committed to safeguarding and protecting the children and young people that we work with. As such, all posts are subject to safer recruitment process, including the disclosure of criminal records and vetting checks. We ensure that we have a range of policies in place which promote safeguarding and safer working practice across our schools.

Some of your key responsibilities will be:

- Lead and align pastoral, behaviour, and inclusion strategies across Sigma Trust;
- Provide strategic oversight of student behaviour, attitudes, personal development, and wellbeing;
- Ensure robust safeguarding standards and trust-wide best practices;
- Collaborate with Trust leaders to drive inclusive practices and elevate pastoral care standards across all schools;
- Promote a positive, safe, and supportive culture for both students and staff throughout the Trust.

Duties and responsibilities

- Hold and articulate clear values and moral purpose, focusing on providing a high-quality education for all pupils;

- Demonstrate optimistic personal behaviour, positive relationships and attitudes towards pupils and staff, and towards parents, trustees and members of the local community;
- Lead by example – with integrity, creativity, resilience, and clarity – drawing on your own scholarship, expertise and skills, and that of those around you;
- Sustain wide, current knowledge and understanding of education and school systems locally, nationally and globally, and pursue CPD;
- Support the Trust in communicating a compelling vision for Pastoral care and drive the strategic leadership of this, empowering all pupils and staff to excel;
- Demand ambitious standards across the Trust, overcoming disadvantage and advancing equality, instilling a strong sense of accountability in staff for the impact of their work on pupils' outcomes;
- Provide a safe, calm and well-ordered environment across the Trust for pupils and staff, focussed on safeguarding pupils and developing their exemplary behaviour in school and in the wider society;
- Support the Trust to establish rigorous, fair and transparent systems and measures for managing the pastoral care and supporting staff to improve and value excellent practice;
- Develop effective relationships with fellow professionals and colleagues in other public services to improve academic and social outcomes for all pupils across the Trust;
- Challenge educational orthodoxies in the best interests of achieving excellence, harnessing the findings of well evidenced research to frame a self-regulating and self-improving Trust;
- Support the Trust to shape the current and future quality of the teaching profession through high-quality training and sustained professional development for all staff;
- Inspire and influence others within and beyond school, to believe in the fundamental importance of education in young people's lives and to promote the value of education.

General

- Comply with individual responsibilities, in accordance with the role, for health & safety in the workplace
- Ensure all duties and services provided are in accordance with the Trust's Equal Opportunities Policy
- The Trustees and Local Governing Committee are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment
- Participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task needing to be undertaken may not be identified.

The postholder will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified within this job description.

This job description may be amended at any time following discussion with the Headteacher and/or CEO, and will be reviewed annually.