



## DEPUTY HEAD (PASTORAL) JOB DESCRIPTION

*Our mission is to develop happy, confident and successful pupils who are well prepared for their future.*

### GENERAL

*The purpose of this job description is to outline the main responsibilities of the Deputy Head (Pastoral). It is not restrictive and includes any other reasonable requests that may arise.*

*The safety and well-being of the pupils in School is paramount at all times. The Deputy Head (Pastoral) is responsible for promoting and safeguarding the welfare of pupils for whom they are responsible, or with whom they come into contact. The Deputy Head (Pastoral) will adhere to and ensure compliance with the School's Child Protection Policy at all times. If in the course of carrying out their duties, the Deputy Head (Pastoral) becomes aware of any actual or potential risks to the safety or welfare of pupils in the School, it is their responsibility to report any concerns to the school's Designated Senior Lead for Child Protection or the Head.*

*The Deputy Head (Pastoral) is a member of the Executive Group, reporting to the Head and Senior Deputy Head.*

### KEY RESPONSIBILITIES

#### Management of Pastoral Care

- Oversee all pastoral matters from EYFS to Year 11, delegating where necessary, and being responsible for keeping Westbrook Hay pupil wellbeing at the forefront of the school's provision and ahead of the competitors
- Chair and organise all aspects of the Pastoral Leadership Team (PLT) meetings
- Be aware of the pastoral needs of all individual new starters
- Coordinating the pastoral data and comments required for all pupil references
- Deal directly with pastoral concerns from parents, staff and pupils in respect of behavioural and pastoral matters, that have been escalated above Heads of Years and Heads of Sections
- Develop proactive pastoral care strategies that help to mitigate emerging negative trends
- Have a good understanding and knowledge of personal development of children and adolescents, keeping up to date with relevant issues affecting them and providing or seeking support to meet their needs
- Keeping abreast of educational issues in the wider community and sharing those issues with the teachers
- Monitor, evaluate and develop the pastoral systems and practices across the whole school, delegating responsibility to Heads of Sections and those within the PLT
- Provide and promote pastoral liaison between different sections of the school
- Take responsibility for the content of the pastoral element of the School Development Plan, its creation, its monitoring and the fulfilment of its targets, delegating where necessary
- The production, management and monitoring of a pastoral budget for distribution to pastoral staff, allocating expenditure ensuring at all times that expenditure is within the agreed budget

#### Relationship with Pastoral Practitioners



- Work closely with and line manage the Heads of Years and Heads of Sections in the fulfilment of their pastoral duties
- Line manage the Pastoral Intervention Practitioner for all associated pastoral duties including links to PLT
- Be responsible for the oversight of high quality PSHE working closely with the Head of PSHE, ensuring that the curriculum addresses emerging and relevant pastoral issues, meets statutory guidance and reflects best practice
- Monitor the interventions utilised by the Heads of Sections on pastoral issues
- Monitor the use of rewards and sanctions with the Heads of Sections to ensure they are being used consistently and fairly across all groups of pupils
- Work with Heads of Sections, ensuring consistency across the school in respect of pastoral care and analysing pastoral data including attendance and late arrivals to look for trends and emerging issues

### **Relationship with Executive Group Members**

- Have general oversight of pupil behaviour across the school, working closely with the Senior Deputy Head and Heads of Sections to ensure that systems and supervision enables the best environment for positive pupil behaviour
- Liaising with the Deputy Head (Academic) to ensure that parents receive timely and effective feedback on their child's welfare through face to face consultations and written reports
- Liaising with the Deputy Head (Academic) to ensure that pupils are well prepared for all destination senior school examinations, including interviews
- Providing the information required by the Senior Deputy Head for the accurate and up to date maintenance of behavioural records required for ISI inspection
- Recommending pastoral based INSET and CPD for teaching staff to the Deputy Head (Academic), ensuring that Safeguarding training requirements are met
- To attend School Management Team (SMT) meeting as and when required by the Chair of that committee (Senior Deputy Head)
- Work with the Director of Marketing & Admissions to prepare for those new pupils who need pastoral support

### **Safeguarding**

- Creating and maintaining an open safeguarding culture of 'it could happen here'
- Ensure suitable safeguarding induction and training is put in place for new staff
- Possibly act as the schools designated safeguarding lead (DSL) or Deputy (DDSL) promoting a school wide culture of safeguarding, keeping the Headteacher and Senior Deputy Head informed of safeguarding issues
- Use My Concern to log and triage all safeguarding and child protection concerns
- Where appropriate, prepare risk assessments for pupils who are vulnerable and in need of careful monitoring or a change in their educational arrangements

### **Development of Pastoral Policies**

- Be responsible for the school's Pupil Supervision Policy and all policies relevant to pupil behaviour and wellbeing
- To ensure school policies related to the pastoral system are followed by all staff and that all staff are held accountable for their implementation and success
- Work closely with the School Compliance Officer to ensure school policies related to the pastoral systems, meet statutory guidance, are relevant, up to date and clearly understood

### **Other Responsibilities**

- Assist with efficient running of the school's performance management system (appraisal)



- Attend GCSE results day in the summer holiday and expedite all students' future pathway to sixth form or alternative provision
- Attend the Governors' Education Committee and any other similar committees when required
- Combine the role of Deputy Head (Pastoral) with teaching, possibly form tutoring or being the head of an academic subject
- Ensure the pupils take a pride in their appearance and take the lead in ensuring uniform standards are upheld
- Ideally, be an ISI team inspector or be ambitious to become one
- Promote Westbrook Hay Senior School to parents, at all opportunities, to maximise retention from Prep to Senior
- To ensure the availability of accurate and up to date information of behavioural records (logs) required for ISI inspection
- When required, assisting in the recruitment of new staff
- Undertake any reasonable additional task in respect of the needs of the school at the request of the Headteacher or Senior Deputy Head