



The Deputy Head Pastoral is a key member of the Leadership Team, reporting directly to the Head and liaising closely with the Deputy Head Academic, Head of EYFS and Head of Learning Enhancement, as well as other key members of senior management. The main role is to lead and manage the staff in all pastoral aspects of school life; to serve as the school's Designated Safeguarding Lead; to be responsible for overseeing and implementing pastoral and welfare policies, such as the behaviour policy, the anti-bullying policy and the critical incident policy; and to ensure staff are trained to deliver effective safeguarding and pastoral care. In addition, the Deputy Head Pastoral shares responsibility for the school's compliance with relevant regulations and frameworks and also acts as the school's Educational Visits Coordinator. The Deputy Head Pastoral is responsible for staff induction. As a member of the Senior Leadership Team, the Deputy Head Pastoral collaborates in the strategic planning of the school and also supports the Head at various school functions.

RESPONSIBILITIES

General

- Deputise for the Head as required.
- Contribute to whole-school strategy as part of the Senior Leadership Team.
- Provide leadership and appropriate decision-making around any operational issues relating to the school.
- Coordinate and be responsible for all pastoral matters across the Prep and Pre-Prep Departments.
- Attend all Senior Leadership Team meetings and staff meetings, leading discussion as required and keeping staff informed of pastoral and safeguarding matters.
- Oversee the formulation and implementation of relevant policies and procedures.
- Collaborate with the Deputy Head Academic to ensure the successful running of school events.
- Share with fellow SLT members in the provision of SLT support to staff during after-school clubs and holiday clubs.
- Teach a part-time timetable in given subjects.

Designated Safeguarding Lead

- Respond to safeguarding concerns, ensuring appropriate action in line with local authority guidance, referring to the local authority as needed.
- Liaise with the local authority and other agencies as required to ensure support and intervention for any relevant cases.
- Lead ongoing monitoring of all safeguarding cases.
- Coordinate collaboration between the Head, proprietor, safeguarding director, Deputy DSLs, and safeguarding committees.
- Maintain accurate and detailed records of all safeguarding concerns, ensuring staff provide relevant information and that records are kept securely online, with actions and their rationales being annotated clearly.
- Oversee the training of all staff and visitors to make sure people are confident to identify safeguarding concerns, support children at risk, and take appropriate action.
- Keep abreast of relevant changes to legislation and guidance, and attend training as required to ensure knowledge of best practice.
- Raise awareness of safeguarding in children and families, ensuring children know where they can seek help.
- Ensure records are shared appropriately with other agencies and destination schools.
- Oversee the school's responsibilities in relation to Online Safety, collaborating with staff, children and families.
- Maintain the school's Safeguarding Policy and ensure staff and visitors adhere to it.
- Share with Deputy DSLs in the provision of DSL support to staff during holiday clubs.
- Attend periodic training in safer recruitment to support the school's compliance.
- Ensure the school's compliance with the relevant requirements of Keeping Children Safe in Education, the Early Years Framework, local authority guidance, the ISI inspection framework, and other relevant standards.



Pastoral Care, Wellbeing, Behaviour and Anti-bullying

- Maintain and promote the school's policies on behaviour, anti-bullying, and pastoral care.
- Oversee the tracking and monitoring of pupils' wellbeing.
- Lead staff in effective management of behaviour and delivery of pastoral care.
- Keep accurate and up-to-date logs of behaviour incidents and other reportable incidents.
- Conduct effective triangulation of behaviour and other concerns, spotting trends and instigating intervention if needed.
- Collaborate with the Head of Learning Enhancement and the Head of PSHE to ensure children's needs are well met and that due care is taken of their mental health and wellbeing.
- Communicate with parents on matters of behaviour and pastoral care as needed.
- Maintain supervision rotas for playtimes and lunchtimes.
- Oversee the school council.
- Provide support to parents, pupils and staff with concerns, referring serious issues to the Head as necessary.
- Act as adviser and role model to staff and take responsibility for maintaining standards of discipline, punctuality, dress, public relations, and general professional conduct.

Staff Induction and Training

- Ensure the Staff Handbook and Code of Conduct are kept up to date.
- Oversee the provision of timely and effective induction training to all new staff.
- Ensure staff induction records are maintained.
- Collaborate with the School Business Manager on providing relevant information to new staff and designing induction programmes.
- Collaborate with the School Business Manager to ensure all staff are trained in required subjects, such as Paediatric First Aid, Anaphylaxis, Fire Marshalling, Sexual Harassment, etc.

Critical Incidents and Health and Safety

- Maintain the school's Critical Incident Policy.
- Deliver training to staff and ensure children, families and visitors are kept informed of relevant processes and procedures.
- Organise periodic drills for fire and other critical incidents.
- Attend relevant training.
- Collaborate with the School Business Manager on the school's compliance with relevant requirements, such as Fire Safety, Martyn's Law, Benedict's Law, etc.
- Collaborate with the School Business Manager on school risk assessments.

Educational Visits Coordinator

- Attend periodic training to keep informed of relevant requirements.
- Oversee the school's trip procedures.
- Ensure staff are trained in and compliant with the school's risk assessment procedures.
- Collaborate with academic staff and the Deputy Head Academic to ensure a rich and varied programme of visits is delivered safely and appropriately.
- Collaborate with the Assistant Head Co-Curricular on providing safe and enjoyable trips during Holiday Club.
- Collaborate with the Assistant Head Co-Curricular to maintain the safety and suitability of the school's programme of residential trips.



Marketing and Admissions

- Collaborate on the creation and implementation of admissions initiatives, such as open days, taster events, etc.
- Collaborate in the compilation, proofreading and delivery of communication to staff, parents and the wider community.
- Lead staff in maintaining high standards of communication and public relations, acting as a role model in promoting the school.

This job description may be adapted to best fit the skills and needs of the appointed candidate. Over time, the job description may be modified through consultation between the post holder and the Head.