



JOB DESCRIPTION

JOB TITLE: PASTORAL DEPUTY HEAD

DIRECTLY RESPONSIBLE TO: Head

DATE AMENDED: January 2020

DIRECTLY RESPONSIBLE FOR: Deputy DSLs; Heads of House; SPJ Counsellor

FREQUENT WORKING CONTACT WITH: Other members of the School Leadership Team; teaching and support staff at SPJ; Surmaster (SPS); Deputy Head Pastoral (SPS); Deputy Head Wellbeing (SPS); Operations Director; Estates Manager; Facilities Manager; Events Coordinator; School Nurses; Safeguarding Coordinator; Human Resources Department.

AIMS OF THE POST

To safeguard the wellbeing and safety of pupils.

To take overall responsibility for the pastoral provision for the pupils.

To ensure that procedures, routines and rules are properly understood and observed by both pupils and staff.

To advise and assist the Head and to have an overview of all the issues, pastoral, and extra-curricular, that affect the life of SPJ.

To oversee the well-being of the staff team.

AS A MEMBER OF THE SENIOR MANAGEMENT TEAM

1. To take a full and active part in School Leadership Team meetings.
2. To assist in the formulation, discussion and implementation of the School Development Plan.
3. To take part in the appointment of teaching staff.
4. To assist the Head in identifying staff needs and other issues in SPJ that require attention.
5. To share in the appraisal of Senior Managers and Heads of Department with other members of the School Leadership Team.
6. To observe Heads of Department teaching, according to the schedule set out by the Academic Deputy.
7. To show prospective parents around the School as required.
8. To be the primary liaison for staff welfare and concerns; identifying needs, acting on them and bringing solutions and ideas to SLT.

AREAS OF RESPONSIBILITY

PASTORAL

1. To safeguard the wellbeing and safety of pupils.
2. To take responsibility for the direction and organisation of the pastoral care systems in place in the Juniors.
3. To deputise for the Head as required.

4. Responsible for implementation and review of the following pastoral policies:
 - Behaviour, Rewards & Sanctions
 - Registration and Attendance
 - Anti-bullying
 - Relationships & Sex Education
 - Ways in which the School listens to pupils and parents
 - How pupils at SPJ learn about keeping safe
 - Supervision of Pupils
 - SPJ SMSC Policy
5. To lead, and line manage, the Heads of Year and to direct and manage the work of the Safeguarding Team in the Juniors.
6. To assist the Head in ensuring that the behaviour, manners and appearance of pupils are of a high standard.
7. To be the central member of staff responsible for supporting pupils and families in receipt of a bursary.
8. To take overall responsibility for pupil disciplinary procedures and policy, including directing the work of Heads of Years to investigate and deal with disciplinary cases in all year groups.
9. To maintain a log of informal and formal concerns and incidents, and to produce regular reports for the SLT and Governing Body to identify any patterns or trends.
10. To be responsible for the House System in the Juniors, and to manage and lead the Heads of House.
11. To organise the school assembly rota.

SAFEGUARDING AND WELL BEING

12. To be the School's Designated Safeguarding Lead (DSL). The responsibilities for this role are stated in full in the whole school Safeguarding Policy and in Annex B of the statutory guidance, Keeping Children Safe In Education (2019), and include:
 - acting as a support to staff on safeguarding matters and keeping staff aware of child protection procedures;
 - managing referrals: liaising promptly with children's social care, the LADO, the Police and other authorities as appropriate;
 - establishing and maintaining effective links with the Local Safeguarding Partnership and the LADO;
 - keeping the Head and High Master, Safeguarding Governor and Deputy DSLs informed of safeguarding issues;
 - undergoing training in child protection (level 2 and level 3) every two years, and being able to put that training into practice;
 - ensuring that all staff are fully aware of: Part 1 of Keeping Children Safe in Education, the Safeguarding and Child Protection Policy, the Government guidance 'What to do if you're worried a child is being abused' (2015), Working Together to Safeguarding Children (2018) and the Staff Code of Conduct;
 - ensuring that safeguarding training is included as part of the induction of members of new staff and that all staff have safeguarding and child protection training (level 2) in line with the Local Safeguarding Partnership's requirements.
13. To lead the Mental Health First Aid provision in SPJ, and coordinate with the SPS Deputy Head, Wellbeing.
14. To coordinate, monitor and develop the school's SMSC provision alongside the Academic Deputy Head.
15. To monitor staff wellbeing and to identify needs and act upon them, and to report on the same to the SLT.

PROFESSIONAL RESPONSIBILITIES AND RESPONSIBILITIES

Teaching and Learning

- Promote an environment where children are inspired and excited to learn, and which fosters a spirit of enquiry.
- Plan, prepare and deliver high quality, differentiated lessons that are pacy, stimulating and challenging in line with the School's schemes of work.
- Be an effective member of the department(s) in which you work, participating actively in meetings, cooperating with the Head of Department and other colleagues in the development of programmes of study, schemes of work, teaching resources, and methods of teaching and assessment.

Assessment, Recording and Reporting

- Provide or contribute to oral and written assessments and reports on the development, effort, progress and attainment of pupils
- Mark work according to agreed guidelines.
- Communicate and consult with parents both formally during parents' evenings and informally, as required.
- Make effective use of assessment information to promote and facilitate pupil progress and well-being.

Pastoral Care, Safeguarding and Well-being

All members of staff have a responsibility and duty of care to safeguard and promote the welfare of pupils. Staff must be aware of the systems within the school which support safeguarding and must act in accordance with the school's Safeguarding & Child Protection Policy and Staff Code of Conduct. Staff will receive appropriate child protection training which is regularly updated.

- Provide a safe, secure and well-organised environment that encourages the development of children as independent learners and considerate members of the school community
- Maintain good order and discipline among the pupils and have due regard for their health and safety both on the school premises and when engaged in authorised school activities elsewhere.
- Act as a role model to pupils in all actions and behaviour
- As a Form Tutor or Assistant Form Tutor and as a teacher, promote the general progress and well-being of pupils and provide guidance and advice, making records and liaising with colleagues and parents, as appropriate.

Supervision

- Supervise and, so far as is practicable, teach any pupils who are assigned to you for cover
- Participate in supervisory duties before and after school, during breaks and lunch-times as required.

Professional Development and Appraisal

- Review from time to time your own teaching methods and use of resources.
- Have knowledge of and keep up to date with current pedagogy.
- Actively participate in arrangements for your professional development as a teacher.
- Actively participate in arrangements for the appraisal of your performance.

Other Professional Responsibilities

- Uphold and follow the Staff Code of Conduct
- Operate at all times within all stated policies and practices of the school and annually review policy and procedure updates
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with pupils, parents and colleagues

- Maintain an attractive and stimulating classroom environment with displays of pupil work and learning resources and contribute to displays in the school as a whole.
- Maintain positive working relationships with pupils, colleagues, parents and other members of the school community.
- Actively contribute to the extra-curricular life of the school through involvement in clubs, outreach activities and, as required, residential trips.
- Attend staff meetings, assemblies, parent information evenings and house meetings as required.
- Attend major events such as the Carol Service, evening concerts and performances, as required
- Participate in Open Mornings and support with invigilation and marking of entrance examinations
- Undertake such other tasks as may reasonably be assigned by the Head from time to time.

It is understood that areas of responsibility are from time to time subject to review and are negotiable in the light of the needs of the school and the professional development of staff.

This job description may be amended at any time, after consultation with you.

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