



DEPUTY HEADTEACHER (Pastoral and Behaviour)

Responsible to: Headteacher

Principal Responsibilities:

- Support the Headteacher in creating and developing an organisation in which all staff recognise that they are accountable for the success of the school
- Support the Headteacher in the production, implementation, monitoring and review of policies adopted by the School Governing Body
- Support the Headteacher in the production, implementation, monitoring and evaluation of a school improvement plan which identifies priorities and targets for ensuring that students make progress and achieve high standards, and increasing teachers' effectiveness
- Support the Headteacher with the discipline and pastoral care of all students.
- Report to the Headteacher and Governors as appropriate

Management of Pastoral Care

- Oversee all pastoral matters from Year 7 to Year 11, delegating where necessary, and being responsible for keeping student wellbeing at the forefront of the school's provision and ahead of the competitors
- Chair and organise all aspects of the Pastoral Team 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 students in respect of behavioural and pastoral matters, that have been escalated above Heads of Years
- 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 Years and the Pastoral team
- 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 in the fulfilment of their pastoral duties
- Line manage relevant Assistant Headteachers where necessary
- 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 Years and Heads of Departments on pastoral issues

- Monitor the use of rewards and sanctions with the Heads of Years and Heads of Departments to ensure they are being used consistently and fairly across all groups of students
- Work with Heads of Years and Heads of Department, 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 Senior Leadership Team

- Have general oversight of pupil behaviour across the school, working closely with the Senior Deputy Head and Heads of Years to ensure that systems and supervision enables the best environment for positive student behaviour
- Liaising with the Senior Deputy Headteacher 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 Senior Deputy Headteacher to ensure that students are well prepared for all destination senior school examinations, including interviews
- Providing the information required by the Senior Deputy Headteacher for the accurate and up to date maintenance of behavioural records required for OFSTED inspection
- Recommending pastoral based INSET and CPD for teaching staff, ensuring that Safeguarding training requirements are met
- Work with the Head's PA to prepare for those new students 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
- 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 CPOMS to log and triage all safeguarding and child protection concerns
- Where appropriate, prepare risk assessments for students who are vulnerable and in need of careful monitoring or a change in their educational arrangements

Development of Pastoral Policies

- Be responsible for all policies relevant to student 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
- 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/A Level results day in the summer holiday and expedite all students' future pathway to Sixth Form or alternative provision
- Attend Governors' Meetings when required
- Prepare documentation and lead Final Governor Warning and Permanent Exclusion hearings
- Monitor, evaluate and present behaviour data from the schools' information management system to ensure incidents are completed, trends are known and data is accurate
- Develop a positive behaviour culture through the school's reward system, prefects, and improving the half-termly Attitude to Learning grade.
- Consistently implement the school's routines for fixed term suspensions and isolations, whilst aiming to reduce the number of recidivists
- Ensure the students take a pride in their appearance and take the lead in ensuring uniform standards are upheld
- When required, assisting in the recruitment of new staff

General Requirements

- Attend scheduled meetings
- Actively seek to develop professionally
- Participate in the school appraisal process
- Work within the terms and conditions of the current School Teachers’ Pay and Conditions document
- Carry out all duties and responsibilities with due regard to the school policies
- Be subject to a police criminal records check (enhanced disclosure) from the Disclosure and Barring Service
- In accordance with the provision of the Equality Act 2010, perform all duties and tasks with reasonable adjustment, where appropriate
- Be prepared to carry out additional duties, which may reasonably be required by the Headteacher.

The duties of the post may vary from time to time, as required by the Headteacher, without changing their general character or level of responsibility.

Postholder

Name

Signature

Date

Headteacher

Name

Signature

Date