

Job Description

Assistant Head (Pastoral)

Working hours	Full time
Salary	£64,255 - £72,677
Pension scheme	Teachers' Pension Scheme
Start date	01.09.25
Contract term	Permanent
Line management	To be agreed with successful candidate
Line manager	Deputy Head (Pastoral)

A school which invests in excellent pastoral care for our students, LAET is seeking a compassionate and dedicated Assistant Headteacher to act as Designated Safeguarding Lead (DSL). The DSL will be responsible for ensuring that safeguarding policies and practices are thoughtfully implemented to protect the young people and vulnerable adults within our organisation. This role requires a proactive individual with in-depth knowledge of safeguarding and child protection laws, as well as the ability to lead and support staff in safeguarding matters. The DSL will be line managed by the Deputy Headteacher who has extensive safeguarding experience and will oversee a strong team of three Deputy DSLs.

Key responsibilities

- To take lead responsibility for safeguarding and child protection, including online safety, across the school and ensure that all students are effectively safeguarded at all times, upholding the excellent outcomes of vulnerable students.
- To maintain a strong pastoral ethos based on the school's warm/strict approach

Other responsibilities within the pastoral team to be discussed with the successful candidate

Specific tasks

To lead on safeguarding across the school and ensure that all students are effectively safeguarded at all times

- To maintain an effective and up to date knowledge of the safeguarding requirements of schools and lead on the implementation of safeguarding practices across all areas of school life.
- To lead the safeguarding team in delivering compassionate support for all vulnerable students, with a clear focus on collaboration with external agencies and effective record keeping, to ensure all processes and procedures are being followed to a high standard.
- To collaborate with the pastoral team, especially SEND staff, Heads and Deputy Heads of Year in managing safeguarding cases and ensuring the development of staff in these areas in regard to safeguarding practices.
- To oversee referrals to social care and other agencies including CAMHS, PREVENT, the police and the LADO as required as well as the completion of risk assessments.

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- To oversee effective information sharing, both within the school and with safeguarding partners. To act as a point of contact with safeguarding partners, ensuring excellent collaboration and communication from all team members.
- To ensure safeguarding records are detailed, accurate and secure and that files are requested for all new students from previous schools.
- To oversee the promotion of positive mental health at LAET.
- To contribute to the personal development programme to proactively prevent and address safeguarding issues faced by all students.
- To encourage a culture of positive relationships across the school, so students feel they are listened to and are able to raise concerns with trusted adults.
- To communicate effectively with parents and carers to address safeguarding concerns, including the delivery of parental workshops.
- To act as a source of support, advice and expertise for all staff.
- To foster a culture of vigilance and awareness of LAET policies amongst all staff through the delivery of regular safeguarding training and meetings, ensuring that all safeguarding staff undergo DSL training at least every two years.
- To oversee Low Level Concerns and as required, liaise with the case manager and the designated officer at the local authority for child protection concerns in cases which concern a staff member.
- To ensure that the headteacher is informed of significant safeguarding issues.
- To oversee online safety, in conjunction with IT staff.
- To act as the PREVENT lead for the school.
- To collaborate with HR to support safer recruitment practices and maintain a compliant Single Central Register.
- Oversee the school's safeguarding response out of term time, in conjunction with the safeguarding team.

This senior leadership role will involve further responsibilities within the senior team, which will be discussed and agreed with the successful candidate.

Further information

General responsibilities as a senior leader:

- Fulfilling a teaching timetable as required
- Reporting to the Headteacher
- Contributing to the formulation of the strategic direction of the school
- Assisting in the preparation, review and implementation of LAE Tottenham's School Development Plan, Self-Assessment Framework and reports for the Board of Governors
- Presenting to Governors as appropriate on matters relating to the specific job role
- Contributing to and responding to LAE Tottenham's ongoing self-evaluation, including through departmental reviews and the cycle of review and revision of policies

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- Supporting LAE Tottenham's preparation for OFSTED or similar inspections, taking responsibility for one or more aspects of the inspection framework

General responsibilities as a member of LAE Tottenham staff

- To promote a culture of aspiration for all of our students
- To be supportive and understanding of the differing needs of young people
- To play a full part in the CPD programme, including prior to the start of the academic year
- To support the day to day running of the school, for example by taking on duties and cover as directed
- To take part in evening and weekend events as appropriate
- To model intellectual rigour and a can-do attitude
- To support an atmosphere of openness and honesty
- To care for all other members of the school community
- To show a genuine passion for social mobility

Person specification

	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
Qualifications/ Professional Bodies	Educated to graduate level or equivalent.	- Level 3 safeguarding training
Experience	<ul style="list-style-type: none"> - Experience of working with children or young people in a safeguarding role. - Proven experience of effective leadership within a pastoral role. - Completion of safeguarding and child protection training (or willingness to undertake this upon appointment to the role). - Experience of leading high quality training for groups of staff 	- Experience of a safeguarding team within a school or college context

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Skills/knowledge	<ul style="list-style-type: none">- Excellent knowledge of safeguarding requirements in a school context- Ability to lead, to manage (both 'up' and 'down'), to delegate well and to work collaboratively and build teams- Excellent written and spoken English- Work independently and imaginatively, and also as part of a team, and to take the initiative- Communicate effectively with a wide variety of people- Work calmly under pressure and manage a diverse workload within tight deadlines- Ensure a high level of attention to detail and accuracy in all work undertaken.	
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<p>Personal Attributes</p>	<p>An excellent rapport with students and a genuine interest in their experiences</p> <p>A style of working and a professional intelligence which engender ambition, high standards and critical self- reflection in others</p> <p>Reserves of energy, stamina and patience.</p> <p>Commitment to LAET's ethos</p> <p>Highly motivated</p> <p>High levels of personal integrity and maturity</p> <p>High standards of written and oral presentation</p> <p>A willingness to work outside normal office hours</p> <p>Diplomacy and tact and a good sense of humour</p> <p>The ability to maintain in strictest confidence any information received concerning School matters</p> <p>Common sense</p> <p>A positive, flexible and responsive attitude and approach to work.</p>	<p>A willingness to be involved in the wider life of the School.</p>
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Other Information

- This Job Description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete particular duties.
- The Job Description is not necessarily a comprehensive definition of the post. It will be reviewed regularly and may be subject to modification or amendment at any time after consultation with the holder of the post.
- This Job Description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
- This Job Description may be varied to meet the changing demands of the school at the reasonable discretion of the Headteacher.
- The post holder may deal with sensitive material and should maintain confidentiality in all school related matters.

Recruitment and selection policy statement

We are actively working to close the gap in areas within the school that are currently underrepresented. To better reflect the diversity of Haringey, we especially encourage applications from educators within the Black community, as well as other members of our diverse community, to further enrich all aspects of our school.

The London Academy of Excellence Tottenham is committed to the safeguarding and welfare of children and applicants must be willing to undergo child protection screening appropriate to this post, including checks with past employers and the Disclosure and Barring Service.

Please note that this role 'exempt' from the Rehabilitation of Offenders Act 1974 and therefore, you are required to declare any convictions, cautions, reprimands and final warnings that are not 'protected' (i.e. filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). Further information is available on the [school's website](#) .

December 2024