

JOB DESCRIPTION

Assistant Head: Pastoral and Safeguarding

Title:	Assistant Head: Pastoral and Safeguarding
Salary Grade:	SM1 Scale Point 45 – 49 £55,056* - £63,367* per annum <i>*subject to Apr 24 pay award</i>
Contract Type:	Permanent, Full-time (37 hours), Term-time only plus 4 weeks
Responsible to:	Deputy Headteacher

General Description:

- To serve as an Assistant Head as part of the school's Senior Leadership Team.
- To be responsible for ensuring the strongest culture of safeguarding across the school, acting as the Designated Safeguarding Lead.
- To lead on all Child Protection matters.
- To be responsible for ensuring high standards of behaviour across the school.
- To be responsible for delivering high quality pastoral care and safeguarding across the school, setting a strong ethos and culture of respect in line with the aims of the school.
- To be responsible for the effective deployment of Pupil Premium funding to ensure that educational gaps between PP and non-PP students are narrowed or eliminated.
- To be responsible for delivering the best possible support services for student mental health and wellbeing.
- To line manage the Director of Pastoral Care and Safeguarding (or the Directors of Lower and Upper School – if structure changed) and through them a team of Heads of Year to support high standards of student progress and attainment, supporting the school systems established by the senior leadership team and in liaison with Faculty Leaders.
- To line manage the Student Progress Leader to ensure the effective monitoring and management of student attendance and the effective analysis of student data to support the work of pastoral colleagues.

Summary of Key Responsibilities:

1.	Leadership and Line Management
1.01	To provide strong and effective leadership for the student body across the school.
1.02	To set the tone for the students in the school in terms of ethos, morals, respect and positive attitudes, supporting whole school expectations.
1.03	To act as an Assistant Head on the Senior Leadership Team of the school, upholding school policies and procedures, reporting directly to the Deputy Headteacher.
1.04	To line manage the Director of Pastoral Care and Safeguarding (or the Directors of Lower and Upper School) and through them a team of Heads of Year to support high standards of student progress and attainment, supporting the school systems established by the senior leadership team and in liaison with Faculty Leaders.

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1.05	To line manage the Student Progress Leader, ensuring highly effective communication between the Student Progress Leader and the Heads of Year so that individual student progress, attainment and attendance data is shared and acted upon in a timely fashion.
1.06	To lead the Senior Pastoral Team meetings.
1.07	To set the tone for staff working across the school to ensure the highest expectations of all students and the highest standards of behaviour and academic achievement are met.
1.08	To lead the Directors and the Heads of Year in planning coherent tutor programmes for each year group, including age relevant "thought for the week" discussion topics that support the wider world programme of the school.
1.09	To lead the delivery of assemblies across the school, ensuring that the Director of Pastoral Care & Safeguarding (or the Directors of Lower and Upper School) and the team of Heads of Year provide the highest standard of behaviour for other staff and visiting speakers who might be delivering the assembly.
1.10	To deliver assemblies personally as and when required by the assembly rota, taking the opportunity to reinforce key messages.
1.11	To establish and manage the rota for the supervision of the Isolation and Internal Suspension facilities.
1.12	To monitor and quality assure the work of all pastoral staff, from the Director of Pastoral Care and Safeguarding (or Directors of Lower and Upper School) down to the Heads of Year and the Form Tutors.
1.13	To support the Headteacher in complex cases and decisions around student suspensions and permanent exclusions.
1.14	To support the external exam results processes on the day before and the day of the GCSE results.
2.	Pastoral Leadership
2.01	To be responsible for leading the provision of pastoral services across the school, ensuring appropriate care and guidance strategies (relating to behaviour, attendance, health, mentoring, transition, family and agency liaison) are delivered consistently well across all year groups.
2.02	To lead and line manage the Director of Pastoral Care & Safeguarding (or the Directors of Lower and Upper School) and the Student Progress Leader directly, ensuring that they lead the Heads of Year in ensuring the highest standards of student behaviour across the school, including during form time, breaks and lunches and when travelling to and from school.
2.03	To be responsible for consistently high standards of behaviour across the school, minimising the risk of bullying and delivering a positive climate for learning.
2.04	To liaise closely with the Assistant Head T&L, who line manages the Director of Sixth Form, to ensure consistency of best practice in pastoral care is sustained through into the Sixth Form by the Heads of Year 12 and Year 13.
2.05	To be responsible for extending the high standards of behaviour expected in school to all circumstances where students are representing the school externally; including leading the pastoral team to most effectively manage the response to any issues that develop in school arising from student misuse of social media that may have occurred outside of school.
2.06	To quality assure the work of pastoral staff, and other staff, in consistently sustaining the expected standards of behaviour management.
2.07	To provide 'on call' and internal suspension cover as required as part of the duty rota.

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2.08	To ensure that the Director of Pastoral Care (or the Directors of Lower and Upper School) effectively manages the delivery of all aspects of the Positive Conduct system by the Heads of Year, including the organisation and production of the half-termly Rewards Assemblies and the management of the detention system and rota.
2.09	To be responsible for the organisation and delivery of the annual Celebration Evenings, working closely with the Events Manager and the IT Manager to ensure that everything is planned and delivered smoothly and to a high standard.
2.10	To investigate the most serious breaches of behaviour and ensure they are dealt with quickly and effectively including communicating outcome decisions to all parties. To review other serious breaches of behaviour and the way in which they have been dealt with by the Director of Pastoral Care (or Directors of Lower and Upper School) and/or the Heads of Year to ensure consistency of best practice across the school.
2.11	To support Faculty Leaders and teachers to ensure consistently high standards of student behaviour in lessons.
2.12	To take overall responsibility for the effective supervision of student entry and exit into the main school, line managing the Director of Pastoral Care (or Directors of Lower and Upper School) and the Student Progress Leader in managing the admission process for new students joining; and the exit process for students leaving the school.
2.13	To oversee and quality assure the work of the Director of Pastoral Care (or the Directors of Lower and Upper School) in line managing the process of educational transfer as students move up through the school: preparing all students effectively for the next phase of their educational journey and transfer on to the care of other staff as they move up to the next age level (Yr7 to 8; Yr9 to 10; Yr11 to 12; and Yr13 to next steps). To ensure each new receiving Head of Year (or external bodies as students leave the school), gains the best quality transfer information.
2.14	To be responsible for delivering the best possible support services for student mental health and wellbeing. To liaise with all appropriate external services to seek to provide the best possible support for student mental health and wellbeing.
3.	Academic Progress
3.01	To line manage the Student Progress Leader and the Director of Pastoral Care (or the Directors of Lower and Upper School) in monitoring and supporting the overall academic progress and development of students across the school, ensuring that progress, attainment and attendance tracking data is used effectively by the Heads of Year to plan, deliver and follow through on appropriate interventions for individual students.
3.02	To ensure that appropriate achievement and guidance strategies are put in place across the school, in conjunction with the Student Progress Leader, the Director of Pastoral Care (or Directors of Lower and Upper School) and the Director of Sixth Form, which offer challenge and opportunities for all students to succeed.
3.03	To report back to the SLT and to the Governing Body as required on aspects of student performance, progress, attendance and behaviour.
3.04	To evaluate the impact of all improvement activities on students.
3.05	To implement agreed procedures to monitor standards across the school and to support the quality assurance and self-evaluation procedures of the school.
3.06	To be responsible for the effective deployment of Pupil Premium funding to ensure that educational gaps between PP and non-PP students are narrowed or eliminated.

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3.07	To support approaches to raise the performance of all identified cohorts across the school (for example, disadvantaged students, SEN students and ethnic minority students), ensuring whole school strategies and initiatives are being effectively delivered.
3.08	To develop and maintain links with other partners in order to support the educational progress of students.
3.09	To be responsible for equalities provision for all students; including to ensure that all students irrespective of gender, race, ability or disability have equal access to appropriate support and guidance and receive equal support from the pastoral care and behaviour systems.
4.	Safeguarding
4.01	To take lead responsibility for all aspects of safeguarding across the school. To be responsible for ensuring the strongest culture of safeguarding across the school, acting as the Designated Safeguarding Lead. To lead on all Child Protection matters.
4.02	To promote the strongest sense and culture of effective safeguarding across all stakeholders – students, staff, parents and governors – and visitors.
4.03	To exercise strong judgement in support of this safeguarding culture in making difficult decisions on safeguarding matters (for example, when to make referrals to the Police or to Social Services and to the LADO).
4.04	To be responsible for representing the view of the school (education) in all multi-agency professionals meetings on serious and complex cases.
4.05	To be responsible for effective and sensitive communication with parents/carers and wider family members as appropriate in following up all serious and complex case work.
4.06	To work closely alongside all relevant external services in supporting the progression of complex safeguarding matters to a conclusion.
4.07	To work closely with the Headteacher in dealing with these safeguarding matters, including the investigation and handling of safeguarding allegations against members of staff.
4.08	To be responsible for the review and ongoing development of school policies relating to safeguarding and safer working practices.
4.09	To lead or be responsible for organising and delivering the training of all staff on safeguarding and safeguarding related matters.
4.10	To maintain all school records and files on safeguarding matters, ensuring their confidentiality.
4.11	To attend all relevant meetings and training on safeguarding matters, representing the school.
4.12	To lead and support other staff with specific safeguarding responsibilities – including the DDSLs for the school, the DDSL for the Sports Centre, and all the Heads of Year.
4.13	To work closely with the Heads PA (who has responsibility for the effective upkeep of the Single Central Record – SCR) on all safeguarding matters that relate to staff recruitment.
4.14	To lead on effective E-Safety provision across the school; working closely with the IT Manager and the IT Technician Team to foster best online safeguarding practices among students.
4.15	To work closely with the Deputy Headteacher to ensure the most effective use of the child protection / safeguarding module within the Bromcom MIS system, checking that all staff are trained in its use and are using it effectively to record and report all concerns.

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5.	General
5.01	To comply with policies and procedures relating to child protection, safeguarding and safe working practices.
5.02	To ensure policies and procedures relating to child protection, safeguarding and safe working practices are understood and followed by the whole staff team.
5.03	To comply with policies and procedures relating to equal opportunities, health and safety, security, confidentiality and data protection.
5.04	To attend relevant briefings and school meetings as required.
5.05	As a member of the senior leadership team to actively support the Headteacher and the governing body in promoting a positive image of the school.
5.06	To actively support the ethos and policies of the school amongst the student body, the parents and the wider community.
6.	Behaviours and Aptitudes
6.01	To be a leader, of staff and students.
6.02	To be self-motivated, demonstrating a positive approach with a “can do” attitude.
6.03	To demonstrate professional generosity, with the ability to be diplomatic and thoughtful to the feelings of others.
6.04	To be able to communicate effectively and professionally with staff, students, parents, governors and external agencies as required.
6.05	To remain calm and measured when dealing with difficult situations and incidents.
6.06	To be passionate about achieving the best for each student.
6.07	To show a willingness to work flexibly to meet the best interests of the school.
6.08	To be able to work well under pressure.
6.09	To be able to organise and develop effective systems.
6.10	To relate well to young people.
6.11	To engender trust and respect from students and colleagues.
6.12	To retain a sense of humour and an empathetic approach in working well with other colleagues.
6.13	To maintain confidentiality.
6.14	To be committed to achieving excellence.
6.15	To prioritise and plan effectively to ensure completion of tasks.
6.16	To be able to take initiative and work independently.
6.17	To be able to effectively quality assure the work of others, identifying strengths and areas for improvement.
6.18	To be able to coach and mentor other staff, providing constructive feedback effectively.
6.19	To be self-reflective, with the ability to evaluate own achievements and deliver improvement.
7.	Skills / Qualifications / Experience
7.01	To hold a degree level qualification.
7.02	To be able to demonstrate suitable leadership training or higher qualifications (eg NPQs or Masters)
7.03	To have significant successful experience of responsibility for pastoral care and safeguarding.
7.04	To be able to develop a clear strategic vision.

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7.05	To be able to secure alignment of stakeholders behind that strategic vision.
7.06	To display a good level of ICT competence (including Microsoft Office and Bromcom).
7.07	To demonstrate excellent interpersonal, negotiation and communication skills.
7.08	To demonstrate good judgement and decision-making skills.
7.09	To be able to manage own time effectively, prioritising actions appropriately.
7.10	To demonstrate the ability to lead and foster positive professional relationships and work effectively with staff of varying experience.
7.11	To have the ability to lead whole school initiatives effectively, demonstrating delivery and impact.
7.12	To be solution-focused with the ability to problem solve as required, and to be able to plan within the overall school strategic framework.
7.13	To demonstrate strong presentational skills, both to large groups of students and to adults.
7.14	To have an excellent attendance record

Job Description Prepared By: Rob Williams

Date: March 2024

Signed on behalf of the school:

Date:

Signed by post-holder:

Date: