

Deputy Headteacher – Pastoral and Safeguarding

Role Specific Responsibilities

1. To be responsible for all aspects of safeguarding across the school including having the role of Designated Safeguarding Lead. The DSL will:
 - Take lead responsibility for safeguarding and child protection across the school (including online safety and overseeing the filtering and monitoring systems in place).
 - Ensure complete compliance for the whole school for all issues concerning safeguarding.
 - Take part in strategy discussions and inter-agency meetings and contribute to the assessment of children.
 - Advise and support other members of staff on child welfare, safeguarding and child protection matters, and liaise with relevant agencies such as the local authority and police.
 - Be responsible for managing all referrals to the local authority children's social care, the Channel programme, the Disclosure and Barring Service, and the police where a crime may have been committed. If you delegate referrals to the DDSL, you will be responsible for supporting the DDSL in this role.
 - Act as a point of contact with the safeguarding partners.
 - Inform the headteacher of safeguarding issues, especially ongoing enquiries under section 47 of the Children Act 1989 and police investigations, and the requirement for pupils to have an appropriate adult.
 - Under the direction of the Headteacher, liaise with the case manager and the local authority designated officer(s) (LADO) for child protection concerns in cases which concern a staff member.
 - Liaise with the senior mental health lead and, where available, the mental health support team, where safeguarding concerns are linked to mental health.
 - Promote supportive engagement with parents and/or carers in safeguarding and promoting the welfare of children, including where families may be facing challenging circumstances.
 - Take responsibility for promoting educational outcomes in areas linked to personal development such as PSHE, RS, WALK time, Assemblies, and Trips and Visits.
2. To work intuitively and collaboratively with the Headteacher and other senior leaders in the overall strategic leadership of the school
3. To oversee the leadership of all pastoral teams; attendance, behaviour, safeguarding, and year teams.
4. To be responsible for all aspects of personal development (years 7-13).
5. To be responsible for the standards in behaviour across all year groups, delivering on agreed strategies and targets for engagement and improvement.
6. To lead and drive standards that create a culture which enables staff and students to excel in line with our WALK values and our school vision statement.
7. To oversee our inclusion support strategy enabling all students to participate in the curriculum, maximising their progress.
8. To work closely with all Directors of Learning to ensure high quality interventions are in place to support targeted groups and maximise outcomes for all students.

9. To line manage the admissions team and support with Year 6/7 transition and any in-year admissions.
10. To take strategic responsibility for the provision of vulnerable groups such as pupil premium, SEND, EAL, and LAC. Ensure processes are in place to support the success of these students.
11. To oversee the Alternative Provision offer in close liaison with the Deputy Headteacher for Curriculum.
12. Represent the school in Fair Access Panels and school appeals.
13. Be responsible for E safety compliance and culture across the school
14. Develop effective and supportive links with parents through various opportunities and everyday interactions.
15. Develop effective links with partnerships and agencies, ensuring representation of the school supports the best interests of all stakeholders.
16. To take on the role of EVC within the school, working closely with the Assistant Headteacher: Personal Development in ensuring compliance of all trips and visits.
17. Lead the EDI agenda through the school in line with trust principles.
18. To contribute to the production of school improvement documentation as directed by the Headteacher.
19. To attend and present at Governors meetings, trust meetings and other stakeholder events as directed by the Headteacher.
20. To contribute to the production of the school calendar in collaboration with other members of the senior leadership team.
21. To liaise with parents, when necessary, around all aspects of behaviour, attendance and personal development queries.

This job description forms part of the contract of employment on appointment. It will be subject to review and may be amended at any time after consultation, and with the agreement of the postholder.

[January 2025]