



Candidate Brochure Deputy Headteacher – Pastoral



THE DEAN TRUST
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Deputy Headteacher Pastoral Job Summary

SALARY:

Leadership Pay Range
ISR Scale Point L23-L27
£88,951 - £98,106

START DATE:

September 2026

WORKING PATTERN:

Full Time

CONTRACT:

Permanent

LOCATION:

Ashton on Mersey School

RESPONSIBLE FOR:

Senior Leadership

ACCOUNTABLE TO:

Headteacher

The Dean Trust and Ashton on Mersey School are seeking to appoint a Deputy Headteacher to join a talented and dedicated leadership team.

As Deputy Headteacher (Pastoral) you will be the senior leader responsible for the vision, strategy, and daily management of student well-being, behaviour, attendance, inclusion and safety across the school. You will ensure a nurturing and supportive learning environment as you drive consistent pastoral policies and oversee key areas such as safeguarding, attendance, and behaviour.

You will work directly with students, staff and external agencies to remove barriers to learning and promote high standards of personal development and student welfare. You will live and breathe the inclusive culture that every member of the community expects.

If you feel you have the vision, drive and energy to lead at Ashton on Mersey School, we would be delighted to receive your application.

We are an Equal Opportunities employer committed to ensuring inclusion, diversity and equality of opportunity. We welcome applications from a diverse range of candidates including those from underrepresented groups, and/or with protected characteristics.

The Dean Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All post holders are subject to pre-employment safeguarding checks, including an enhanced Disclosure and Barring Check.



Main Purpose of the Role

The successful candidate will be part of the Leadership Team and lead the development of whole school policy and practice in the area for which they have responsibility.

The successful candidate is expected to make a significant contribution to school improvement and provide support to the Headteacher, where required, across all aspects of school leadership.

Due to the seniority of this position, the postholder will be expected to be flexible and agile in their ability to take on responsibility in any area of school leadership as determined by the Headteacher, Governing Body and/or Executive Team.

As this is a significant role within the Trust, there may be occasions that the postholder is required to work at another Dean Trust school.

This post comes under the terms and conditions of staff on the Leadership Pay Spine (see School Teachers' Pay & Conditions Document for further information).

Key Responsibilities

Core purpose and accountability:

- To be an inspirational leader that creates an ethos and culture of high staff morale, excellent attitudes to learning and strong outcomes for pupils.
- To embrace, model and embed a culture of high corporate standards, aspirations and outcomes amongst staff and pupils.
- To lead on establishing and implementing a safe, calm and well-ordered environment for all pupils and staff, focussed on safeguarding pupils and developing exemplary behaviour in the school and in the wider society.
- To demand ambitious standards, expectations and aspirations for all pupils, overcoming disadvantage and advancing equality.
- To instil a strong sense of accountability in staff for the impact of their work on pupils' academic and social development.
- To play a major role under the direction of the Headteacher/Executive Headteacher: setting the key improvement objectives of the school; establishing and embedding policies, systems and practice; and managing staff and resources so that these objectives can be achieved.

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- To use external and internal research and development to innovate and improve attitude to learning and behaviour across the school providing a research-led approach.
 - To undertake the professional duties of a Deputy Headteacher as reasonably delegated by the Headteacher.
 - To undertake the professional duties of a Headteacher, in the event of the Headteacher's absence from school
 - To provide strategic and operational leadership for key areas of school improvement as reflected in the School Improvement Plan.
 - To support the Headteacher in providing assurance to the Governing Body so that Governors have an accurate and robust understanding of the school's strengths, weaknesses, key improvement priorities and strategies to address these priorities.

Strategic leadership:

- To support and secure the commitment of others to the vision, ethos and policies of the school and promote the highest levels of expectation, aspiration and achievement for pupils.
- To embed ambition and drive improvement across the school.
- To be able to articulate the vision of the school and ensure that it is understood, shared and acted upon by all.
- To model the highest standards of professional conduct and to be an ambassador for the school and wider Trust.
- To demonstrate the vision and values of the Trust in everyday practice.
- To support colleagues through effective direction, mentoring and coaching, so that they can be more effective in how they lead and manage pupils and staff.
- To contribute to the creation and implementation of the School Improvement Plan and take responsibility for leading key aspects of it.
- To lead school self-evaluation - in relation to standards and achievement - and thereby identify priorities for improvement.
- To identify key professional development needs in relation for the areas of responsibility and ensure that these are addressed.

- To understand curriculum models and associated financial planning.
- To understand school performance management and its impact on school improvement.
- To understand how to implement the effective use of government grants e.g. Pupil Premium, Catch Up Grant Strategy.
- To understand effective resource deployment and the importance of informed financial planning.
- To understand how to maintain a safe and secure school site.

Student Welfare and Safeguarding

- To act as the Designated Safeguarding Lead (DSL) and oversee the safeguarding team, ensuring all statutory safeguarding requirements and best practices are rigorously met.
- To lead, develop and champion initiatives to enhance student mental health, emotional resilience, and overall well-being.

Management of Pastoral Staff and Systems

- To line manage and provide professional development for Assistant Headteachers, Heads of Year, Pastoral Managers, and the attendance team.
- To evaluate and refine the effectiveness of the pastoral structures, systems and processes to maximise student support and engagement.
- To lead and manage behaviour systems and processes across the school.
- To lead communication with parents/carers regarding pastoral issues, ensuring strong home-school partnerships.
- To lead pupil standards across all areas of the school including school uniform.

Inclusion and Attendance

- To lead and drive improvement in whole-school attendance and punctuality through strategic monitoring and intervention programs.
- To ensure that pastoral support is inclusive and meets the needs of all learners, particularly those who are vulnerable, have Special Educational Needs and Disabilities (SEND), or are Looked After Children (LAC).



Leading and Managing Staff:

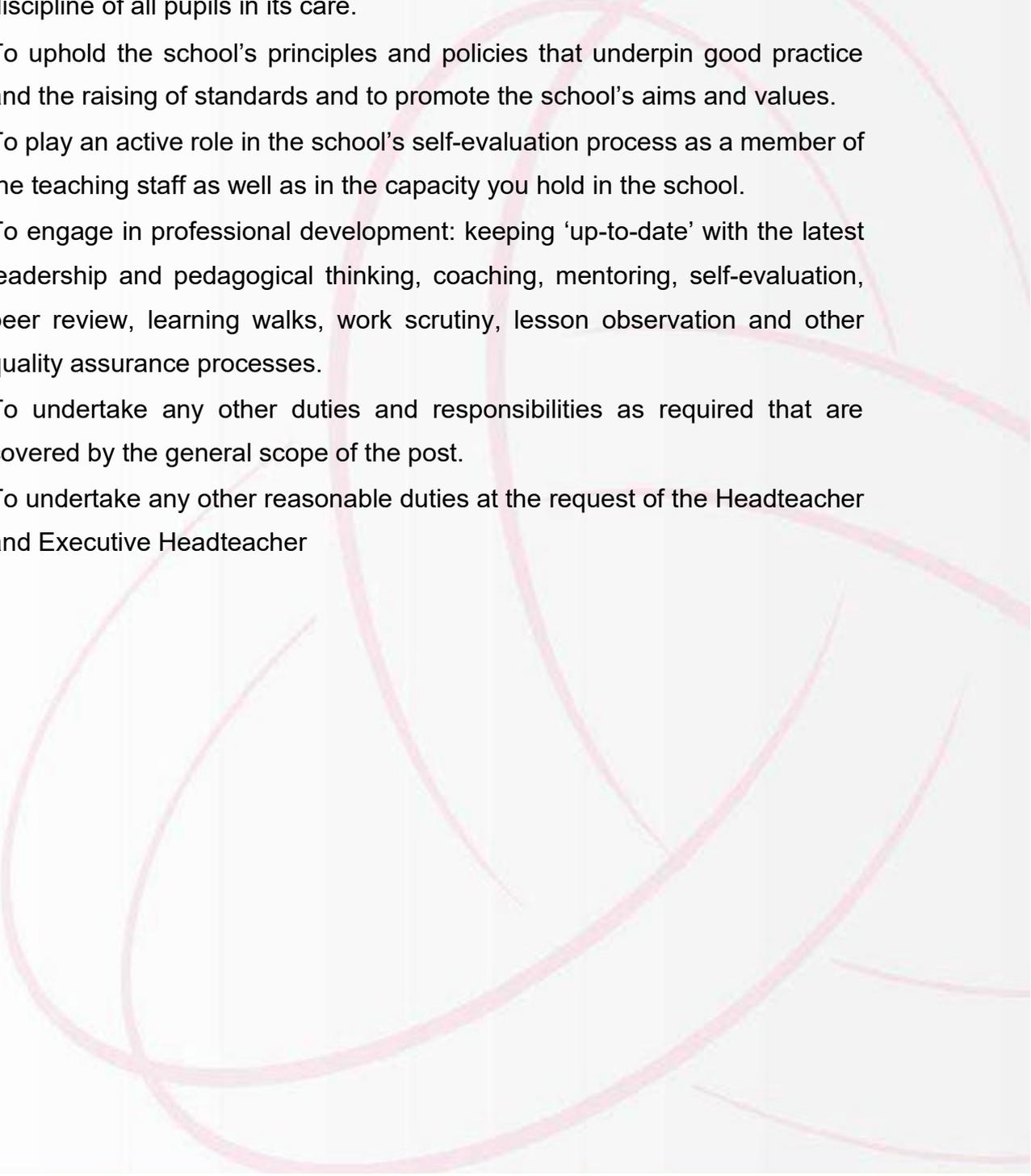
- To support the Headteacher to create a safe, inclusive and aspirational environment.
- To embrace, protect and celebrate the diversity of the school and wider community.
- To embed appraisal systems across the school that are robust and effective in recognising good practice, supports staff progress against professional and performance management objectives, and have a tangible impact on pupils' learning.
- To support staff in achieving high standards through effective professional development.
- To promote positive working relationships with and between pupils and staff throughout the school.
- To lead meetings that are associated to the Deputy Headteacher's responsibilities and sphere of influence.
- Ensure that the Headteacher and Governors are informed and advised about educational plans, policies and priorities in the areas of responsibility and that progress is evaluated and outcomes shared.
- To commit to self-development (review own practice, set targets and take responsibility for own professional development) and to build a professional learning community which enables staff to achieve their potential.

Strengthening Community:

- To work with the Headteacher to create and maintain positive and supportive relationships with parents, carers and the wider community.
- To build, develop and maintain effective relationships with parents and members of the wider community to enhance the educational experience and outcomes of all pupils.
- To promote collaboration with other schools and organisations in order to share expertise and secure benefits for the staff and pupils of the school.



Other Duties:

- To carry out the duties of a school teacher as set out in the 2019 Pay and Conditions Document and subject to any amendments due to government legislation. This includes any duties as may reasonably be directed by the Headteacher and Executive Headteacher and expected of class teachers.
 - To be aware of and comply with policies and procedures relating to safeguarding, child protection, health and safety, confidentiality and data protection – reporting all concerns to the appropriate person.
 - To promote learning that enables pupils to achieve high standards and to share and support the school's responsibility for the wellbeing, education and discipline of all pupils in its care.
 - To uphold the school's principles and policies that underpin good practice and the raising of standards and to promote the school's aims and values.
 - To play an active role in the school's self-evaluation process as a member of the teaching staff as well as in the capacity you hold in the school.
 - To engage in professional development: keeping 'up-to-date' with the latest leadership and pedagogical thinking, coaching, mentoring, self-evaluation, peer review, learning walks, work scrutiny, lesson observation and other quality assurance processes.
 - To undertake any other duties and responsibilities as required that are covered by the general scope of the post.
 - To undertake any other reasonable duties at the request of the Headteacher and Executive Headteacher
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All employees have the responsibility to:

- Ensure any documentation produced is to a high standard and is in line with the brand style
- Be aware and comply with all policies and procedures relating to safeguarding, child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person
- Participate in training and other learning activities as required
- Participate in the school's People Development Process
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate
- To represent the school/academy at events as appropriate
- To support and promote the school/academy ethos
- To undertake any other duties and responsibilities as required that are covered by the general scope of the post
- To undertake any other reasonable duties at the request of the Executive Team and/or Headteacher

All post holders must comply with The Dean Trust professional standards. The job description will be reviewed as necessary and is subject to modification and amendment at any time after consultation with the post holder.

Whilst every effort has been made to explain the key responsibilities of this post, this job description is not intended to be exhaustive, and every individual take undertaken may not be identified.

Personal Specification

	Essential	Desirable
Qualifications		
Degree or equivalent	✓	
QTS	✓	
At least three years of proven strong, successful senior leadership and management experience in a secondary school	✓	
Evidence of further research and/or nationally recognised qualifications		✓
Experience		
Relevant teaching experience	✓	
Understanding and commitment to the safeguarding and welfare of pupils	✓	
Performance management responsibilities	✓	
Target setting responsibilities	✓	
Key stage or department self-evaluation	✓	
School Improvement Planning	✓	
Understanding of how to create accountability systems in order to maximise the achievement of pupils.	✓	
Evidence of recent and appropriate professional development	✓	
Leading professional development within current workplace	✓	
Involvement in a leadership development programme		✓
Leading/sharing professional development beyond current workplace		✓
Leadership experience in more than one school		✓
More than one senior leadership role		✓
Staff recruitment		✓
Whole school self-evaluation		✓

Skills and abilities		
Thorough grasp of current curriculum issues	✓	
Ability to promote effective teaching and learning strategies	✓	
Ability to articulate high expectations to staff, pupils and parents	✓	
Ability to analyse and interpret data for whole school improvement	✓	
Ability to use ICT effectively in leadership and teaching	✓	
Can support and challenge colleagues	✓	
Outstanding classroom practitioner	✓	
Collaboration with other schools at a senior leadership level		✓
Reporting to Governors		✓
Working knowledge of Management Information Systems		✓
Other		
Commitment to equal opportunities	✓	
Aspiring to headship		✓
Enhanced DBS check	✓	

How to apply

If you are interested in this exciting opportunity, please apply through our online recruitment site, which is available via:

careers.thedeantrust.co.uk

- **School tour dates and times:** Friday 16th January 13:30
Tuesday 20th January 15:30
- **Application closing date:** Friday 30th January 08:00
- **Interview dates:** Wednesday 11th and Thursday 12th February

If you have any questions about the role or would like to book a place on a school tour, please contact Maxine Mills, HR Assistant, by telephone on 0161 973 1179 Option 6 or email recruitment@thedeantrust.co.uk

