



## The Holy Trinity Church of England Secondary School

### Job Description

<b>Role:</b>	Deputy Headteacher (Pastoral)
<b>Salary:</b>	Leadership, Point 18-24
<b>Contract Type:</b>	Permanent

<b>Reporting to:</b>	Headteacher
<b>Purpose:</b>	<p>Extend the Leadership of the Headteacher.  Deputise for the Headteacher, as required.  Create the <b>capacity</b> for all students to learn.  Plan, monitor and quality assure the school's work in support of each student's personal development.  To develop a culture across the school that supports pastoral aims.</p>
<b>General:</b>	Specified priorities will be agreed for individuals leaders with their Line Manager on an annual basis. It will be reviewed annually but can be modified in the interim following negotiation.

Key Accountabilities	Key Actions
<i>Ensure each child has the personal capacity to succeed, attaining aspirational goals</i>	<ul style="list-style-type: none"> <li>• Monitor and improve attendance and admissions</li> <li>• Develop a culture within HTS which is characterised by self-motivation, a love of learning and a commitment to contributing positively to the whole community</li> <li>• Establish effective and sustainable student leadership</li> <li>• Ensure that parents are partners in the personal development of their children</li> <li>• Ensure that the public image of HTS is promoted positively building links with the wider community</li> </ul>
<i>Establish and quality assure systems that promote high standards of behaviour across the school</i>	<ul style="list-style-type: none"> <li>• Line Manage AHT Behaviour &amp; Culture</li> <li>• Support AHT to establish behaviour and culture policies and systems which support the school ethos and enable all stakeholders to flourish</li> <li>• Quality assure typicality processes relating to Behaviour and Culture</li> <li>• Ensure that there is appropriate support, including training, for all staff to securely deliver behaviour and culture policies</li> </ul>
<i>Maintain, develop and quality assure systems that promote high standards of safeguarding across the school</i>	<ul style="list-style-type: none"> <li>• Line Manage AHT (DSL)</li> <li>• Line Manage Attendance and First Aid Team</li> <li>• Support AHT (DSL) in line management of Safeguarding Team</li> <li>• Support AHT to maintain safeguarding policies</li> </ul>

	<p>and systems which support the school ethos and enable all stakeholders to flourish</p> <ul style="list-style-type: none"> <li>• Quality assure typicality processes relating to Safeguarding</li> <li>• Ensure that there is appropriate support, including training, for all staff to securely deliver safeguarding policies</li> </ul>
<i>Develop and quality assure systems that promote high standards of pastoral care within Key Stages 3 &amp; 4</i>	<ul style="list-style-type: none"> <li>• Support AHT (DSL) in line management of Pastoral Leader</li> <li>• Quality assure pastoral care for all students</li> </ul>
<i>Develop and quality assure systems that promote high standards of academic and pastoral care within Key Stage 5</i>	<ul style="list-style-type: none"> <li>• Line Manage AHT (Key Stage 5)</li> <li>• Support AHT (KS5) in line management of Quality Nominee for Vocational Subjects</li> <li>• Support AHT (KS5) in links with Crawley Town Community Foundation (Football Academy)</li> <li>• Quality assure academic and pastoral care for all Sixth Form students</li> </ul>
<i>Establish an aspirational culture in which all students have a strong drive to fulfil their own potential</i>	<ul style="list-style-type: none"> <li>• Line Manage Leader of Careers</li> <li>• Quality assure the delivery of all aspects of the Gatsby benchmark system</li> </ul>

Signed: ..... (Post Holder) Date: .....

Signed: ..... (Line Manager) Date: .....

The particular duties assigned to this post are set out above but should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required. These duties may be reviewed and amended in consultation with the post holder in light of any changes in the requirements and priorities within the school. Such variations are a common occurrence and cannot of themselves justify a re-grading of the post.