JOB DESCRIPTION

Post Title:	**Deputy Head Teacher– Pastoral, Behaviour & Inclusion**
	WCG Grow (14-16 Direct Entry School)
Salary Range:	**£50,452 - £53,380 per annum (Management Spine Points 10 - 12)**
Contract:	**Permanent / Full Time**
Reference:	**CS12505**

PROTECTION OF CHILDREN

Any offers of appointment will be subject to a Disclosure and Barring Service (DBS) check (formerly CRB), a certificate of good conduct if applicable, plus receipt of satisfactory references, Occupational Health clearance, an understanding of safeguarding and qualifications verification. An Enhanced DBS check is required for this position as you will be working within 'Regulated Activity' within a specific place (i.e. the College).

This role is classed as working within Regulated Activity. It is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children. By applying for this position, you agree to an Enhanced DBS check in line with DBS regulations.

WCG Child Protection Procedure >

ABOUT PERSHORE COLLEGE

Warwickshire College Group (WCG) is a forward-thinking, multi-campus educational institution rooted in the Midlands and dedicated to empowering learners, driving regional prosperity, and addressing national priorities. **Pershore College** is a nationally recognised centre for excellence in horticulture, agritech, arboriculture, and inclusivity. This established reputation now supports a broad curriculum, including academies for construction and sport. Students also train in health and social care, hair and beauty, graphic and media art, and veterinary nursing. **Powered by WCG, Pershore College** is one of our diverse campuses across Warwickshire and Worcestershire, WCG combines tradition with innovation to deliver education that transforms lives and shapes futures.

To learn more about the WCG Strategic Approach, read our Impact Strategic Plan 2025-2028:





WCG Impact Strategic Plan 2025–28 >

BACKGROUND TO THE POST

WCG Grow* offers an exciting opportunity for learners aged 14 (Year 10) who are ready to take charge of their future and follow their passion. Young people can apply directly to join WCG Grow, where they will study core GCSEs alongside proposed introductory pathways in Animal and Plant Care, Construction, Creative Digital Design, Hair & Beauty, and Sport.

At WCG Grow, learners gain more than just qualifications - they develop the practical skills, technical knowledge, and personal confidence employers are looking for. Alongside GCSEs in English Language, Maths, Combined Science, and either Business or Computer Science, students follow a creative and technical pathway that blends classroom learning with practical, hands-on experiences.

The Deputy Head Teacher will provide strategic and operational leadership for the pastoral care, behaviour, attendance, safeguarding and personal development of students at WCG Grow, with particular responsibility for Key Stage 4.

This is a highly visible and hands-on leadership role. The postholder will take direct responsibility for the day-to-day pastoral monitoring of students, including group monitoring, parent and carer liaison, student re-engagement, behaviour interventions and the effective use of the College's new behaviour framework.

The postholder will ensure that students receive consistent, high-quality support and that clear expectations around behaviour, attendance, respect and personal responsibility are embedded across the provision. They will work closely with teaching and support staff to identify barriers to learning and ensure that appropriate interventions are implemented promptly.

The postholder will provide strong leadership across the pastoral team and, where Heads of Year are not yet established, will undertake the associated responsibilities directly.

A key aspect of the role will be working closely with the Designated Safeguarding Lead (DSL), Welfare & Wellbeing Team and wider Pershore safeguarding structures. The postholder will have responsibility for the daily management and triage of the intervention tracker, ensuring that pastoral concerns are appropriately actioned, escalated and referred.

The postholder will also act as the Designated Teacher for Looked after Children (LAC), ensuring that their educational progress, wellbeing and wider needs are effectively supported.

WCG Grow >

**Offering subject to DfE approval*

MAIN TASKS

1. **Pastoral Leadership**

- Lead the pastoral provision for KS4 students, providing a visible, consistent and supportive presence across WCG Grow.
- Take direct responsibility for student welfare, group monitoring, parent liaison and re-engagement where Heads of Year are not yet in place.
- Ensure timely and coordinated support for students, including individual interventions and support for emotional wellbeing, resilience and personal development.

- Lead initiatives that promote student belonging, aspiration and positive school identity.

2. **Behaviour, Attendance and Engagement**

- Lead the consistent implementation of the College's behaviour framework, including rewards, praise, sanctions and consequences.
- Monitor behaviour and attendance data, identify concerns and lead targeted interventions to improve behaviour, attendance and engagement.
- Act as the key point of contact for significant behavioural, attendance and pastoral concerns, supporting staff with advice and intervention strategies.
- Lead fortnightly inclusion and attendance meetings and coordinate appropriate re-engagement activity, including parent liaison, home visits and external support where required.

3. **Intervention, Safeguarding and Vulnerable Students**

- Manage the daily pastoral intervention tracker, ensuring concerns are appropriately triaged, actioned, monitored and escalated.
- Work closely with the DSL and wider Pershore safeguarding team to ensure effective safeguarding practice, communication and escalation.
- Act as Designated Teacher for Children Looked After (CLA), coordinating appropriate support, plans and multi-agency involvement.
- Maintain accurate and confidential records and ensure safeguarding, pastoral and wellbeing concerns are appropriately managed.

4. **PSHE and Personal Development**

- Lead and oversee the PSHE curriculum, ensuring it reflects statutory requirements, national guidance and the needs of learners.
- Work with the PE/PSHE team and external contributors to provide effective personal development opportunities.
- Deliver sensitive or specialist PSHE content where appropriate.
- Support students with emotional wellbeing, relationships, resilience, employability, GCSE preparation and future education or career pathways.

5. **Parent, Staff and Partnership Working**

- Build strong, professional relationships with students, parents, carers and staff, acting as a senior point of contact for complex pastoral concerns.
- Lead difficult or sensitive conversations and work with families to improve behaviour, attendance, engagement and wellbeing.
- Provide leadership, coaching and training to teaching and support staff in behaviour, pastoral care, safeguarding and student wellbeing.
- As the pastoral structure develops, provide leadership and line management to Heads of Year (when in place), ensuring consistency of practice.

6. **External Agencies and Multi-Agency Working**

- Develop effective partnerships with social workers, counsellors, Local Authority services and other external agencies.
- Coordinate referrals, signposting and multi-agency interventions for students requiring additional support.
- Ensure external recommendations and agreed actions are communicated, implemented and reviewed.
- Work collaboratively with curriculum, SEND, safeguarding and pastoral colleagues to ensure interventions support positive educational and personal outcomes.

In order to support during busy exam periods, you may be asked to undertake exam invigilator duties. The College will provide training.

The list of duties is not exhaustive but outlines the main features of the post at appointment and may vary as the job evolves without affecting the nature of the duties or the responsibility level.

HEALTH AND SAFETY

To ensure a safe working environment for colleagues, students, and visitors in line with the HASAW Act and the College Health and Safety Policy.

SAFEGUARDING

Safeguarding and promoting the welfare of children and at-risk adults for whom you are responsible and whom you come into contact with.

HOURS OF WORK

The postholder will be expected to work such hours as are necessary for the proper performance of their duties and responsibilities, normally 37.

LEAVE ENTITLEMENT

The College offers a generous leave entitlement of 48 days leave (includes 35 days leave, 8 statutory Bank Holidays, 4 College closure days at Christmas and an annual Relaxed Day) pro rata for part time.

PLACE OF WORK

The principal place of work will be the College's premises based at our **Pershore College**. However, the post holder may be required to work on either a temporary or an indefinite basis at any premises at which we may provide services.

OFFERS OF WORK

For the successful candidate a conditional offer of work will be made. Our offer of work will be conditional upon a number of mandatory pre-employment checks, to include but not limited to: DBS, Barred List check, right to work check, internet search, TRA check (academic posts).

EMPLOYEE BENEFITS

When you join WCG we offer you a whole host of employee benefits, including:

- Comprehensive training programme.

- Generous leave entitlement plus up to four free College Closure days a year
- WCG offers all employees who are carers the option to request a period of Carer's Leave that is equal to their usual working week, paid at their normal pay.
- Leadership & Management training programme to develop our next generation of managers.
- Superb health and wellbeing support with Wellbeing@WCG.
- The opportunity to join our voluntary health cash plan run by Health Shield.
- Discounted Full Cost Recovery courses
- Cycle to work scheme.
- Discounted hair and beauty treatments in our College salons.
- Pension schemes.
- Free will writing service.
- Free car parking on-site.
- Free flu vaccination voucher (available annually)

PERSON SPECIFICATION

Physical Make-up
Ability to perform the tasks as described in the job description. If you have a disability you should not be discouraged from applying, since there are schemes available within the College which allow for the provision of special aids, premises to be adapted and other appropriate support provided.

Ways in which these schemes might help in particular circumstances can be discussed with the People Services department when making your application.

		How it is Measured	
Attainments:		**Application Form**	**Interview**
Essential	Good general education at Level 4 or above, including English and Maths.	•	
	Teaching Qualification (PGCE or L5 Diploma in Teaching)	•	
Desirable	QTS or QTLS status	•	
	Level 2 Certificate in Supporting Teaching and Learning in Schools	•	
	Level 3 Diploma in Specialist Support for Teaching and Learning in Schools	•	
	Level 3 Safeguarding	•	
Key Experience and Attributes			
Essential	Successful leadership and management experience in a school or education setting.	•	•
	Effective communication skills, including active listening, empathy, and non-judgmental communication, to establish rapport, understand student needs, and provide appropriate support.	•	•
	Prior experience working with children or in an educational setting.	•	•

	Experience of developing PSHE curriculum to meet national guidelines and emerging needs of our learners	•	•
	Behaviour Management: Experience or knowledge of behaviour management techniques	•	•
	Experience of working in a pastoral role with young adults	•	•
	A solid understanding of emotional wellbeing, mental health, and the impact of emotions on learning is essential. This includes knowledge of common emotional difficulties and strategies to promote emotional resilience.	•	•
	Communication, coordination and organisation are required skills	•	•
	Ability to develop and implement effective plans that improve the outcomes for young people	•	•
	Ability to deal with sensitive issues in a supportive and effective manner.	•	•
	Effective communication skills, both verbal and written, in order to maintain accurate records and documentation and provide written reports as requested.	•	•
	Ability to demonstrate an understanding and knowledge of safeguarding and promoting the welfare of children and at-risk adults.	•	•
	Ability to demonstrate an understanding and knowledge of Equality & Diversity.	•	•
Desirable	Knowledge of risk assessment processes, safeguarding protocols, and child protection procedures to ensure the well-being and safety of students.	•	•
	Working knowledge of relevant safeguarding, child protection, equality and health and safety policies, codes of practice and legislation.	•	•

Candidates should apply by sending a copy of their CV to jobs@wcg.ac.uk

When selecting applicants for shortlisting, the panel will consider the requirements listed in the Person Specification above. You are, therefore, advised to ensure that your application addresses the issues raised by providing examples/evidence.

We are conscious of the time and effort spent on applications. We do thank you for your interest. Due to the number of applications the College receives, we are unable to provide feedback for candidates who are unsuccessful at shortlisting; however, we aim to notify all successful candidates within 1 week of the closing date.

The College regrets that it is unable to pay expenses incurred by attendance at interview.