



Job Description

Role: Deputy Head (Pastoral)

This job description gives an overall indication of the areas of responsibility of the position but is by no means all-encompassing or fixed. The post may include other duties and responsibilities as determined by management that fall within the general responsibilities of the post. St. Francis' College ('the College') is an equal opportunities employer.

Location:	St. Francis' College
Accountable to:	The Deputy Head (Pastoral) is directly responsible to and supervised by the Head, who is responsible for the leadership and management of the College and reports to the Board of Governors.
Responsible for:	The Deputy Head (Pastoral) is a member of the Senior Leadership Team (SLT) responsible contributing to the management and leadership of the College and the day-to-day wellbeing, child protection, safeguarding and pastoral care of students and staff at the College. The Deputy Head (Pastoral) is responsible for the line management of pastoral staff including Boarding.

Overall Purpose of the Job

- To ensure the safeguarding, child protection, wellbeing and pastoral care of all students, line managing relevant individuals and overseeing relevant policies.
- Oversight of the whole College, deputising for the Head in their absence.
- Induction of all new staff.
- Coordination of the start of each term, including allocating tutors, lunchtime rotas, arranging lockers and ensuring new students are inducted successfully.
- Daily publication of the Deputy Head Bulletin.
- Ensure student supervision is appropriate at all times.
- To assist the Head with the strategic development and direction of the College.
- To ensure that the College aims, values and ethos is maintained and strengthened.
- To deal with staffing issues, including underperformance, capability and complaints, as directed by the Head.
- Undertake SLT responsibilities, as determined by the Head of College.

Main Duties and Responsibilities

Safeguarding, Child Protection, Wellbeing and Pastoral Care	<ul style="list-style-type: none">• To be the College's Designated Safeguarding Lead (DSL), with all duties outlined in KCSIE (Part 2 and Annexe C).• To manage the Deputy Designated Safeguarding Leads (DDSLs) and ensure that they receive regular training, support and updates.• To regularly report and update on safeguarding and child protection cases to the Head.
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	<ul style="list-style-type: none"> • To line manage the Heads of Year and year group structures. • To line manage the Counsellor, Medical and Attendance Officer and Pastoral Support Officer. • To manage serious or persistent incidents of poor behaviour. • Deliver regular staff training on pastoral, safeguarding, child protection and wellbeing matters. • To update and distribute relevant policies, including the Safeguarding Policy. • To ensure that students always supervised; including, the organisation of duties, transport supervision and after-school club supervision. • Ensure that the Admin Team administer regular attendance, merits and academic ticket data to Heads of Year. • Report safeguarding updates to governors on a termly basis and work with the Safeguarding Governor to develop safeguarding policies and practices across the College.
Personal Development curriculum and co-curriculum	<ul style="list-style-type: none"> • Leadership and management of the Personal Development and tutor-time curriculum to ensure that lessons are planned, delivered and reviewed. • Working in collaboration with the Assistant Head (Head of Prep) and Assistant Head (Head of Sixth Form & Development) to ensure that the Personal Development curriculum progresses throughout the College experience. • Oversight of the Assemblies Coordinator. • Introduction and leadership of experiences and initiatives to extend Personal Development beyond the timetabled curriculum. • To oversee the running of the House system. • Manage the Personal Development Budget. • Oversee the management of the DREAMS Curriculum • In conjunction with SLT, having the oversight of major events in College: Prize Giving, Open Days, Taster Days (internal and external), Senior Carol Service, Spring Concert and other key events; ensuring that these run efficiently and successfully. • Leadership of the College's FIVE STAR DAYS activity week programme
EDI	<ul style="list-style-type: none"> • In collaboration with the Deputy Head of Prep, act as the Diversity and Inclusion Lead to provide training and opportunities for staff and students to celebrate diversity, equality and inclusion.
Marketing, Admissions & Development	<ul style="list-style-type: none"> • To conduct admissions interviews for prospective students. • To contribute to recruitment events (including those not in standard school hours). • To visit feeder schools and prospective feeder schools, as requested by the Head. • To support feeder school events in the College, as requested by the Head. • To support short-stay visits by international and domestic students, as requested by the Head.
Teaching	<ul style="list-style-type: none"> • Meet the Teachers' Standards requirements at all time. • Support the learning, teaching and assessment policies at all times.
General Duties	<ul style="list-style-type: none"> • Attend Senior Leadership Team meetings, College and Prep Department's staff meetings and school functions as appropriate. • Deliver assemblies as required. • Attend College events, including those in the evenings and at weekends, as per a rota basis. • To carry out workplace investigations, as requested by the Head. • Attend weekly SLT meetings and briefings.

	<ul style="list-style-type: none"> • Performance management of nominated middle leaders, as nominated by the Head. • Carry out any other duties which may be required by the Head.
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General

Owing to the presence of students in the College, strict rules governing staff behaviour and regarding access to areas of the College, are in place. Details may be obtained from the Head.

Training and Work Equipment

The Deputy Head (Pastoral) will be expected to hold a First Aid qualification. The College will provide training or pay reasonable training costs where the need arises. “Everyday” work equipment and Personal Protective Equipment, if required, will be provided by the College.

Terms and Conditions

Please note that this job description will be reviewed on a regular basis with the Head of College, in consultation with the post holder and in conjunction with the business needs of the organisation.

Person Specification
Role: Deputy Head (Pastoral)

Essential	Desirable
<p>Qualifications & Experience:</p> <ul style="list-style-type: none"> • Good Honours Degree. • Extensive experience as a pastoral leader (e.g., Head of Year, Assistant Head Pastoral) 	<p>Qualifications & Experience:</p> <ul style="list-style-type: none"> • Evidence of further professional study (e.g., MA, NPQSL). • Senior Leadership Team experience.

<ul style="list-style-type: none"> • Experience of organising whole school events. • Experience of line management. • Delivery of INSET and CPD opportunities. 	<ul style="list-style-type: none"> • Experience of working with external support agencies (e.g., CAMHS, Children's Services). • Experience of staff recruitment. • Experience of ISI inspections.
<p>Skills:</p> <ul style="list-style-type: none"> • Ability to lead, develop, motivate and inspire others. • Work in partnership with others. • Successful change management skills. • Ability to think strategically. • People management skills. • Ability to prioritise and meet deadlines. • Ability to manage a range of tasks simultaneously. • Strong ICT skills. 	<p>Skills:</p> <ul style="list-style-type: none"> • Experience of dealing with challenging conversations with a range of stakeholders. • Ability to contribute towards marketing strategies. • Commercial astuteness.
<p>Qualities:</p> <ul style="list-style-type: none"> • Sense of humour • Attention to detail • Resilient • Attention to detail • Strong communication skills 	<p>Qualities:</p> <ul style="list-style-type: none"> • Ability to hit the ground running.
<p>Knowledge:</p> <ul style="list-style-type: none"> • Good knowledge of current educational developments and legislation. • Understanding of effective performance management systems. 	<p>Knowledge:</p> <ul style="list-style-type: none"> • Knowledge of mental health concerns impacting young people.