**JOB DESCRIPTION**

Job Title: Assistant Head – Designated Safeguarding Lead and Pastoral Support

Date: September 2025

Key Purpose of the Job

In addition to those professional responsibilities which are common to all teachers the post holder will be the Designated Safeguarding Lead for the school with responsibilities as set out in the school’s Child Protection policy and in line with Keeping Children Safe in Education. In addition, the post holder will support the Deputy Headteacher, Pastoral, in ensuring the effectiveness of care, support and guidance for pupils in Years 7-11 with high quality outcomes for pupils: behaviour, attendance, feeling safe and contribution to the school and wider community

Key Responsibilities

1. Leading the school’s procedures for safeguarding and ensuring pupils feel safe and able to seek support if they feel unsafe
2. Behaviour support across years 7-11
3. Leading the school’s drive to reduce persistent absence and the school’s approach to catching up pupils from absence
4. To develop in-house CPD for pastoral team members e.g. new HOY induction and coaching of HOYs

Additional Specific Responsibilities

* KS3 Celebration Evening
* Alternative provision including extended work experience
* Charity Work in KS3 and KS4
* Alumni relations

Line Manager: PSHE, EDI and Student Voice

Review of Duties

The key purpose, key responsibilities and specific responsibilities of the job are subject to review and may, after discussion with the post holder, be revised.