



Job Description	
Job Title:	Deputy Head Teacher – Pastoral
Reports to:	Head of School
Location:	Based at John Flamsteed Community School
Salary & Hours of Work:	Leadership Scale. L15-L19 Full Time
Responsible for:	<ul style="list-style-type: none"> to act as the Designated Safeguarding Lead to ensure that students are safe to continue to uphold high standards of behaviour across all aspects of the school to ensure attendance and punctuality to school is good to ensure the highest quality of personal development provision so that students receive a rich diet of Social, Moral, Cultural and Spiritual education as well as CEIAG and RSE provision in line with our statutory responsibilities to ensure that students with a Special Educational Need or Disability attend, behave and succeed in line with their peers through strategic oversight of our SENCO
<p>The key roles and responsibilities of this post are:</p> <p>Safeguarding</p> <ul style="list-style-type: none"> Promote a positive ethos and safeguarding culture which provides a platform to securing great quality outcomes for all students and ensures all children feel safe in our school Provide strategic leadership of safeguarding across the school, leading the AHT who leads in this area to implement the school’s Strategic Safeguarding Plan Act as the Designated Safeguarding Lead and all safeguarding concerns are dealt with efficiently and effectively <p>Behaviour</p> <ul style="list-style-type: none"> Take a major lead in the day-to-day running of the school, with a particular emphasis on upholding discipline and standards. Ensure behaviour is at least good, the learning environment is calm and any disruption to learning is dealt with effectively, leading the AHT who works in this area <p>Personal Development and wider pastoral responsibilities</p> <ul style="list-style-type: none"> Promote a message of good attendance and punctuality, including ensuring systems and protocols are in place to sanction lateness and support all students to attend every day Lead those with a responsibility for Personal Development to ensure SMSC lessons are robust, with high-quality planning and delivery and staff feel trained and able to deliver this area of the curriculum with confidence Lead those with a responsibility for Careers to ensure that we are fulfilling the National Careers Strategy and are preparing our young people to go out into the working world and play a valuable contribution in it Lead on the work across the school on admissions and transition from KS2 and into KS5 Oversee and support the promotion of all aspects of mental health and wellbeing among both students and staff Work with the AHT to lead on whole school initiatives for annual events such as Mental Health Awareness Day; Anti-Bullying Week; Internet Safety Week etc. Work with the AHT to have oversight of charity events and promote student leadership across the school Empower Heads of Year to develop their leadership to ensure outstanding pastoral provision across the school Chair the meetings of the Heads of Year to develop highest levels of pastoral care and student wellbeing <p>SEND</p>	

- To provide strategic leadership of the provision for pupils with SEND across the school in order to ensure that these pupils make excellent progress, behave and attend in line with their peers, through effective line management of the SENCO

Wider role of the Senior Leader

- Lead by example, providing inspiration and motivation, and embody for the pupils, staff and governors, parents, and wider community the vision, purpose, and leadership of the school
- Support the Head in the recruitment, deployment, motivation, development, and appraisal of staff to make the most effective use of their skills and expertise and to ensure that all staff have a clear understanding of their roles and responsibilities
- Attend SLT briefings and meetings and play an active role in the leadership of all aspects of the school, committing to being a real team player
- Deputise for the Head of School wherever needed
- Leading on all CPD for existing and aspiring pastoral leaders and pastoral support staff
- Inform Governors of developments in your work through sub-committee meetings
- SEF: personal development and behaviour and attitudes
- Take a lead responsibility on policy development and implementation in the areas of pastoral education and support

Undertaking any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms.