



St. Mary's Senior School
Job Description for Assistant Head (Pastoral and Well-Being)

The Assistant Head Pastoral and Well-Being is a key member of the Senior School Management Team, reporting to the Head of the Senior School. S/he will be involved with the responsibility for the pastoral provision and promotion of student well being within the Senior School, along with the safeguarding and welfare of students across the whole school. The individual will work with the whole school staff, Heads of Year, the Head of the Senior School and the Assistant Head (Pastoral) of the Lower School. The individual may be expected to teach a small timetable if so required.

Key responsibilities:

Safeguarding

- To be the Designated Safeguarding Lead for the whole school (relevant update training will be given)
- Review and update the Safeguarding and Child Protection Policy annually in consultation with SLT and DDSLs across the school
- To work with the Head of Senior School and Head of Lower School to ensure all staff are kept up to date on safeguarding matters through leading safeguarding training sessions
- To lead weekly meetings with DDSLs to review Safeguarding and Child Protection Concerns
- To ensure that all safeguarding records are immaculate and reviewed regularly
- Produce termly safeguarding reports for analysis by the Safeguarding and other governors of the school
- To meet termly with the Safeguarding Governor to review Safeguarding issues across the school and communicate actions taken
- To ensure the timely induction of new staff to the school in relation to safeguarding issues
- To liaise with external agencies when required
- To keep abreast of educational developments in the independent and state education systems and understand the requirements of the Independent School Inspectorate

Pastoral Care and Well-Being

- To lead the pastoral care provision within the Senior school
- Responsible for implementation and review of Senior School pastoral policies
- Ensure that a programme of pastoral support is implemented and embedded across the Senior School
- Communicate with parents about the pastoral care provision at school events where requested and to be a 'point of call' for parents if pastoral concerns escalate
- To deliver assemblies to pupils on elements of pastoral care/well-being
- To take responsibility for overseeing the teaching of PSHEE and RSE; ensuring it meets statutory requirements and is delivered effectively
- To take a lead in determining the strategic development of the Special Educational Needs (SEN) policy and provision in the school to raise the achievement of students with special educational needs, working closely with staff, parents and carers and other agencies.
- Take responsibility for promoting the mindfulness and wellbeing of students through the curriculum and co-curricular activities
- Gain feedback from student voice re: pastoral care and welfare issues and act accordingly in a timely fashion
- To support students within school in-line with current policies
- To oversee the issuing, analysis and follow up actions from annual (or more frequent) surveys relating to safeguarding and pastoral care
- Contribute to whole School initiatives for annual events such as Mental Health Awareness Day, Anti-Bullying Week etc

- To ensure a log of informal and formal pastoral concerns and incidents is maintained, and to produce regular reports for the SLT and Governing Body to identify any patterns or trends
- Utilise the schools' observation procedures to monitor pastoral care, behaviour for learning, practice of staff and students to provide a report with action points to SLT
- Undertake self-evaluation of the pastoral system in order to contribute to school systems of monitoring, evaluation and review.
- To liaise with parents/carers to ensure excellent pastoral care
- To organise and lead the mentoring of students who need additional pastoral support and support staff mentors
- Overseeing and implementing an exciting and inspiring House system inclusive of whole school house events
- To liaise with external agencies when required
- To keep abreast of educational developments in the independent and state education systems and understand the requirements of the Independent School Inspectorate.
- Preparing the school for the pastoral elements of Inspection

Discipline

- To assist the Head of Senior School in ensuring that the behaviour, manners and appearance of pupils are of a high standard
- To take overall responsibility for pupil disciplinary procedures and policy, in conjunction with the Head of Senior School, including directing the work of Heads of Year to investigate and deal with disciplinary cases in all year groups.
- Management of the rewards and sanctions systems. Producing reports for SLT and Heads of Year as necessary.

Leadership

- To be a pro-active member of the Senior School Management Team to both direct and guide professional dialogue and discussion
- To chair regular meetings with pastoral staff teams and SENCo(as determined by Head of Senior) and ensure accurate minutes are taken.
- To lead the Performance Management of staff within the pastoral team and the SENCo. Undertake regular evaluation of staff progress towards agreed improvement objectives through the schools' appraisal, performance management and line management policies, practices and procedures
- To manage mental health support given to students by trained MHFAs within the school
- To plan and deliver Staff training on Safeguarding, RSE and Pastoral related initiatives
- To work with the SENCo to ensure training on SEND issues are disseminated to staff
- To deputise in the absence of the Head of the Senior School as and when required

Professional Standards

- Contribute to the development of a positive inclusive ethos
- Set a good example in terms of dress, punctuality and attendance
- Attend and participate in open evenings and other outward facing events
- Uphold the school's code of conduct
- Sets high expectations and standards for self and others
- Able to adapt to changing circumstances and needs
- Able to reflect constructively on practice and manage change
- Able to motivate others to seek improvement
- Able to remain calm and positive under pressure
- Sensitive to the needs of others; a supportive colleague

Please note: there may be other duties which may be expected by the Principal which are not listed here.

Person Specification

	Essential	Desirable	Method of Assessment
Qualifications/Training	<p>Degree or equivalent qualification</p> <p>QTS, PGCE or equivalent</p> <p>Evidence of continued career development</p>	<p>Mental First Aid trained</p> <p>First Aid trained</p> <p>Evidence of training in legislation relating to safeguarding and regulations covering pastoral matters</p>	<p>Certificates and application form</p>
Experience	<p>Extensive experience in pastoral management of students</p> <p>Extensive experience as a DSL, leading on inspection within schools</p> <p>Current, and/or past, holding of significant leadership roles, especially those which involve managing staff</p> <p>Experience of using computerised safeguarding systems</p>	<p>Experience of transferring paper information to computerised safeguarding/pastoral systems</p>	<p>Application form and references</p>
Skills and Knowledge	<p>An excellent knowledge of current safeguarding regulations and best practice</p> <p>An understanding of a wide range of pastoral issues, especially those affecting skills</p> <p>Strong, sound judgement</p> <p>Excellent administrative skills</p> <p>Highly developed communication skills in all contexts and forms</p> <p>Being comfortable dealing with sensitive and difficult situations in a calm, authoritative and constructive manner</p>	<p>Innovative approaches to pastoral care</p> <p>An inspirational classroom teacher with proven delivery of high-quality outcomes</p> <p>Interest in developments within Teaching and Learning</p> <p>Able to chair effective meetings</p>	<p>Interview and references</p>
Personal competencies and qualities	<p>An affinity with the core values of the school</p>	<p>Excellent sense of humour</p>	<p>Interview and references</p>

	<p>Ambition</p> <p>Empathy</p> <p>Capable organiser, planner and administrator</p> <p>Confident communicator with a passion for education</p> <p>A firm commitment to the role of Pastoral care in education</p> <p>Resilient; personable; tactful</p> <p>Natural authority; leadership by example; personal integrity</p> <p>Energy; imagination; courage to innovate</p> <p>Meticulous and have an eye for detail</p> <p>A sense of perspective</p>		
--	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--	--