

# Job Description:

## Deputy Head of School: Pastoral



### Post Details

**School/setting:** Twynham School  
**Post type:** Leadership Staff  
**Grade/Pay Level:** Leadership L17 – L21  
**Responsible to:** Head of School (TS)

### **Main Purpose**

- To lead and inspire excellence throughout the school.
- To play a pivotal role in working with the Head of School and Executive Headteacher (EHT) to establish and implement the strategic vision for all students throughout the school, deputising for the Head of School as appropriate.
- The Deputy Head of School: Pastoral will provide compelling leadership and vision to ensure the schools can continue to deliver in developing the pastoral care and cultures, enhancing the school experience for all students.
- To be the lead person responsible for the quality of behaviour and attitudes and personal development at Twynham School (TS).
- To be a DDSL and lead the Designated Safeguarding Lead (DSL) for TS and ensure organisational compliance and working with a team of DDSLs to provide an exceptional standard of safeguarding for young people (including online safety).
- To champion inclusion and ensure provision for SEND and other vulnerable students is a recognised strength across the two schools.
- To be the lead member of staff and 'torchbearer' for issues related to student wellbeing, ensuring excellent systems, structures and training are in place to support issues related to young people's mental health.
- To ultimately be responsible for the implementation of an expertly designed 'pastoral curriculum' and assembly programme that fosters a sense of belonging to the school community and which supports the visions, values and ethos of the schools.

### **Duties and Responsibilities**

#### Strategic Direction and Development

- Significant contribution to the development of the vision for the school, which is clearly articulated, shared and acted on by all.
- Providing strategic direction for the school, including its vision and values, through the identification of its key priorities.
- Significant contribution to the whole school SEF and Excellence Plan, developing and implementing strategic plans bringing about rapid and sustainable improvements in identified areas related to 'behaviour and attitudes' and 'personal development'.
- Responsible for the behaviour strategy, including the implementation of the behaviour curriculum and pastoral curriculum, including tutor time and monitoring and evaluation of its impact.
- Work alongside the ELT of TL MAT to develop and implement Trust-wide strategic plans bringing about effective improvement across the MAT as determined by the CEO.
- Inspiring children, staff, LAB Members and all those involved with the schools and the community they serve.
- To provide motivational and inspirational leadership at all levels of the organisation.
- To lead the schools in achieving excellence with a focus on continuous improvement and raising standards.
- To act as an advocate and public face for the schools, using mature leadership skills to influence others by raising the profile and promoting the schools' core purpose and values.
- To safeguard and promote the welfare of all students within the schools

### Leadership of the Quality of Education

- Alongside the EHT and the Head of School, the Deputy Head will take overall responsibility for ensuring excellent academic outcomes in all key stages.
- Driving the school improvement approach ensuring effective deployment of staffing and financial resources to improve and maintain the high standards expected.
- Contributing to school development planning based on accurate and effective self-evaluation.
- Dynamic and strategic leadership of the direction of our pastoral care, whilst ensuring every individual pupil is valued and encouraged to develop their full potential in all areas of school life.

### People Leadership & Management

- Strategic leadership and responsibility for the successful implementation of the whole-school pastoral systems which support the development of culture and ethos.
- Line management responsibility for the performance of the Assistant Headteachers as well as any other leaders as determined by the Head of School and EHT, including but not limited to key subject areas.
- Strategic leadership and operational responsibility for the implementation of robust safeguarding procedures and processes, including taking the responsibility of leading the lead DSL. Providing advice and support to staff on child welfare, safeguarding and child protection matters.
- Leadership of the Pastoral Leaders group, setting the agenda for this key group of leaders, chairing relevant meetings and ensure the successful implementation of agreed plans.
- Strategic leadership of Student Services ensuring legal compliance with duties relating to LAC and student welfare.
- Operational responsibility for the process of in-year admissions and pupils placed through BCP's IYFAP.
- Management of whole-school 'showcase' events including Achievement Evenings, The Priory Carol festival and any other 'outward-facing' events as directed by the Head of School and EHT.
- To be ultimately responsible for the development of Student Voice, distributing leadership of this where necessary, but ensuring that student views and opinions are gathered frequently and considered when effecting change.
- To ensure the effective implementation of the prefect system, school council and other aspects of student leadership.
- Key liaison between the school and the Friends of Twynham School.
- Take responsibility for your own professional development, CPD needs as the Deputy Head of School: Pastoral.

### Trust-wider Collaboration

- Ensure a consistent and coherent approach to safeguarding is developed across the trust.
- Work closely with colleagues at both TS and TGS to ensure standards and approaches are aligned.
- Under the direction of the EHT to lead on aspects of joint-working between the two schools.

### **Safeguarding Duties and Responsibilities**

- Be committed to promoting and safeguarding the welfare of children and young people in accordance with the school's Safeguarding and Child Protection policies.
- Understand your responsibilities in relation to Safeguarding and child protection and how to highlight an issue / concerns
- Remain vigilant to ensure all students are protected from potential harm.
- The post-holder will be required to support the Operations Manager to promote, monitor and maintain health, safety and security in the workplace. To include ensuring that the requirements of the Health & Safety at Work Act, COSHH, and all other mandatory regulations are adhered to.
- Ensure that all students make optimal progress even where there are barriers to learning, through excellent systems and provision for all.

- Working alongside other senior leaders to effectively implement and frequently review the school behaviour policy to ensure a safe and harmonious learning environment and promote improvement strategies.
- Create a culture where students experience from a positive and enriching school life. Uphold ambitious educational standards which prepare students from all backgrounds for their next phase of education and life.
- Promote positive and respectful relationships across the school community and a safe, orderly and inclusive environment.
- Ensure a culture of high staff professionalism.

#### Other Duties

- Play a full part in the life of the trust community, to support its vision, mission and ethos and to encourage and ensure staff and students to follow this example.
- To play a full and fundamental part of the senior leadership team of TS and TGS, operationally completing duties, on-call support, learning walks and other daily responsibilities required as a member of the senior leadership team.
- To take LT responsibility for the delivery of a variety of “front-facing” events and activities including parents’ evenings, 6th form events, marketing events as appropriate and agreed with the EHT.
- The post-holder will be expected to undertake any appropriate training provided by the Trust to assist them in carrying out any of the above duties.
- Be aware of and support difference to help ensure that everyone has equal access to the services of the school and feels valued, respecting their social, cultural, linguistic, religious and ethnic background.
- Attend and participate in meetings as required.
- To support the work of Two Rivers Institute (TRI) which, at times, may require supporting schools locally or delivering CPD through TRI as agreed in consultation with the postholder.
- Undertake any other duty as specified by STPCD not mentioned in the above.

All Twynham Learning staff may periodically be expected to carry out tasks and duties within their area of competence that are not listed herein, as directed, to meet the needs of the trust. The particular duties and responsibilities may vary from time to time.

#### Twynham Learning Attributes for all Staff

Ambition for excellence  
Professionalism  
Humility  
Championing change

Inclusiveness  
Positivity  
Community-mindedness  
Being collaborative

#### Qualifications, Knowledge, Skills and Attributes Required

##### Essential:

- A good Honours degree
- Qualified Teacher Status and evidence of completion of statutory induction
- Evidence of continuing professional development relevant to the post
- Current serving or experience as an Assistant Headteacher or Deputy Headteacher
- Proven track record of raising achievement and securing high achievement of students
- Experience of leading middle leaders to bring about improved outcomes
- Understanding and knowledge of child protection and safeguarding issues, processes and procedures where concerns have been identified.
- A record of sharing good practice with others

- Experience of undertaking performance management reviews with colleagues and supporting their professional development
- High-energy and passionate individual with a clear moral purpose which is driven by a desire to improve the life chances of young people.
- An emotionally intelligent colleague who can adapt to a range of situations and communicate with various stakeholders including students, parents and other colleagues and professionals.
- A team player who is comfortable in both providing and responding to professional challenge.
- An ability to inspire and relate well to the whole community.
- Outgoing and enthusiastic with a positive “can-do” attitude and a solution-focused approach.
- A sense of humour

**Desirable:**

- NPQSL or NPQML
- Senior leadership experience in an 11-18 setting
- Experience of dealing effectively with the under-performance of teachers
- Experience of timetable, curriculum planning and ICFP models
- Successful teaching experience at A-level
- Evidence of further leadership development
- Experience of working across a range of school environments
- Experience of involvement in successful Ofsted inspections
- Experience of leading school trips and a commitment to the encouraging extra-curricular activities
- Ability to travel independently between locations during the working day, as required

**Notes**

- This job description may be amended at any time in consultation with the postholder.

**Key to Acronyms Used/Glossary of Terms Used in this Job Description**

<p>EHT = Executive Headteacher  MAT = Multi-Academy Trust  CEO = Chief Executive Officer  TS = Twynham School  TGS = The Grange School  PGCE = Post Graduate Certificate in Education  SLT = Senior Leadership Team  SEF = Self Evaluation Framework  COSHH = Control of Substances Hazardous to Health  STPCD = School Teachers Pay &amp; Conditions Document  NPQSL = National Professional Qualification in Senior Leadership  NPQML = National Professional Qualification in Middle Leadership  LAC = Looked After Children</p>	<p>TL = Twynham Learning  ELT = Executive Leadership Team  CPD = Continuing Professional Development  SEND = Special Educational Needs &amp; Disabilities  NPQH = National Professional Qualification in Headship  DSL = Designated Safeguarding Lead  DDSL = Deputy Designated Safeguarding Lead  LAB = Local Advisory Board  BCP = Bournemouth, Christchurch &amp; Poole Council  IYFAP = In Year Fair Access Protocol  ICFP = Integrated Curriculum Financial Planning  LAB = Local Advisory Board  TRI = Two Rivers Institute  LT = Leadership Team</p>
---	---