



FARNBOROUGH HILL
WHOLEHEARTEDLY

JOB DESCRIPTION

Deputy Head - Pastoral

General

- To support the aims, values and Catholic ethos of the School and to contribute to the implementation of the School's Mission Statement.
- To serve with the Headmistress, Deputy Head - Academic, Deputy Head - Operations, the Assistant Head, Bursar and Director of Admissions and Marketing on the Senior Leadership Team.
- To deputise for the Headmistress during any short-term absence.
- To provide leadership for the day-to-day pastoral smooth running of the School.
- To work closely with the Headmistress and to advise her on planning for future development, the welfare of pupils and the management of the staff.
- To be accountable to the Headmistress and to perform such duties as she may reasonably direct, including some duties out of school hours.
- To play a full part in the life of the School community and encourage staff and pupils to follow this example.
- To assist the Headmistress in the promotion of the School and to contribute to the marketing strategy.
- To contribute to the production, monitoring and evaluation of the School Development Plan.
- To have responsibility, with other members of the SLT, for the appearance of the School environment including noticeboards and uniform.
- To attend school functions and help in their preparation, as required.

Strategic Leadership

- To lead and be responsible for pastoral strategic development and staff training, and pupil wellbeing.
- To be responsible for the management of the pastoral programme as it relates to pupils, such as Form Time, PSHEE, Assemblies and peer mentoring.

Leading Staff

- To lead the School's Pastoral Team, including the Head of Sixth Form, Heads of Year and Assistant Heads of Year.
- To assist with the appointment and recruitment of new staff, particularly pastoral staff.
- To line manage the School Nurses, School Counsellor, Heads of Year, Assistant Heads of Year and PSHEE Co-ordinator and to meet regularly with them.
- To manage the Deputy Designated Safeguarding Leads.
- To chair **half-termly** Heads of Year meetings and work with the PSHEE Co-ordinator, Heads of Year and Assistant Head of Year to plan, monitor and evaluate the PSHEE Programme.
- To lead and manage the Staff Induction Programme

Behaviour

- To be responsible for behaviour and discipline, other than within the classroom, with the support of the Deputy Head - Academic.
- To oversee and lead on the School's behaviour management procedures.
- To be responsible for the operation of the School's rewards and sanctions system.

Safeguarding

- To be the Designated Safeguarding Lead and liaise with the Head on safeguarding matters.
- To manage the safeguarding training of all staff and volunteers.
- To ensure that safeguarding processes, policies and procedures are best practice.
- To be responsible for CPOMS and sharing information with staff. To manage the recording of all safeguarding incidents to analyse safeguarding data and patterns.

Pastoral Care including Policy and Management

- To assist and support the Heads of Year, Assistant Heads of Year and wider pastoral team in the daily care and pastoral support of pupils, and to liaise with parents and other staff on a regular basis.
- To be responsible for the induction of new pupils, in liaison with the Director of Admissions.
- To act as the School's Senior Mental Health Lead.
- To record all serious sanctions, bullying allegations and other behavioural matters of note and to analyse data and patterns.

Teaching

- Teaching up to 4 lessons, as required by the Headmistress.

Administration and Infrastructure

- To be responsible for attendance and registration matters.
- To prepare pastoral staff for ISI and CSI inspections.
- To assist with the day-to-day organisation and smooth running of the School.
- To be responsible for lost property.
- To assist the Headmistress and Deputy Head - Operations with the annual planning of the School Calendar.
- To serve on or chair other committees and working parties, as requested by the Head.
- To carry out duties such as bus duty and Prep duty, as required.
- To advise and help with entrance to school at all ages, including the awarding of Academic Scholarships.

Communications

- To inform and advise colleagues on developments of a pastoral nature.
- To lead on pastoral events and communications to parents and stakeholders regarding pastoral matters.
- To report to the Board of Governors with an annual safeguarding audit and termly safeguarding report.
- To regularly discuss pastoral matters with the Safeguarding Governor.