

Job Description

Deputy Headteacher: Pastoral

Appointment Date	1 January 2025
Salary Range	Points 21 to 25 on the Leadership scale
Responsible to	Headteacher

The emphasis throughout the Leadership Team (LT) is upon raising achievement throughout the school and implementation of the School Improvement Plan. The policies and practices of the LT aim to ensure that all students and staff are supported in order to maximise their potential at Guiseley School. All members of the LT are expected to show a high level of visibility around school and actively engage with students, staff, parents and Governors.

Main Purpose of this role

The Pastoral Deputy will oversee the work of all Pastoral teams including behaviour, attendance, safeguarding and SEN; designing and quality assuring processes to ensure an emphasis on exceptional provision that ensures year on year progression.

Developing policies and practices that all students and staff are supported to maximise their potential at Guiseley School. All members of the LT are expected to show a high level of visibility in school and actively engage with students, staff, parents and to sure exceptional outcomes for students who can progress to their next step of choice.

Deputy Headteacher – Core Responsibilities

Lead on developing outstanding Pastoral Care, Behaviour and Attendance:

- Strategically lead the schools Pastoral, SEN, Attendance, Wellbeing and Behaviour teams, ensuring high levels of support, challenge and expectations.
- Sustain high expectations and standards of behaviour and attitudes for all pupils to ensure exceptional achievement and personal development.
- Develop Pastoral, SEN, Attendance, Wellbeing and Behaviour Systems are well defined, quality assured and fit for purpose enabling the school to operate effectively and efficiently.
- Analyse and report to the HT on data trends across performance indicators, developing appropriate and impactful responses.
- Line management of AHT Behaviour and Discipline, SEN, Safeguarding and Attendance.
- Oversight of school policies within the Pastoral remit.

Lead on the provision of outstanding safeguarding for pupils:

- Ensure the protection and safety of pupils and staff through effective approaches to safeguarding, as part of the duty of care.
- Develop and oversee safeguarding systems, processes and policies that enable the school to operate effectively efficiently and in line with statutory guidance.
- Lead on Safeguarding as Designated Safeguarding Lead (inc Prevent)

Lead on SEND / inclusion provision:

- Ensure the school holds ambitious expectations for all pupils with special educational needs and disabilities, looked after children and those with other additional needs.
- Ensure the school works effectively in partnership with parents, carers and professionals, to identify the additional needs and special educational needs and disabilities of pupils, providing support and adaptation where appropriate whilst maintaining high expectations and standards in all areas.
- Line Management of SEN provision.
- School based line management of the AFS Targeted Service Lead.

Governance and accountability:

- Ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties.
- Understand and welcome the role of effective governance, upholding their obligation to give account and accept responsibility.
- Ensure that staff know and understand their professional responsibilities and are held to account.
- Establish and sustain professional working relationship with those responsible for governance.
- Working with HT/Governors in the following ways: attendance at Governors' CSE committee, attendance at FGB committee, liaison with Safeguarding Governor, monitoring student exclusions, attendance and internal behaviour KPI's, on capability and disciplinary procedures where necessary.

Other responsibilities

1. Line management of areas within the school as directed by the Headteacher.
2. Responsibility for leading a duty team.
3. To lead on complaints as liaison or investigating officer as designated by the Headteacher.
4. Support in the implementation of the School Improvement Plan and lead specific priorities as required.
5. Support for the Headteacher when required, in all operational matters.
6. Deputising for the Headteacher when necessary.
7. Any other tasks or responsibilities deemed to be appropriate by the Headteacher.
8. To be aware of and comply with policies and procedures relating to child protection and safeguarding, reporting any concerns to a designated person and upholding fundamental British values.
9. To be aware of, and comply with, health & safety; security; confidentiality and data protection policies and procedures reporting all concerns to the appropriate member of senior leadership team.
10. To support the School's Equality and Diversity Policy.
11. To appreciate and support the work of other professionals.

All responsibilities are open to re-negotiation after an appropriate time period

Teaching responsibilities

- Teaching up to 4 periods per week

Our school is committed to safeguarding and promoting the welfare of children and upholding fundamental British values and expects all staff and volunteers to share this commitment. The successful candidate will be subject to a Disclosure Barring Service Check.

We seek to promote diversity and equality of opportunity - applications are welcome from all, irrespective of gender, race, marital status, age, disability, sexuality, religion, or faith. We also promote and practice the key Fundamental British Values to both staff and pupils.

Deputy Headteacher: Pastoral Person specification

Essential and desirable qualities are identified in the recruitment process by the following codes:

A = Application R = Reference I = Interview.

	Essential		Desirable	
Qualifications	First degree	A		
	Appropriate teacher qualification	A	Evidence of further appropriate educational study	A
			Willingness to complete NPQSL or NPQH or a desire to work towards	A
Experience	Recent successful classroom experience in a comprehensive school	A,R		
	Recent successful experience of senior leadership	A,R,I	Success in leading a school-wide change	A,R,I
	Have a working knowledge and strategic grasp of raising standards and achievement through driving forward excellence in attitudes to learning, teaching and learning, and climate for learning.	A,R,I	Experience of working effectively with external stakeholders	
	Awareness of the national educational agenda e.g. Ofsted changes, SEN, importance of SMSC/FBV, personal development, support for mental health	A,I		
	Successful experience of improving attitudes to learning in a departmental, pastoral or whole school setting	A,R,I		
	Understanding of methods of monitoring and evaluating school performance data, including interpretation and analysis.	I	Understanding of the issues surrounding within school variation	I
	Experience of tracking student performance and using data to impact on raising achievement	A,R,I		
	Understanding of the impact of pastoral issues on raising achievement	A,I		
	Experience of action planning to support school improvement priorities	A, I	Ability to develop and sustain good relationships with staff, parents and Governors	A,R,I
	Clear understanding of effective strategies to deliver individual support and development training to individual teaching staff – particularly on excellent classroom and behaviour management	A, I		

	Have a working knowledge and strategic grasp of raising standards and achievement through whole staff development and training	A,I		
	Experience of working with and supporting families to secure excellent behaviour	A, I		
	Knowledge of local systems and structures to support inclusive practice	A, I		
Personal characteristics/skills	Very high-level interpersonal skills	I		
	Demonstrate high quality leadership skills	A,R,I		
	Very good level of ICT literacy	A		
	Capacity to lead and to be a team player	A,R,I		
	Able to think strategically	A,R,I		
	Very good communication skills	A,R,I		
	Very good problem-solving skills	A,R,I		
	Very good organisational skills	A,R		