

Assistant Head Pastoral

Job Description

Reporting to the Headteacher

Leadership

- To maintain and uphold the Orthodox Jewish values of the school
- To promote and safeguard the welfare of children and young persons
- To maintain a positive and caring ethos
- Lead whole school safeguarding, behaviour and attendance
- Work as a key member of SLT with responsibility for whole school pastoral issues and safeguarding
- Support the day-to-day management of the school
- Build positive and respectful relationships across the school community
- Ensure a culture of staff professionalism
- To produce Termly reports analysing the data of behaviour, attendance and safeguarding
- To coordinate with external services regarding safeguarding, attendance and pastoral issues.

Safeguarding

- Fulfil the role of the school's designated safeguarding lead (DSL) as outlined in KCSiE 2023 Annex C
- Have responsibility for the school's safeguarding policy and its implementation
- Maintain and updating the safeguarding and associated policies in line with updates to KCSiE and other statutory documents
- Provide or arrange appropriate training for all adults in school around their safeguarding responsibilities
- Advocate the importance of safeguarding and child protection to all members of the school community
- Liaise with local children's services, social services, the police and outside agencies as appropriate
- Performance manage safeguarding and pastoral staff
- Lead on ensuring online safety is promoted in school and that suitable filtering and monitoring procedures are in place

Behaviour

- Encourage high standards of behaviour from pupils, built around clear rules and routines which are consistently applied
- Take overall responsibility for the school behaviour and uniform policies
- Work with heads of year to ensure any necessary sanctions are applied
- Promote and evaluate the effectiveness of the school's behaviour policy and strategies
- Manage pastoral staff i.e. heads of year, pastoral manager, attendance/admissions officer.
- Manage the implementation of sanctions and interventions
- Maintain pastoral records and home communication software

Attendance

- Have oversight of whole school attendance.
- Work with the attendance officer, attendance admin officer and pastoral staff to support pupil attendance
- Plan and implement interventions for pupils with persistent absence
- Manage high level absence cases
- Promote good attendance, throughout the school and community

General

- Maintain and update all relevant policies