

**Trinity School, Sevenoaks**

**Job description & Person Specification**

**Deputy Headteacher**

Job Title: Deputy Headteacher (Pastoral)

 Responsible to: Headmaster

 Location: Seal Hollow Road, Sevenoaks, Kent. TN13 3SL

*In everything set them an example by doing what is good. Titus 2:7*

**As a faith school it is our vocation, moral obligation and delight to provide the best possible education for each student as part of a Christian community.**

**All staff will:**

* Play a full part in the life of the school community, support its Christian mission, ethos and policies and encourage staff and students to follow this example.
* Fulfil responsibilities with regards to safeguarding (including reporting concerns to the designated child protection officer).
* Be involved in the school’s community service, as required.
* Model Trinity values to parents and students.
* Be positive, dynamic and challenging in all aspects of work.
* Foster the school’s inclusive ethos providing a common life based on the Christian family and nurturing everyone regardless of race, gender, sexual orientation, religion or ability
* Share direct accountability for the establishment of Trinity School as an outstanding school.
* Take responsibility for their own learning and development.
* Develop the skills and talents of other members of the community.
* Ensure their own well-being and that of others by establishing an appropriate balance between life and work.
* Play an active part in the life of the school and its community.
* Develop social cohesion and positive links with the whole of our local community.
* Adhere to the school community’s standards, policies, systems and procedures in relation to students, health and safety, personnel and financial management.
* Agree annual performance targets, with a view to own continuous improvement.
* Undertake any other duties that may reasonably be required by the Headmaster.

The Governing Board is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An Enhanced DBS check will be carried out for the successful candidate.

**Job Description**

Alongside the Headmaster, Governors, and Deputy Headteacher (Academic) the postholder will play a central role in ensuring the operational and strategic framework which will ensure the development of an outstanding place of learning.

As a member of the Senior Leadership Team, the post-holder assumes cabinet responsibility across the whole school and is expected to exercise that responsibility as required. The specifics of the role can change from year to year in order to match strengths and the developing needs of the school.

**Main Responsibilities**

* To have strategic oversight and responsibility for the pastoral care of students at Trinity.
* To lead and support the pastoral team comprising of senior and middle leaders and those with DSL and SEN responsibilities.
* To line manage, support and take responsibility for the school’s co-curricular programme, House System and Leadership programme ensuring maximum student participation.
* To champion the School’s ethos and values and act as a role model at all times to staff, students and parents.
* To take overall responsibility for the school’s behaviour, rewards and sanctions policies ensuring they are appropriate, effective and consistently applied.

**Other key responsibilities of the Deputy Head will include oversight or direct implementation of the following:**

**General:**

* To ensure that the well-being and safety of students are at the forefront of all decisions and actions.
* To lead the creation and implementation of a ‘pastoral curriculum’ that over 5 years ensures that students are emotionally intelligent, resilient and happy.
* To contribute significantly to the school strategic and development plans and report to Governors on progress as necessary.
* To understand and champion Ofsted requirements for pastoral care, collate evidence as required to ensure the School is prepared for an inspection.
* To oversee student voice including school council, student suggestions, concerns and complaints.
* To champion and further develop student leadership within the school.
* To ensure students are smartly presented at all times and oversee the school uniform.
* To regularly reflect and review to ensure continual development of the pastoral side of the school.
* To oversee and support others in the organisation of INSET, new staff and student induction days.
* To attend all staff meetings and parents’ evenings.

**Staff:**

* To ensure the staff body adhere to the school’s pastoral policies and review these on a regular basis.
* To line manage various departments.
* To support the Deputy Head (academic), Chaplain and Heads of Key Stage with strategic oversight of SMSC, form time and assemblies programme.
* To oversee the day-to-day running of the school in conjunction with the Deputy Head (Academic).
* To manage any incidences of under-performance or capability in relation to teaching which might be linked to pastoral issues.
* To encourage staff to develop their pastoral skills and stay on top of developments within the pastoral world.
* To oversee cover and the deployment of teachers to classes when staff are absent.
* To have strategic oversight of the school’s SEN provision and to line manage a team of staff to ensure this is implemented effectively.
* To oversee and ensure SEN students are supported in their learning in the most effective way possible.

**Child Protection and Safeguarding:**

* To be the School’s Designated Safeguarding Lead.
* To take lead responsibility for safeguarding and child protection across the school, including participating in strategy discussions and inter-agency meetings and contributing to the assessment of children.
* To advise and support other members of staff on child welfare and child protection matters and liaise with relevant agencies.
* To help deliver safeguarding training and ensure that all staff are up to date on advice and legislation.
* To prepare the safeguarding report for Governors’ meetings and attend termly safeguarding meetings.
* To ensure the school receives any current safeguarding information from feeder schools as required.
* To ensure the safeguarding documentation and information on the school website is up to date and accurate.

The above duties provide a likely example of what the successful candidate’s role will be. Exact responsibilities will be confirmed shortly after appointment and may change over time as the school grows. The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

**Person Specification**

The following experience and skills are essential/desirable

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| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **Working in a Christian School**  | * Supportive of the Christian ethos
 | Practising Christian |
| **Qualifications**  | * Good degree at least 2:1
* QTS or PGCE
* An ongoing commitment to personal and professional development
 | * DSL training
* NPSQL of school leadership qualification
* Further education beyond first degree

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| **Experience**  | * Recent excellent examination results achieved by students taught
* Experience of pastoral management from being in a senior leadership position
* Ability to demonstrate positive impact in the area of pastoral care (e.g. behaviour, attendance)
* Positive working relationships with colleagues, students and parents
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| **Skills**  | * An ability to inspire and lead colleagues to achieve agreed objectives
* Clear vision for what constitutes outstanding pastoral care
* Be able to work accurately and calmly and show resilience when under pressure
* Ability to teach outstanding lessons in own subject to GCSE to students of all abilities
* Ability to convey infectious enthusiasm for participation in school life
* Excellent organisational and communication skills
* Competency with a Management Information Systems
* Be prepared to initiate and manage change to drive up standards
* Ability to hold people to account in a supportive way
* The ability to find creative solutions to complex problems
* The capacity to think strategically at whole school level
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| **Knowledge** | * Up to date understanding of key pastoral issues and developments
* Have a clear understanding of inspection regulations relevant to this role
* Experience dealing with complex problems and safeguarding issues, including how to respond appropriately
 | * Good understanding of SEN and challenges
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| **Personal competencies and qualities**  | * Have a good track of leading and managing staff, be motivational, sympathetic, constructive and where necessary, challenging colleagues
* A genuine desire to get the best from students and staff
* An unwavering resolve and commitment to always want to improve things
* A resilient attitude to be able to respond to the demands and rigors of working in a growing school
* An ability to form and maintain positive relationships with staff, students and parents
* Ability to take responsibility and make things happen
* Loyalty, personal integrity, discretion and an ability to maintain confidentiality, sensitivity, understanding and experience in responding to the challenges of working with young people
* Sound judgement and discretion in dealing with parents, teachers and students.
* Flexibility
* A team player who is able to work well with a diverse range of people
* Good health and attendance record
* Reflective
* Able to give and receive feedback
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Signed: ………………………………………………….. Date: …………………………………………………….

Signed: ………………………………………………….. Date: ………………………………………………………..