

Framwellgate School Durham
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Job Title: Deputy Headteacher (Pastoral)

Salary	Leadership L19-L23 £69,020 - £76,120
Contract Type	Permanent
Reporting To	Associate Headteacher
Responsible for*	Assistant Headteacher (title to be confirmed) Director of Safeguarding

*Once an appointment of the Deputy Headteacher has been made, the specific responsibilities of the Assistant Headteacher reporting to the Deputy Headteacher (Pastoral) will be determined. Currently these include responsibility for school culture, attitudes to learning, personal development, careers education, RSE, rewards, enrichment, & line management of Heads of Year.

Leadership

Under the direction and leadership of the Associate Headteacher:

- Support the Associate Headteacher and Senior Leadership Team in the day-to-day management of the school
- Uphold and communicate the school's vision and support the Associate Headteacher's strategic leadership
- Lead by example
- Lead on all aspects of pastoral care including behaviour and attendance, safeguarding, and personal development (see below)
- Build and sustain positive relationships with all members of staff and wider stakeholders
- Keep up to date with developments in education
- Take responsibility for own training and professional development
- Work closely with all members of senior leadership team but particularly the Deputy Head (Quality of Education) and Deputy Head (Raising Achievement) on areas of shared responsibility

Pastoral

- Develop a vision for pastoral care which places the behaviour, well-being, and personal development of students at its heart and is strongly aligned to the ethos and values of the school
- Manage the day-to-day running of the school by ensuring staff supervision is adequate and key behaviour policies are adhered to & applied consistently, including punctuality & uniform
- Where appropriate and necessary, liaise with the Associate Headteacher to recommend suspensions for approval
- Lead on school culture and its communication to students, including by producing and overseeing an assembly programme
- Report regularly to the Associate Headteacher, senior leaders, and Governors on key performance indicators (behaviour and attendance data, suspensions etc)

- Line manage Heads of Year and ensure that there is a consistent and high-quality approach to pastoral care across all year groups (could be delegated to AHT)
- Have oversight of B4 (removal room) and ensure that it is managed effectively
- Develop, implement, and monitor a strategy to improve whole-school attendance and oversee the work of the attendance team and family liaison manager
- Develop, implement, and oversee a careers education strategy and line manage the careers team
- Co-ordinate the school's enrichment and extra-curricular activity programme
- Co-ordinate student voice and leadership activity and ensure that the structures for student representation are managed effectively.
- Ensure that standards of uniform are excellent and that the uniform policy is applied consistently and effectively
- Oversee the school's rewards system, including organising annual prize-giving events
- Convene and chair the weekly pastoral team meeting
- Oversee the work of the Director of Inclusion and (in consultation with the Associate Headteacher and Deputy Head: Raising Achievement) recommend students for AP or pastoral interventions
- Line manage the Director of Safeguarding and ensure that all safeguarding, child protection and related policies are adhered to
- Oversee pastoral transition from primary school and co-ordinate the induction programme for students at the start of term
- Together with other senior and middle leaders (and under the leadership of Deputy Head: Quality of Education) participate in an effective quality assurance system which leads to sustained improvement in teaching and the curriculum
- Write, review, and update all policies and procedures relating to area of responsibility. Currently these are:
 - Behaviour Management and Exclusions Policy
 - Anti-bullying Policy
 - Attendance Policy
 - Careers Access, SRE and SMSC Policies
 - Child Protection and Safeguarding Policy (this and other related policies such as Online Safety and Prevent will be delegated to the Director of Safeguarding)
 - Uniform Policy
- Take responsibility for the pastoral sections of the SEF & SIP & the appropriate sections of the Ofsted framework (Behaviour & Attitudes, Personal Development)

Other Responsibilities

- Attend meetings and work with the LGB as appropriate
- Attend meetings and work with central Trust staff or other schools in the Trust as appropriate
- Appraise senior and middle leaders as appropriate
- Hold named staff to account for their performance
- Support the Associate Headteacher by dealing with parental complaints relating to area of responsibility

The Deputy Headteacher is required to safeguard and promote the wellbeing and welfare of all students in line with the school's safeguarding policies and adhere to the staff code of conduct. This job description is illustrative of the main responsibilities relating to this role and the post-holder may be required to take on other duties as directed by the Associate Headteacher