

## **Deputy Headteacher/ Pastoral lead**

### **Lakenheath Community Primary School**

Mill Rd, Lakenheath, Brandon IP27 9DU

Phone: [01842 860256](tel:01842860256)

### **Job Description**

To develop, deliver and lead pastoral care across the school, including supporting the head with: behaviour, attendance and well-being

To oversee provision for students in receipt of the Pupil Premium and act as the designated teacher for Looked After Children.

To be a visible presence in the school supporting students and colleagues in embedding the Positive Behaviour Policy and the Individual Positive Behaviour Support Plans.

To report to the Full Governing Body with regards to key areas of responsibility.

Line Managing: TAs / Family Support Practitioner,

Responsible to: Headteacher

### **Duties & Responsibilities**

- As a member of the Senior Leadership Team, lead the strategic development of the school in the allocated areas of responsibility, embedding, maintaining and monitoring to ensure the highest standards
- To deputise for the Headteacher in their absence
- Complete the Professional Development Reviews for the team of staff that are directly line managed.
- Be responsible for assessing impact or quality of provision regularly in line with the school monitoring systems and producing reports for the areas of responsibility
- Have responsibility for these areas of the School Development Plan
- Be responsible for reporting to stakeholders such as SLT, Local Authorities and parents.
  - Be responsible for keeping up to date on all latest legislation regarding Keeping Children Safe in Education and training / updating staff accordingly
- Be responsible for updating school policies to reflect latest legislations
- To oversee the allocation of Teaching Assistants and cover
  - Assess and review the specific pastoral care needs of students
  - To work alongside SLT in providing a holistic education to students with SEND

- Line manage the Family Support practitioner and oversee the development of the support package offered to families in line with the school's strategic plan
- To plan and implement the pastoral support and monitor its effectiveness
- To oversee the intervention plan for each student in receipt of the Pupil Premium to ensure that their needs are met
- Collaborate with the head teacher in writing the annual Pupil Premium report to share with Governors and ensure that it is shared on the website
- Be the champion for students in receipt of the Pupil Premium, including adopted children
- To be a visible presence in the school supporting students and colleagues throughout the day
- Alongside the Head and FSP, be a main point of contact for parents, offering advice and guidance in supporting behaviour in the home
- Maintain records and track data in relation to behaviour, incidents, safeguarding and attendance etc. and produce regular reports which trigger prompt and effective interventions
- To monitor daily CPOMS entries and ensure that all incidents are actioned
- With the Headteacher, ensure that the school meets statutory and regulatory requirements in relation to pastoral care and safeguarding, including contributing to inspection and audit preparation and processes
- Contribute to Inset and staff training
- Contribute to Staff Induction (start of year and in-year)
- Contribute to the recruitment of staff including keeping Safer Recruitment training up to date Staff Performance Development Reviews
- As part of SLT lead, promote and maintain standards across the full staff
- Alongside the head, complete lesson looks and observations and associated paperwork
- To support with Open evening and other promotional events
- To fulfil any reasonably duties as requested by the headteacher

## **Skills & Experience and Training & Qualifications**

### **Essential**

1. Have QTS
2. Experience of leading change through working on a Senior Leadership Team in a school
3. Experience working with students with SEND
4. Experience of delivering CPD or staff training
5. An understanding of positive behaviour management
6. An experienced DSL/ADSL with the ability to manage complex cases
7. Have up to date DSL Level Training
8. Experience of a similar role or taking on professional responsibility in a related field
9. Evidence of a continued desire for Professional Development
10. Experience of mentoring trainee teachers or Early Career Teachers
11. Experience or a desire to train as a Senior Mental Health Lead