

## Primary Deputy Head (Pastoral)

**Job title:** Primary Deputy Head Pastoral

**Employed by:** NCBIS to support the vision, positive ethos and policies of the school.

**Responsible to:** Head of Primary

**Status:** Member of Academic Leadership Team (ACLT)

**Teaching Commitment:** Min 20% - Max 50%

**Qualifications:** Degree and PGCE or QTS or appropriate teaching qualification.

**Experience:** Minimum 5 years teaching or other relevant experience

**Summary of Role:**

### Primary Deputy Head of Pastoral

The Deputy Headteacher (pastoral), under the direction of the headteacher, will lead and promote the welfare of children and staff within the primary school, and follow school policies and the staff code of conduct.

NCBIS is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. NCBIS is aligned with the recommendations of the International Task Force on Child Protection, we hold ourselves to a high standard of effective recruiting practices with specific attention to child protection. In accordance with UK Safeguarding Children and Safer Recruitment in Education legislation. Appointed teachers from the United Kingdom are required to provide, at their own cost (of about GBP 60), and before travel arrangements are confirmed, an International Child Protection Certificate (UK) (refer: <http://www.acro.police.uk/ICPC/>). Full police clearance, covering at least the previous 8 years, is necessary for all appointees who are working, or who have worked, in countries outside the United Kingdom. To assist newly appointed staff, there is a country by country checklist for the procedures for obtaining a police clearance: <https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants>

## **DEPUTY HEAD KEY DUTIES OF THE ROLE:**

### **A. Safeguarding duties**

- To be fully aware of the principles of safeguarding as they apply to vulnerable children in relation to the role;
- To ensure that all employees complete child protection training;
- To advise on Safer Recruitment procedures.
- To plan safeguarding and CPD for safeguarding and child protection- setting this up on Educare and "Safeguard"
- Work closely with HR to ensure that the most up to date UK statutory guidance is being followed as closely as possible.
- To be responsible for Online Safety across the school.

### **B. Teaching and Learning**

- To ensure that staff address the needs of all learners by suitably differentiated activities;
- To ensure that staff reinforce consistent high expectations for the presentation of work;
- To monitor the implementation of a learning to learn approach and development of the Learner Profile through collaborative planning, lesson observation and peer observation;
- To work with the Head of Inclusive Learning in the deployment and performance management of learning support / EAL assistants;
- To work with the Deputy Head (Academic) to ensure that data is used to inform planning and to assess effectiveness of outcomes;
- To ensure that all students, whatever their ability and background, are given the opportunity to fulfill their potential, in close co-operation with head of Learning Support;
- To ensure that the ECA programme offers real enrichment and to work alongside the ECA coordinator
- To support staff within the quality assurance appraisal system;
- Work alongside the Deputy Head (Academic) to analyse student well being and curriculum success including the impact on assessment data.
- To ensure that PSHE provision is clearly planned and delivered.

### **C. Pastoral Care**

- To be responsible with the pastoral team for the well being of all pupils, including arranging meetings with parents as required;
- To chair regular meetings of the pastoral team and ensure a consistent whole school approach to behaviour management, attendance, rewards and sanctions;
- To monitor the implementation of the duty rota;
- To report health and safety concerns to the Head of Primary;
- To liaise frequently with the school doctor, mentors, counsellor and other professionals concerned with care of children;
- To liaise with the head of Inclusive Learning for students referrals and management of the inclusion and EAL departments;
- To develop the system of student records in co-operation with those responsible for management information systems;
- To be responsible for student leadership and team building opportunities, including student voice and student leadership positions including student council, house captains and play leaders;
- To be responsible for transition arrangements between the primary school and the secondary school, ensuring that Key Stage leaders at all transition points meet to discuss pastoral issues and specific learning needs before class groups are decided;

- To arrange Welcome Events at beginning of the school year for school families and staff;
- To work with the Deputy head (Academic) and the admission teams on entry assessments;
- To conduct some admissions interviews on behalf of the Head of Primary school
- To be responsible for the induction of new pupils and liaison with the Parent Group Executive Committee for new families;
- To contribute to curriculum guides;
- To be responsible for the collation of the primary school staff information manual;
- To monitor attendance and take action with the MLT if necessary;
- To work with the Deputy Head (Academic) in the production of students' reports;
- To ensure that subject coordinators produce annual reports and to collate and analyse these
- To assign class groups;
- To be responsible for the primary school entries to the Yearbook and contribute to school newsletters;
- To ensure that existing pastoral initiatives continue to be successful.

#### **D. School organisation**

- To organise the production of student planners;
- To co-ordinate the primary school calendar in co-operation with other members of the PLT and the secondary school;
- To be responsible for budgets associated with the role;
- Arranging staff cover and notification of staff absences;
- Link person with the Parent Group Executive Committee;
- Undertaking any other professional duties which may reasonably be delegated by the Head of Primary.

#### **E. International Validations**

- Collate all primary and relevant whole school documents required for PYP, COBIS, CIS and ISI visits;
- Contribute to the primary school Curriculum Handbook as directed by the Head of Primary.

#### **F. Other Specific Responsibilities**

- Establish primary school staffing needs;
- Participate and lead in CPD as directed by the Principal and/or Head of Primary;
- Line manage selected primary year group leaders and subject coordinators.