



I will serve.

St Ursula's Convent School

Deputy Headteacher: Pastoral

Behaviour, Attitudes and Personal Development

January 2025

"The greatest gift we can give to others is love, for love is the greatest gift we can receive from God."

St Angela Merici

## Job details

**Salary:** Inner London L 17-22 (£83,236-£92,878)

**Contract type:** Full Time

**Reporting to:** Headteacher

**Responsible for:** Pastoral Life of the School: Behaviour, Attitudes and Personal Development

## Main purpose

The primary purpose of a Catholic Secondary Pastoral Deputy Headteacher is to provide leadership and oversight of the pastoral care, behaviour, attitudes, well-being, and personal development of students within the context of a Catholic educational setting. This role is deeply rooted in Catholic values, ensuring that the school fosters an environment where faith, respect, and compassion underpin all aspects of school life.

## Duties and responsibilities

### Pastoral Care and Student Welfare

- Encouraging service to others and fostering a sense of community and social responsibility.
- Overseeing the well-being of all students, ensuring they receive appropriate support for their personal, social, and emotional needs.
- Implementing and monitoring policies related to pastoral care, including anti-bullying, mental health, attendance, rewards and behavioural support.
- Providing guidance and support to students facing personal or academic challenges, ensuring they have access to necessary resources and interventions.
- Promoting and securing excellent attendance.
- Promotion of fundamental British Values alongside Ursuline and Catholic Social Teaching.
- Preparing students for future success, developing resilience alongside a comprehensive CEIAG.

### Leadership and Staff Development

- Line management of, supporting and mentoring pastoral staff, such as form tutors, heads of year, and support staff.
- Ensuring staff share a commitment to Catholic values and providing training to uphold these principles in their work.
- Organizing and delivering professional development opportunities related to pastoral care and student support.
- Promoting a culture of continuous improvement and reflective practice among pastoral staff.
- Line Management of Assistant Headteacher: KS3, KS4, Inclusion and Personal Development, SENDCO.
- Responsible for The St Ursula's Personal Development Journey, including Careers and Destinations, Student Leadership and Stakeholder Voice.
- Responsible for School Trips, extra-curricular and enrichment and disadvantaged students.

## Building Positive Relationships

- Working closely with parents, parishes, and the wider community to ensure effective partnerships that benefit students.
- Engaging with external agencies and services to enhance student support.
- Facilitating communication and collaboration between students, parents, and staff to ensure a cohesive approach to student welfare.
- Organizing and participating in events and initiatives that promote community engagement and social responsibility.

## Safeguarding and Compliance

- Ensuring an open, honest and accountable culture of safeguarding.
- Acting as a designated safeguarding lead to protect children and ensure compliance with safeguarding policies.
- Maintaining high standards in areas like attendance, behaviour management, and student welfare.
- Ensuring all staff are aware of and adhere to safeguarding procedures and policies.
- Conducting regular reviews and audits of safeguarding practices to ensure continuous improvement.
- Responsibility for Child Protection and associated Policies.

## Additional Duties

- Contributing to the overall leadership and management of the school as part of the senior leadership team.
- Participating in the development and implementation of the school's strategic goals and objectives.
- Undertaking any other duties as directed by the Headteacher, in line with the nature and grade of the post.

## Training and Development

- Undertake training as appropriate for the role
- An active member of the local DSL network
- Be familiar with training on offer for other members of staff, including appropriate supervision

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher.

## Person specification

CRITERIA	QUALITIES	
<b>Qualifications and training</b>	➤ Degree	<i>Essential</i>
	➤ Teaching Qualification	<i>Essential</i>
	➤ Evidence of further professional development (MA, NPQH, etc)	<i>Essential</i>
	➤ Safeguarding training and/or qualifications	<i>Essential</i>
<b>Experience</b>	➤ Significant experience in education.	<i>Essential</i>
	➤ Proven experience in a pastoral leadership role within a school setting.	<i>Essential</i>
	➤ Strong understanding of safeguarding and child protection policies and procedures with proven ability to develop systems, policies and practice.	<i>Essential</i>
	➤ Excellent interpersonal and communication skills, with the ability to build positive relationships with students, staff, and the wider community.	<i>Essential</i>
<b>Skills and knowledge</b>	➤ Ability to inspire and lead teams with a shared vision rooted in Catholic values.	<i>Essential</i>
	➤ Competent with common IT systems, e.g. Microsoft Office, MIS, SIMS, Google Classrooms	<i>Essential</i>
	➤ Strong organizational skills to manage pastoral systems, policies, and initiatives.	<i>Essential</i>
	➤ Capacity to mentor and support staff, fostering professional growth.	<i>Essential</i>
	➤ Ability to work flexibly and quickly under pressure across multiple projects.	<i>Essential</i>
	➤ Ability to lead on safeguarding and child protection in accordance with statutory requirements.	<i>Essential</i>
	➤ Strong understanding of the link between pastoral care and academic success.	<i>Essential</i>
	➤ Knowledge of how Catholic values influence teaching and learning strategies.	<i>Essential</i>
	➤ Best practices in promoting mental health, emotional well-being, and character development.	<i>Essential</i>
	➤ Knowledge of restorative practices and strategies for behaviour management.	<i>Essential</i>
	➤ Awareness of inclusion, diversity, and how to support students with additional needs.	<i>Essential</i>
	➤ Up-to-date knowledge of safeguarding laws, child protection procedures, and statutory guidance such as Keeping Children Safe in Education (KCSIE).	<i>Essential</i>
	➤ Awareness of legal responsibilities related to attendance, exclusions, and safeguarding.	<i>Essential</i>
	➤ Insight into how the personal, social, health, and economic (PSHE) curriculum complements Catholic teaching.	<i>Essential</i>
	➤ Knowledge of programs that foster leadership, service, and spiritual development among students.	<i>Essential</i>
	➤ Familiarity with the broader educational landscape and policies affecting secondary schools.	<i>Essential</i>
➤ Understanding the role of the Diocese and local education authorities in school governance.	<i>Desirable</i>	

<b>Personal qualities</b>	➤ Empathetic and compassionate, with a genuine concern for the well-being of students.	<i>Essential</i>
	➤ Excellent communication skills to build relationships with students, staff, parents, and external stakeholders.	<i>Essential</i>
	➤ Strong leadership and organizational skills, with the ability to inspire and motivate others.	<i>Essential</i>
	➤ Resilient and adaptable, with the ability to respond effectively to changing circumstances and challenges.	<i>Essential</i>
	➤ High level of integrity and professionalism, with a commitment to upholding the highest standards of conduct and practice.	<i>Essential</i>
	➤ A Practicing Catholic	<i>Essential</i>

**Last review date:** January 2025

**Next review date:** TBC

**Headteacher/line manager's signature:**

**Date:**

**Postholder's signature:**

**Date:**



