



## ST EDMUND'S COLLEGE & PREP SCHOOL

### Job Description

*Rooted in Christ and Catholic tradition and under the guidance of its patron, St Edmund's aims to realise the God-given potential, in body, mind and spirit, of all members of its community through service and leadership.*

*Avita Pro Fide !*

*The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.*

Role title:	<b>Deputy Head Pastoral</b>
Reporting to:	<b>Headmaster</b>
Summary of the role:	The Deputy Head Pastoral will work closely with the Headmaster and the Senior Leadership Team in guiding the strategic development and day-to-day operation of St Edmund's College.
Line management responsibility for:	Assistant Head (pastoral), Assistant Head (Community Life), Heads of House, Head of Elements (Yr 7), Rhetoric (Yrs 12 & 13) Co-Directors, Head of Careers and Admissions Officer
Main duties and responsibilities:	<ul style="list-style-type: none"> <li>• Promoting and safeguarding the welfare of children and young persons for whom you are responsible and with whom you come into contact.</li> <li>• To support the Headmaster in determining, implementing and reviewing the Mission Statement and developing the Catholic ethos and spiritual life of the College.</li> <li>• To assist the Headmaster and Governors in the leadership, management and administration of the College subject to the policies of the Governing body and to assist in the drafting and reviewing of the same.</li> <li>• Responsibility for pupil behaviour and discipline.</li> <li>• Ensure the smooth day-to-day running of the College, including discipline and organisation of daily routines.</li> <li>• Along with the Senior Deputy Head, deputise for the Headmaster when required in all areas of College life.</li> <li>• Be responsible for the organisation of the calendar and term dates.</li> <li>• Overall Pastoral responsibility.</li> <li>• Involvement in the appointment, induction, professional review, development of staff and the allocation of staff duties.</li> <li>• Meeting with current and prospective parents.</li> <li>• Pay particular attention to coaching and mentoring staff.</li> <li>• Pay special attention to the personalising of the school experience for all students and parents.</li> <li>• Review the handbooks (pastoral, students', boarders', boarding) and College policies regularly.</li> <li>• Work closely with the member of staff in charge of the buses to ensure the smooth running of the bus system and good discipline amongst the children.</li> <li>• Oversee links with the infirmary and counselling staff to ensure that children's needs are met and that any trends that need to be communicated to SLT are identified and acted upon.</li> <li>• Play a full part in all aspects of the College life.</li> <li>• Teach, approximately, one third of a timetable.</li> <li>• Line manage the staff reporting to him/her.</li> <li>• Have oversight of boarding, working closely with the Head of Boarding to ensure the safeguarding and welfare of all boarders.</li> <li>• Overall responsibility for School Council.</li> <li>• Overall responsibility for Catering and College events.</li> <li>• Have oversight of the PSHE provision in the College.</li> </ul>

	<ul style="list-style-type: none"> <li>• Have oversight of disciplinary incidents and parental complaints.</li> <li>• Liaise with the Health and Safety Officer.</li> <li>• Develop links within the wider community and Liaise with the Prep School.</li> </ul>
Teaching	<p>The post will entail teaching. The successful applicant will:</p> <ul style="list-style-type: none"> <li>• Implement whole school policies and set the highest personal standards of teaching, classroom management and administration.</li> <li>• Plan and prepare lessons that are exciting, effectively differentiated and appropriate to age, gender and ability.</li> <li>• Manage and monitor pupils' academic progress, mark work regularly and in line with departmental policy and maintain appropriate records of effort and attainment.</li> <li>• Report on pupils progress throughout the academic year and attend parents' evening.</li> <li>• Be willing to contribute to the sports and co-curricular activities programme where possible.</li> </ul>
Other	<p>You may also be required to undertake other duties of an appropriate level and nature as and when requested by the Headmaster.</p> <p>Performing the 'Role of Teacher' job description, as set out in the College's Academic Handbook.</p> <p>The current post holder also fulfils the role of Registrar and leads the Admissions process. This position, and other possible areas of responsibility, may also be open to discussion, according to the suitability and wishes of the successful candidate.</p>

***The College is committed to safeguarding the welfare of children, therefore, all candidates will be required to undergo an Enhanced DBS check***

***We may take up references, before short-listing has taken place, which will include questions about past disciplinary actions or allegations in relation to behaviour with children and may approach previous employers for information to verify particular experience or qualifications.***