Deputy Head Director of Pastoral Care

Job description

The Deputy Head, Director of Pastoral Care, is the designated safeguarding person and has primary responsibility for the provision of pastoral care within the school including line management responsibility for the medical and counselling staff and Heads of Year. It is anticipated that the successful candidate will teach a reduced timetable in their specialist subject.

Pastoral care

- Acting as the designated safeguarding lead (see below for full list of responsibilities)
- Overseeing the provision of pastoral care within the school
- Line managing the pastoral team, including the Heads of Year and the Head of PSHE
- Chairing weekly heads of year meetings and pastoral leaders’ meetings
- Allocating tutors and overseeing tutor development
- Managing the quality and delivery of pastoral and safeguarding INSET
- Line managing the medical and counselling team
- Keeping up to date with safeguarding legislation and best practice and keeping the SMT informed accordingly
- Updating of relevant school policies
- Liaising with the head of PSHE in organising parents’ discussion evenings
- Managing an agreed budget

Discipline and conduct

- Overseeing standards of personal conduct throughout the school
- Managing any serious disciplinary cases involving pupils
- Managing and updating codes of conduct and discipline and their related policies
- Managing rewards and sanctions

Other management and liaison

- Being first point of contact with the parents’ guild (parents’ association)
- Attending parents’ guild meetings
- Attending Heads of Department meetings
- Attending Education Policy Committee and Health and Safety meetings as necessary
- Overseeing the event management team of students

Any other duties as required by the High Mistress. This job description may be amended from time to time in consultation with the role holder.
The main responsibilities of the DSL

- to be the first point of contact for parents, pupils, teaching and non-teaching staff and external agencies in all matters of child protection
- to act as a source of support, advice and expertise to staff on matters of safety and safeguarding and when deciding whether to make a referral by liaising with relevant agencies
- to refer all cases of suspected abuse to the local authority children’s social care
- to co-ordinate the child protection procedures in the School
- to maintain an ongoing training programme for all School employees, Governors, volunteers and other individuals working at the school, including induction training for all such individuals, and provide annual updates
- to monitor the keeping, confidentiality and storage of records in relation to child protection which are kept separate from pupil records.
- to ensure that notification of further record keeping is marked on the pupil records
- to liaise with the Local Authority Designated Officer (LADO) where appropriate, and the Contact and Assessment Service
- to keep parents informed of action to be taken under these procedures in relation to their child in accordance with section 12 of the safeguarding (child protection) policy
- to liaise with the High Mistress to inform her of issues especially ongoing enquiries under section 47 of the Children Act 1989 and police investigations
- to monitor records of pupils in the School who are subject to a child protection plan to ensure that this is maintained and updated as notification is received
- to liaise with other professionals to ensure that the School contributes to inter-agency working in line with Working Together to Safeguard Children (March 2015). This includes providing a co-ordinated offer of early help when additional needs of children are identified and contributing to inter-agency plans to provide additional support to children who are subject to child protection plans
- to ensure that locally agreed inter-agency procedures put in place by the Tri-Borough LSCB (and any other LSCB as appropriate) are followed
- to advise and act on all suspicions, concerns and/or evidence of the need for children to receive additional support, or of children who have suffered or are likely to suffer abuse and/or neglect, which is reported to the Designated Person
- where appropriate, to take part in child protection conferences or reviews
to inform social services in writing when a child who is subject to a child protection plan moves to another school and to ensure the secure transfer of the child protection file to the pupil’s new school (and that it is sent separately from the main pupil file)
• keep and maintain records of staff training on child protection and safer recruitment procedures
• to notify the Disclosure and Barring Service if the School ceases to use the services of a member of staff (or a governor or volunteer) because they are unsuitable to work with children and:
• to liaise with the local Channel Panel if a child is deemed to be at risk of radicalisation.

Special note

The school is at an exciting cross roads, with a new High Mistress due to be appointed to take over from Clarissa Farr, who steps down in the summer of 2017. This moment provides a special opportunity for new thinking about the senior leadership team and there may therefore be the opportunity both for some reorganization and for additional responsibilities to be assumed, once the new team has formed itself around the future High Mistress.

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