

# Deputy Head Pastoral (Prep)

The Deputy Head Pastoral leads on the strategic approach for the continual evolution of pastoral systems and roles, the day-to-day delivery of outstanding pastoral care for all pupils and is the Designated Safeguarding Lead for the Prep School. The fundamental importance of keeping pupils safe and proactively developing their mental health and wellbeing is at the heart of everything we do at the Prep School. This work is done in partnership with families, ensuring we support and enable parents in pastoral matters. The Deputy Head Pastoral leads on the development and sustaining of an inclusive community that celebrates our diversity and embraces learning about each other as individuals.

The Deputy Head Pastoral works closely with the Head of the Prep School, the Deputy Head Academic and the Deputy Head Staffing, Co-Curricular and Operations collaborating on all strategic areas within each of their remits. We operate a “First Teams” approach where Senior Leaders take shared responsibility for each others’ domains and openly learn from each other. Also working in frequent collaboration with the Deputy Head Pastoral (Senior School) to ensure the seamless continuity in our 3-18 approach and shared systems to maximise impact.

## Job Purpose

We follow a continual cycle of improvement, being proactive in finding ways we can develop our approach and skills in order to harness the very best from all of our colleagues.

The Prep School is an International Baccalaureate Primary Years Programme (PYP) Candidate School and all year groups are moving to delivering the curriculum through the PYP Framework from September 2025, whereas Year 3 have already moved to the PYP in 2024-25. All staff receive in-depth training on the PYP Framework and are well supported by the Pedagogical Leadership Team. Staff at the Prep school enjoy being in regular dialogue about teaching practices and curriculum design. We plan collaboratively in order to continue our own professional learning and to bring about the best education possible for the pupils.

All SLT have a modest teaching load to enable them to stay current in their practice whilst managing the scale of their leadership responsibilities.

## Hours

Full Time

## Report to

The Head of Prep

## Contacts

Prep Senior Leadership Team, Pastoral Committee, Deputy Head Pastoral (Senior School), Prep Leadership Team, Heads of Year, School Chaplain, Teachers, Teaching Assistants, Pastoral Mentors, Operational Staff.

## Key Responsibilities & Accountabilities

The range of this role is significant, only the key elements are outlined here. All roles evolve over time and some areas are dependent on the strengths and development areas of the individuals in post. Thus the areas set out here are not an exhaustive list nor inclusive of all possible areas of responsibility.

In all areas set out below, the Deputy Head Pastoral leads on the monitoring, evaluation and required staff development. This is done in collaboration with and supported by a number of SLT and leadership roles. The Deputy Head Pastoral leads on the Prep School being compliant and meeting standards for inspection in their areas of responsibility, working closely with the Compliance Officer. All members of SLT line manage Directors (Prep Leadership) and middle leaders. The Deputy Head Pastoral line manages the Director of Pastoral Care and Pupil Wellbeing, oversees the pastoral work of Heads of Year, coordinates the safeguarding work of the Deputy DSLs and as required, line manages other roles.

## Pastoral Care and Pupil Wellbeing

The Deputy Head Pastoral (Deputy Head Pastoral) leads the Prep School’s vision and strategy for embedding a culture of kindness, inclusivity and respect, equipping the pupils with the tools needed for positive mental health and wellbeing. This requires understanding the current needs of pupils, societal trends and worries, up-to-date research for education settings and all relevant guidance and frameworks.

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The Director of Pastoral Care and Pupil Wellbeing leads on the delivery of PSHE, including RSE, overseen by the Deputy Head Pastoral. The Prep School operates a culture of open-doors, visibility with pupils, parents and staff and ensuring all members of our community, especially pupils have many ways of being heard. The Deputy Head Pastoral is well known to pupils, engaging them regularly in dialogue to build trust and openness.

### **Safeguarding and Welfare**

As the Designated Safeguarding Lead for the Prep School, the Deputy Head Pastoral has an excellent understanding of the Keeping Children Safe In Education and all other Safeguarding legislation and how to effectively embed and implement these across the entire Prep School staff body. Proactively upskilling staff, holding staff to account to the highest standards of safeguarding and working efficiently with external agencies. The Deputy Head Pastoral is the Prep School's Attendance Champion, with the support of the Prep School Receptionist collating attendance figures, and directing pastoral middle leaders to undertake appropriate actions. The Deputy Head Pastoral has frequent contact with a range of parents and families, understanding that all families can need support in safeguarding matters whilst holding the welfare of the child as the priority at all times.

### **Positive Pupil Behaviour**

The Deputy Head Pastoral leads on the Prep School's approach to positive pupil behaviour, in collaboration with the Senior School. Ensuring a comprehensive and effective set of systems for pupil development of peer relationships, being an anti-bullying school, upholding the school's Values and a restorative and reconciliatory philosophy for pupil personal growth.

### **Family and Community Engagement**

The Deputy Head Pastoral sets the tone for positive communication with parents regarding all pastoral and pupil wellbeing matters. Presenting at parent events, writing parent comms and having regular direct contact with parents at the school gates and at parent workshops. The Deputy Head Pastoral ensures all Prep staff understand their responsibilities regarding building positive parent relationships and working together for the betterment of the pupils. Proactively identifying opportunities to further strengthen the school-family partnership with the goal of promoting wellbeing across our community.

The Deputy Head Pastoral, in collaboration with various leadership roles, oversees the development of the school's connection to the local community through celebrating our cultural and religious diversity. This sits alongside the Deputy Head Pastoral's responsibility for giving pupils a platform to directly impact on our community through the School Councils and the Yr 6 Prefects.

All Prep SLT directly contribute to the Admission programme by undertaking tours for prospective pupils and their families. The Deputy Head Pastoral ensures Heads of Year collaborate each year making transitions between year groups supportive and enabling the pupils to progress up the school with confidence. The Deputy Head Pastoral oversees the team that supports pupils and parents with the transition into the Senior School, or other secondary settings and undertakes regular dialogue with Senior School leaders.

### **Personal Specification**

- An excellent teacher who facilitates deep learning
- Possess a thoughtful authentic leadership style, which includes having an ethical approach, the desire to develop others and the ability to be forward-looking
- Think strategically and creatively both within your own remit and contributing to the remit of others
- Display discretion and a dignified approach to interactions with all people
- Ambitious for the pupils, staff and school with the ability to inspire others
- Organised and diligent
- Be a capable practitioner in the use of IT and possess a strong understanding of management information systems
- Be a confident communicator (both orally and in writing) and able to collaborate with all members of the school community
- Have an approach to work and collaborating with others that is flexible and enthusiastic
- Display an absolute commitment to the highest standards of professional behaviour, at all times promoting the welfare and safeguarding of children

### **Safeguarding**

*To be committed to the safeguarding and promotion of the welfare of young people. To demonstrate this commitment in every aspect of this post. To adhere to, and ensure compliance with, the School's Safeguarding Policy at all times. You are required to report any safeguarding or child protection concerns to the School's Designated Safeguarding Lead.*

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