

Job Title: Deputy Headteacher – Pastoral

Responsible to: Headteacher

Start Date: As soon as possible

Location: Belmont School (Y1 – Y13)

Job Purpose

The Deputy Headteacher – Pastoral will provide strategic leadership for the pastoral systems within the school, ensuring that all pupils—particularly those with Social, Emotional and Mental Health (SEMH) needs—are supported to feel safe, regulated and ready to learn.

The role will lead the development and implementation of trauma-informed practice across the school, ensuring that pastoral care, behaviour systems and safeguarding approaches are aligned with the needs of our pupils.

The Deputy Headteacher – Pastoral will oversee key pastoral processes, including multi-disciplinary team (MDT) meetings, behaviour and wellbeing tracking, pupil voice, and strategies addressing bullying, discrimination and racism. The postholder will ensure that systems are robust, consistent and evidence-informed, supporting positive outcomes for pupils.

This job description outlines the main responsibilities of the role and is not intended to be exhaustive. As a member of the senior leadership team, the postholder will be expected to undertake other reasonable duties commensurate with the level and nature of the post, as directed by the Headteacher.

Key Responsibilities

Strategic Pastoral Leadership

- Provide strategic leadership for pastoral provision across the school.
- Develop and implement a whole-school trauma-informed approach, ensuring staff understand and apply trauma-informed principles in their practice.
- Lead the development and implementation of the school's behaviour strategy, ensuring it reflects the needs of pupils with SEMH and promotes regulation, safety and positive relationships.
- Develop, implement and monitor the school's anti-bullying strategy, ensuring a proactive and preventative approach.
- Lead the school's racism and discrimination strategy, ensuring a culture where diversity is respected and discriminatory behaviour is challenged.
- Ensure pastoral policies are implemented consistently and reviewed regularly.

Pupil Support and Wellbeing

- Chair the Pupil Multi-Disciplinary Team (MDT) meetings, ensuring effective collaboration between education, therapeutic and external professionals.

- Ensure effective identification, monitoring and support for pupils with complex SEMH needs.
- Oversee the SEMH Tracker, ensuring accurate monitoring of behaviour, wellbeing and progress.
- Use data and qualitative information to identify trends and plan interventions.
- Ensure that pupils' views inform school development through robust pupil voice systems.

Behaviour and Pastoral Systems

- Lead the ongoing development and implementation of the school behaviour strategy.
- Ensure behaviour systems support regulation, accountability and positive relationships.
- Analyse behaviour data and provide reports to the Headteacher and Senior Leadership Team.
- Work with staff to develop consistent practice in behaviour support.

Quality Assurance and Monitoring

- Lead quality assurance of Form Time, ensuring it supports wellbeing, relationship building and personal development.
- Quality assure the use of behaviour and safeguarding systems including Sleuth / CPI, ensuring accurate recording and effective follow-up.
- Monitor pastoral practice through learning walks, case reviews and data analysis.
- Provide feedback and coaching to staff to improve pastoral provision.

Safeguarding and Inclusion

- Work closely with the Designated Safeguarding Lead to ensure safeguarding concerns are responded to effectively.
- Ensure that pupils feel safe, listened to and supported.
- Promote an inclusive culture where diversity is respected and discrimination is challenged.

Examinations (AY 2025/26 then hand over to Deputy Head Curriculum)

- Undertake the role of Exams Officer, ensuring that all internal and external examinations are administered in accordance with regulations.
- Ensure compliance with examination boards and regulatory requirements.
- Coordinate exam timetables, access arrangements and invigilation.

Transport

- Oversee arrangements for pupil transport, ensuring safe, reliable and appropriate provision for pupils.

- Liaise with local authorities, transport providers and families to address issues or concerns.
- Monitor transport arrangements to ensure they support pupil safety and attendance.

Daily Operations

- Coordinate and oversee daily staff cover arrangements to ensure effective supervision and continuity of learning when staff are absent.
- Work with senior leaders and administrative staff to ensure cover is organised efficiently and safely.

Leadership and Management

- Support the Headteacher in the leadership and management of the school.
- Line manage relevant pastoral staff as directed by the Headteacher.
- Contribute to whole-school improvement planning.
- Model professional standards and values expected of all staff.

Person Specification

Essential

- Qualified Teacher Status (QTS).
- Significant leadership experience in a school setting.
- Experience working with pupils with SEMH needs.
- Strong understanding of trauma-informed practice.
- Experience leading behaviour and pastoral systems.
- Experience working with multi-agency professionals.
- Strong organisational and analytical skills.
- Commitment to safeguarding and promoting the welfare of children.

Desirable

- Leadership qualification (NPQSL/NPQH or equivalent).
- Experience working in a specialist or alternative provision setting.
- Experience chairing multi-disciplinary meetings.
- Experience of behaviour tracking systems.

Key Competencies

- Strategic leadership
- Trauma-informed practice

- Data-informed decision making
- Communication and collaboration
- Professional integrity and accountability

Belmont School is committed to safeguarding and promoting the welfare of children and young people. The successful candidate will be required to undertake an enhanced DBS check and comply with all safeguarding procedures.