



Assistant Head Pastoral (including DSL & Head of PSHEE) JOB DESCRIPTION

REPORTING LINES:

Post Holder:

Reporting to: Head of School

Line Managing: Pastoral Staff, DDSLs and Wellbeing Guardian

WHOLE SCHOOL AIMS:

Here at Pennthorpe we aim:

- To establish an innovative curriculum and co-curriculum which inspires creativity and ingenuity
- To develop a strong long term work ethic in pupils incorporating a love of learning, risk taking and inquisitiveness
- To challenge every child regardless of ability and inspire all pupils to achieve academic excellence
- To assist parents and pupils in gaining their first choice of senior school
- To empower and instil inner confidence and mutual respect
- To value every child, identifying and developing each child's strengths and passions
- To provide excellent care and guidance whilst encouraging independence
- To inspire all to participate fully in the wider life of the school
- To ensure all have an understanding of their place in the local and global community

THE ROLE:

- The Assistant Head Pastoral is responsible for the leadership and management of all aspects of pastoral care, welfare, rewards, and sanctions at Pennthorpe School. This role also includes serving as the Designated Safeguarding Lead (DSL), ensuring the safety and well-being of all pupils and Head of PSHEE. The Assistant Head Pastoral will also sit on the Senior Leadership Team. **For the right candidate, a Deputy Head position may be available which would include additional responsibilities.**

KEY DUTIES & RESPONSIBILITIES:

Key Responsibilities as Assistant Head Pastoral

- Lead on and have responsibility for all Pastoral and Safeguarding Policies
- Oversee Pastoral Care at Pennthorpe
- Oversee and lead PSHEE at Pennthorpe
- Act as the School's Designated Safeguarding Lead
- Serve as a member of the Senior Leadership Team (SLT)
- Report to governors on a termly basis regarding Safeguarding & Pastoral Care

Pastoral Care:

Pastoral Care and Welfare

- Lead the pastoral team to ensure the well-being and personal development of all pupils.
- Lead and manage the pastoral vision for the school, ensuring the well-being and personal development of all pupils.
- Oversee the implementation of the school's pastoral systems, including behaviour management, attendance, and pupil welfare.
- Monitor and support the emotional and social development of pupils, providing guidance and interventions as needed.
- Line Manage the Wellbeing Ambassador to ensure their support aligns with the school's vision
- Liaison with the school counsellor / external therapists.
- Oversight of parent and pupil surveys related to wellbeing
- Oversight of Staff Champions System

Rewards and Sanctions

- Oversee the system of rewards and sanctions that promotes positive behaviour and academic achievement.
- Ensure that all staff are aware of and consistently apply the school's behaviour policies.
- Monitor the effectiveness of the rewards and sanctions system, adjusting as necessary.
- Support Class and Form teachers with all bullying investigations
- Support with the organisation of all awards and prizes for Celebration Huddles and Prizegiving

Administration

- Ensure systems including Welfare Tracker, MyConcern, Engage etc. are updated regularly.
- Manage, oversee and address any attendance issues, working collaboratively with Class and Form teachers and the administrative team.
- Compliance with DfE attendance coding and statutory returns (persistent absence monitoring).
- Oversight of the school's behaviour strategy and its implementation
- Monitoring trends in pastoral data (MyConcern, attendance, wellbeing surveys, bullying logs) and reporting these to SLT and governors.
- Maintain effective communication with parents, staff, and external stakeholders.
- Support with the planning and delivery of staff training programs.

- Support with the organisation of staff INSET days
- Support with staff appraisals to evaluate performance and provide constructive feedback.
- Implement professional development plans based on appraisal outcomes.

Compliance and Policy Documentation

- Sign off trip forms before all off-site visits and check that all documentation and risk assessments have been completed
- Ensure all school policies related to academic and pastoral systems are up-to-date and clearly understood.
- Ensure compliance with ISI regulatory policies and other relevant regulations.
- Maintain accurate records and documentation for all compliance-related activities.
- Lead the development and review of school policies, ensuring they reflect best practices and legal requirements.
- Ensure all staff are aware of and adhere to school policies and procedures.

Head of PSHEE & RSE

Curriculum Leadership

- Lead the design, implementation, and ongoing development of the PSHEE & RSE curriculum from Early Years to Year 8, ensuring progression and age-appropriate delivery.
- Ensure full compliance with the DfE Statutory RSE Guidance (2020) and the Independent School Standards, including annual review and evaluation.
- Ensure that PSHEE & RSE teaching supports key whole-school priorities including wellbeing, safeguarding, digital citizenship, equality, inclusion, and respectful relationships.
- Embed PSHEE principles across all areas of school life by working collaboratively with Heads of Section, Assistant Heads, and subject leaders.
- Provide guidance, training, and resources for staff delivering PSHEE & RSE, ensuring they feel confident, well-prepared, and supported and be able to teach PSHEE across the school
- Ensure that new staff receive appropriate induction relating to PSHEE & RSE content, expectations, and safeguarding considerations.

Monitoring, Evaluation & Quality Assurance

- Monitor the quality and consistency of PSHEE & RSE teaching across the school through lesson visits, review of planning, and pupil voice activities.
- Collect and analyse data (pupil surveys, parent feedback, staff reflections) to evaluate curriculum impact and inform future development.

Pupil, Parent & Community Engagement

- Ensure pupils have regular opportunities to express views about PSHEE & RSE topics through pupil voice, surveys, and discussion groups.
- Communicate clearly with parents regarding RSE content, parental rights, curriculum changes, and school values.
- Work closely with external providers, specialists, and wellbeing professionals to enhance PSHEE & RSE provision where beneficial.

Safeguarding Integration

- Ensure PSHEE & RSE content supports safeguarding priorities, including topics such as consent, healthy boundaries, online safety, bullying, prejudice-based behaviours, and mental health.
- Evaluate curriculum impact in relation to safeguarding patterns, pastoral data, or behavioural trends, adjusting content accordingly.

Designated Safeguarding Lead:

The Assistant Head Pastoral will serve as the Designated Safeguarding Lead (DSL) for Pennthorpe School and is responsible for ensuring that the school meets its legal, statutory, and regulatory duties in relation to safeguarding, child protection, and pupil welfare. The DSL will provide strategic leadership of safeguarding across the school, ensuring that all pupils are protected, safe, and supported.

Leadership & Oversight

- Lead on all safeguarding and child protection matters across the school, ensuring a robust, vigilant, and transparent safeguarding culture.
- Provide strategic direction and oversight of all safeguarding systems, procedures, and protocols.
- Lead and coordinate the DSL team, ensuring clear delegation of responsibilities and continuity of coverage during term time and holidays.
- Maintain an up-to-date Safeguarding Action Plan and report regularly to the Head of School on safeguarding trends, concerns, and priorities.

Case Management

With the support of the Safeguarding team, the Assistant Head Pastoral will:

- Take the lead responsibility for managing safeguarding referrals, including internal referrals, statutory agency involvement, and escalation when necessary.
- Ensure that all concerns, disclosures, and incidents are recorded promptly and accurately using MyConcern (or other systems as required), and that case files are well maintained.
- Liaise with children's social care, police, and external agencies, attending and contributing to multi-agency meetings, case conferences, and strategy discussions.
- Provide safeguarding supervision, support, and oversight for Assistant DSLs and relevant pastoral staff.

Compliance & Policy

- Ensure the school remains fully compliant with Keeping Children Safe in Education (KCSIE) and all statutory safeguarding expectations.
- Lead the annual review of safeguarding and child protection policy and associated procedures.
- Oversee DSL team training cycles, ensuring all DDSLs remain appropriately trained and accredited.
- Lead or coordinate the annual safeguarding audit, including governor reviews, ISI preparation, and external checks where applicable.

Staff Training & Culture

- Support the Head of School to ensure all staff receive high-quality safeguarding and child protection training upon induction and regular updates thereafter.
- Deliver or commission training for staff on priority safeguarding themes (e.g., Prevent, online safety, sexual harassment/peer-on-peer abuse, low-level concerns).
- Ensure all staff are aware of how to identify early signs of harm, risk, or vulnerability, including mental health concerns.

- Promote a strong culture of professional curiosity and ensure staff feel confident to report concerns.

Prevent, Online Safety & Emerging Risks

- Act as the school’s point of contact for Prevent matters, including referrals to Channel and staff training.
- Lead oversight of online safety in partnership with IT, ensuring filtering, monitoring, and online safety education are robust and regularly reviewed.
- Maintain awareness of emerging safeguarding risks—locally, nationally, and within the school—and adjust policies and training accordingly.

Pupil Support & Early Help

- Ensure early help processes are effective, proactive, and timely, coordinating support plans for vulnerable pupils.
- Liaise with parents sensitively and professionally regarding safeguarding and welfare concerns.
- Work with the Wellbeing Ambassador, counsellors, and external agencies to ensure a coordinated and holistic approach to pupil support.

Governance & Reporting

- Write and present the termly Safeguarding Report to Governors, including data analysis, trends, and strategic priorities.
- Ensure governors are kept up to date with safeguarding developments and have access to appropriate training.
- Contribute to ISI inspections, ensuring safeguarding documentation, practice, and evidence are inspection-ready at all times.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed and may be subject to modification at any time after consultation with the post holder

Assistant Head: Signed

Date:

Head of School: Signed

Date: