



# Felsted

## **FELSTED SCHOOL JOB DESCRIPTION Assistant Head Pastoral and Wellbeing Preparatory School**

### **Purpose:**

The Assistant Head of Pastoral and Wellbeing will play a pivotal role in fostering a supportive and inclusive environment within the school community.

To present and maintain strong leadership skills, a compassionate approach and a commitment to promoting positive mental health and resilience amongst our students.

Working closely with the Head of Prep School and other members of the leadership team to ensure the holistic development and wellbeing of all our students.

**RESPONSIBLE TO :** The Head of Prep School

### **Key Responsibilities**

- **Safeguarding:** Joining the Safeguarding Team as a named Deputy Designated Safeguarding Lead (DSL) by our whole school Safeguarding Lead. Joining the Safeguarding governance Committee and supporting the tracking and monitoring of pastoral needs amongst our student body.
- **Leadership and Vision:** Collaborating with the Head of Prep School to develop and implement a clear vision for pastoral care and student wellbeing within the school community. Playing a pivotal role within the leadership of the Prep school and to contribute to the implementation of initiatives designed to promote excellent pastoral and wellbeing provision.
- **Student Support:** Providing pastoral support to our students, offering guidance and mentoring to help them navigate academic, social, and emotional challenges. Work alongside Heads of Phase to support and coach skills in this area and to maintain up to date records on meetings and actions taken to support students and their families
- **Staff Development:** Support and mentor pastoral staff, providing guidance on best practices in student support and wellbeing.
- **Collaboration:** Work collaboratively with teachers, support staff, and external agencies to address the individual needs of students and promote a culture of

inclusivity and belonging.

- **Policy Development:** Contribute to the development and implementation of policies and procedures related to student welfare, safeguarding, and mental health support.
- **Crisis Management:** Respond to and manage pastoral crises or emergencies as they arise, ensuring the safety and wellbeing of students and staff.
- **Parental Engagement:** Foster positive relationships with parents and guardians, providing regular communication and support on matters related to student wellbeing.
- **Community Outreach:** Collaborate with external organisations and agencies to provide additional support services and resources for students and families as needed.
- **Data Analysis:** Utilise data and feedback mechanisms to assess the effectiveness of pastoral programs and initiatives, making recommendations for improvement as necessary.
- **Professional Development:** Stay informed about best practices and developments in the field of pastoral care and student wellbeing, participating in relevant training and professional development opportunities.

### **Staff Development:**

- Recruitment/ Deployment of Staff: Working with the Deputy Head to ensure that staff development needs are identified and appropriate programmes are designed to meet such needs.
- To undertake Performance Management Review(s) and to act as reviewer for a group of staff within the designated department.
- To participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with school procedures.
- To promote teamwork and to motivate staff to ensure professional, positive and effective working relationships.
- To be responsible for the day-to-day management of staff within the designated department and act as a positive role model.

### **Quality Assurance:**

- To maintain high standards of record keeping, especially for documents such as Welfare and Care Plans as examples.
- To lead and monitor the quality of pastoral and wellbeing experience across the school and work collaboratively to maintain excellent standards in this area
- To contribute to the school procedures for coaching and lesson visits
- To ensure that the Department's quality procedures meet the requirements of Self Evaluation and the School Development Plan
- To use data effectively as a tool to create interventions and support for learners where identified and to coach and support staff in implementing these actions

### **Communications:**

- To communicate effectively, leading and attending relevant meetings and following school protocol with regards to minute taking and record keeping
- To ensure that all members of the department are familiar with pastoral and

wellbeing aims and objectives within the framework of the School Development Plan.

- To ensure effective communication/consultation as appropriate with the parents of pupils
- To liaise with partner schools, higher education, industry, examination boards, awarding bodies and other relevant external bodies where appropriate.

#### **Marketing and Liaison:**

- To contribute to the School liaison and marketing activities, e.g. the collection of material for press releases and the school website.
- To actively promote and lead the development of effective subject links with Felsted School , partner schools and the community, attendance where necessary at liaison events in partner schools and the effective promotion of subjects at Open Days/Evenings and other events.

#### **Management of Resources:**

To manage the available resources of staff, finance, space and equipment efficiently within the limits, guidelines and procedures laid down; including managing a budget where appropriate

#### **Teaching:**

To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher. Typically, this will be no more than 10 sessions per week.

#### **Other Specific Duties:**

- To play a full part in the life of the school community, to support its distinctive mission, ethos and policies and to encourage and ensure staff and pupils to follow this example.
- To continue personal professional development as agreed.
- To engage actively in the performance review process.
- To comply with the school's Health and Safety policy and undertake risk assessments as appropriate.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors.

This job description is current at the date shown, but, in consultation with you, may be changed by the Head to reflect or anticipate changes in the job commensurate with the grade and job title.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_