**Clare Mount Specialist Sports College**

**Deputy Headteacher Job Description**

**Prepared – September 2025**

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| **Job title** | Deputy Headteacher Pastoral and Community.  |
| **Reports to** | Headteacher |
| **Key purpose of the role** | Whole School Pastoral Lead. Whole School Safeguard Lead, including Designated Teacher for Children Looked After.Responsibility for Community Engagement. |
| The Deputy Headteacher will be responsible for working with and supporting the Headteacher on the following key school leadership and management areas. This will involve accepting responsibility for aspects of these key areas: |
| **Leadership and management** | * To work with the Governors and SLT to ensure every member of the school community is clear about our shared vision, mission and values; and empower stakeholders to take ownership of driving forward school improvement.
* To contribute to writing and implementing the School Improvement Plan (SIP) and the review process through the School Self-Evaluation (SEF).
* To co-ordinate an annual calendar of events and celebrations of pupil successes.
* To lead on our Inclusive Attendance Policy, including Emotional Barriers to School Attendance (EBSA).
* To advocate positive behaviour management strategies and behaviour for learning as a means of developing life skills and relationships amongst pupils that will be attractive to future employers.
* To show a commitment to our Well Schools philosophy, developing a growth mindset and resilience amongst pupils and staff so that they have a range of coping skills to help them navigate through the many challenges and changes around them.
* To ensure pupils are safe and their well-being is looked after, working closely with a range of agencies and professionals to ensure basic and aspirational needs are met.
* To champion student voice and work with the School Council to ensure that leadership opportunities are available within and beyond school which allows pupils to thrive and flourish, become New Citizens who contribute to school life, and acting as role models and “catalysts for change”.
* To take responsibility for Continuing Professional Development (CPD) of staff with regards pastoral and community matters, including the staff appraisal process.
* To advocate ‘inclusive education’ and contribute to training, development and sharing best practice in appropriate local schools.
* To develop strategic partnerships with other schools and organisations that are mutually beneficial, and which stretch and maximise resources available to Clare Mount.
* To represent the school on local, regional and national forums as a means of raising the profile of the school and advocating the many strengths of Clare Mount and our partner schools.
* To be a lifelong learner who is keen to introduce new ideas and encourage innovation and creativity in education.
* To create opportunities to engage with parents so that the learning journey of all pupils is a true partnership between the pupil, parents and the school.
* To oversee the pastoral systems through the leadership and management of the Assistant Head in charge of Heads of School/Year/Pastoral teams.
* Ensure that communication of the school’s pastoral ethos and values are clearly disseminated through all school literature and the website.
* Work with the Headteacher to lead, motivate, support, challenge and develop all staff to secure continual improvement.
* To be an exemplar of all school policies and practices. Ensure all are relevant, up to date and clearly understood.
* With the Assistant Head Pastoral, develop, lead and manage the student disciplinary processes and ensure records are kept accordingly.
* Have oversight, lead and monitor pastoral systems (including tutor time, assisting with assemblies programme etc.).
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| **Designated Safeguarding Lead** | * Undertake all the responsibilities of a Designated Safeguarding Lead in the school, including keeping the Headteacher informed of safeguarding issues.
* Respond effectively and immediately to Safeguarding/ child protection concerns raised by staff or students or brought to your attention through other means.
* Work with the Headteacher to ensure all school safeguarding policies are up-to-date.
* Manage the preparation of all paperwork and systems with the assistance of the Assistant Head pastoral in readiness for external review/ inspections/ Governors.
* Assist with the coordination of the child protection procedures in the School.
* Assist with the monitoring and storage of records in relation to child protection.
* Take part in the child protection conferences or reviews as required.
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| **Responsibilities as a member of the Senior Leadership Team** | * To promote the vision and aims of the school.
* To ensure the pastoral and well-being needs of pupils are met enabling them to achieve their full potential.
* Create a safe, healthy and nurturing environment for all members of the school community, promoting belonging, connectedness and positive relationships.
* The supervision and oversight of student behaviour around school at all times.
* Being a presence around school: A ‘role model and catalyst’ for change.
* Be a ‘team player’ and a highly motivated, positive ambitious and upbeat professional.
* Be able to manage change and make decisions in the best interests of the school community.
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| **Expectations of all members of the Leadership Team** | * Be approachable and act with professional integrity at all times.
* Identify and improve those areas relevant to your role which will allow the school to sustain its outstanding/exemplary status.
* Maintain school policies and procedures relevant to your area and update whenever required.
* Support events and celebrations.
* Attend school and Governing Body meetings to inform Governors of issues related to your role.
* Upholding the standards of the school in all areas.
* Be punctual, reliable and hard working.
* Publicly support all decisions of the Headteacher and Governing Body.
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| **Essential requirements** | * Leadership and management skills to improve and maintain success.
* Excellent classroom practitioner who can lead by example.
* Help monitor and evaluate the quality of teaching and standards of pupils’ achievement.
* Ability to motivate both students and staff.
* Ability to lead, coordinate, delegate and empower.
* Ability to manage change and work under pressure of changing circumstances.
* Ability to see things through to completion.
* Excellent and demonstrable organisational skills.
* Excellent communication skills along with the ability to listen and understand.
* Evidence of promoting, implementing and monitoring equal opportunities across all aspects of the school.
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| **Accountability** | * Supporting the Headteacher and Governors in accounting for the efficiency and effectiveness of the school to all relevant stakeholders.
* To promote and protect the health and safety and welfare of pupils and staff.
* To take responsibility for promoting and safeguarding the welfare of children and young people within the school.
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| **Specific Responsibilities** | * Deputise for the Headteacher in his absence.
* Take a major role in the day-to-day running of the school, attending daily and weekly meetings and leading them as required.
* Ensure that the health and well-being of pupils and staff is at the heart of all we do in Clare Mount.
* Promote the values and achievements of the school to the community, including through social media and our website.
* Ability to engage the local community and lead initiatives.
* Promote belonging and connectedness through the House system.
* Prior success in working with partners to apply for bids and grants for school.
* Support the Headteacher and Governors in annual budget planning and monitoring.
* Take whole school assemblies and lead celebrations.
* Undertake such reasonable activities that the Headteacher and Governors may from time to time require.
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