



Job Description

Role: Assistant Head: Pastoral

This job description gives an overall indication of the areas of responsibility of the position, but is by no means all encompassing or fixed. The post may include other duties and responsibilities as determined by management that fall within the general responsibilities of the post. St. Francis' College Limited ('the College') is an equal opportunities employer.

Location:	St. Francis' College Letchworth
Accountable to:	The Assistant Head is directly responsible to and supervised by the Head. However, the Assistant Head Pastoral may also receive instructions from the Deputy Head, who is responsible for the leadership of pastoral provision for the College.
Responsible for:	Providing exceptional day-to-day leadership the College with the ability to inspire, challenge, motivate and empower all members of the College community to carry the vision of excellent pastoral provision and care forward.

Overall Purpose of the Job

The core purpose of this post is to provide day-to-day professional leadership and management for the College so as to develop excellence in all areas of the College's work. The Assistant Head will promote excellence, equality and high expectations for all students by recognising and valuing the diversity of the College community and promoting positive mental well-being.

Collaborating with the Senior Leadership Team, the Assistant Head will evaluate College performance and identify priorities for continuous improvement, carry out day-to-day management, organisation and administration, and create a safe and productive learning environment which is engaging and fulfilling for all students.

Main Duties and Responsibilities

1. Lead on the personal development and wellbeing of students which includes SMSC, cultural themes, equal opportunities, PSHE and RSE, and healthy lifestyles
2. Support all staff in effective delivery of the form time activity programme.
3. Enhance the College's relationships with external agencies.
4. Disseminate leading practice relating to excellent pastoral care.
5. Quality assure teaching and learning of form time activities.
6. Lead on rewards and sanctions including whole College celebrations.
7. Demonstrate high expectations and set challenging objectives for students' performance, both personally and for those areas of line-management.
8. Challenge underperformance which acts as a barrier to student achievement, or College improvement
9. Demonstrate a keen interest in all aspects of College life.

10. Undertake any professional duties reasonably delegated by the Head.

11. Carry out SLT duty responsibilities and be a visible presence around the College.

General

The College is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. CVs will not be accepted.

Owing to the presence of students in the College, strict rules governing staff behaviour and, in particular, regarding access to areas of the College, are in place. Details may be obtained from the Bursar.

Person Specification
Role: Assistant Head: Pastoral

Essential	Desirable
<p>Education:</p> <ul style="list-style-type: none"> • Relevant professional qualifications • Evidence of recent professional development 	<p>Education:</p> <ul style="list-style-type: none"> • Leadership qualifications
<p>Skills:</p> <ul style="list-style-type: none"> • Ability to analyse, evaluate and interpret information to make critical organisational decisions • Excellent self-management, to include time management, working under pressure and to deadlines • Commitment, drive, innovation and integrity • Understanding of, and commitment to, equality and diversity 	<p>Skills:</p> <ul style="list-style-type: none"> • Evidence of exceptional, collaborative and inspirational leadership skills • Proven ability to generate and deliver collective strategic vision and shared purpose • Proven ability to develop, communicate and successfully implement strategies • Proven ability to establish and lead effective complex partnerships and build positive working relationships, negotiate with, and influence partners and other stakeholders
<p>Experience:</p> <ul style="list-style-type: none"> • Relevant experience of working with young people. • Experience of working with complex cases. 	<p>Experience:</p> <ul style="list-style-type: none"> • Experience of working with students in a single-sex girls' school. • Experience of working in the independent education sector. • Significant leadership experience as an Assistant Head or Head of Year • Leadership of the PSHE/RSE Curriculum
<p>Knowledge:</p> <ul style="list-style-type: none"> • Knowledge and understanding of key issues affecting young people. • Knowledge and understanding of child development. • Knowledge and understanding of the impact of the therapeutic process. • An understanding of therapeutic interventions and working creatively with young people. • Knowledge of safeguarding and child protection issues and procedures • Knowledge of the PSHE/RSE curriculum 	<p>Knowledge:</p> <ul style="list-style-type: none"> • Knowledge and understanding of issues disproportionately impacting female students.
<p>Other:</p> <ul style="list-style-type: none"> • Emotional resilience in working with challenging and complex cases. • Excellent communication, influencing and negotiating skills across a range of internal and external stakeholders • Exemplary oral and written communication skills 	<p>Other:</p> <ul style="list-style-type: none"> • Willingness to contribute to all aspects of College life. • Outstanding leading of staff CPD and meetings • Strong networking skills