

Pastoral Lead & Deputy DSL Recruitment Pack





WELCOME

De Bohun Primary School is seeking a Pastoral Lead and Deputy DSL to join our friendly and supportive staff team.

You will take a lead role in supporting student behaviour, attendance, safeguarding and wellbeing, ensuring high standards are consistently maintained.

This is a dynamic and highly visible role within the school, offering the opportunity to influence school culture, support students at pivotal moments, and contribute meaningfully to the wider community.

Visits to the school are welcome - please get in touch with the office to arrange this.

DE BOHUN PRIMARY SCHOOL

De Bohun is a thriving, ambitious and inclusive nursery and primary school in North London. From the moment children join us, they become a De Bohun child.

Our rich and varied curriculum inspires pupils to develop a love of learning and to flourish into responsible, aspirational young people who are prepared, and excited, to embrace their future.



Resilience
Resourceful
Responsibility
Relationships
Risk-taking
Reflective

“De Bohun Primary School is a place where everyone is valued. Pupils enjoy coming to school and know they are safe there. Adults and pupils get along well because respect underpins their relationships. Parents and carers told me that staff routinely go the extra mile to help children to be successful.”

~ Ofsted, January 2020

KEY INFORMATION

Age range:

2 - 11

Location:

Southgate, London

School type:

Academy converter
Ivy Learning Trust

Pupils on roll:

396

Children eligible for FSM:

30.4%

2025 KS2 results:

47% achieved expected
standard (combined)

Ofsted:

Good, January 2020



“Pupils are expected to challenge themselves to do their best. They are familiar with the idea of risk-taking. It is something they apply during lessons. Parents and pupils told me about the very effective support for pupils’ well-being and mental health. They know staff are ready to listen and to help when children need it.”

~ Ofsted, January 2020

Our Values

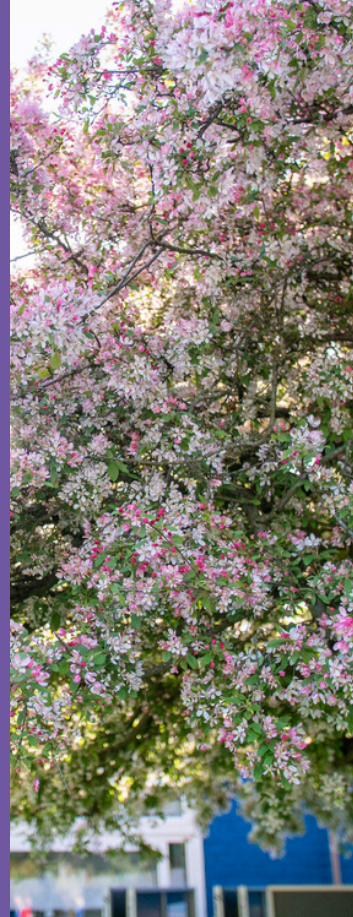
Ivy is a charity and our purpose is to provide education for the public benefit.

At Ivy, we make it easy to make a difference:

 Easier to Learn.

 Easier to Teach.

 Easier to Lead.



Ivy Learning Trust is a family of schools dedicated to giving children a great education. We formed our Trust in 2017 with two Enfield primary schools, Brimsdown and Lavender, in order to formalise the already close working relationship between them. We now have a network of 17 primary schools across North London and Hertfordshire.

This collaboration has enabled our community to benefit from the expertise and talents at each joining school, with leaders sharing successful techniques and innovations. Staff enjoy better access to CPD programmes and opportunities to develop their careers. We are a supportive community, dedicated to ensuring that no one is left behind and that everyone benefits from being part of our Trust.

OUR SCHOOLS



17

Schools

*All Good,
Outstanding or
Expected Standard+*

SCHOOL	LOCATION	JOINED	OFSTED
1. Lavender	Enfield	2017	Good (2025)
2. Brimsdown	Enfield	2017	Good (2023)
3. Churchfield	Enfield	2018	Good (2022)
4. Eastfield	Enfield	2018	Good (2022)
5. Larkspur	Hertfordshire	2018	Good (2023)
6. Walker	Enfield	2019	Good (2023)
7. The Wroxham	Hertfordshire	2019	Good (2024)
8. Woodside	Hertfordshire	2020	Good (2025)
9. Crabtree Infants	Hertfordshire	2021	Outstanding (2024)
10. Crabtree Junior	Hertfordshire	2021	Outstanding (2023)
11. Peartree	Hertfordshire	2022	Good (2025)
12. Martins Wood	Hertfordshire	2022	●●●●●● (2025)
13. Watchlytes	Hertfordshire	2022	●●●●●● (2025)
14. Round Diamond	Hertfordshire	2023	Outstanding (2025)
15. Windhill21	Hertfordshire	2024	Outstanding (2025)
16. Richard Whittington	Hertfordshire	2024	Good (2019)
17. De Bohun	Enfield	2025	Good (2020)

**Schools inspected since joining Ivy.*

WORKING AT IVY



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Staff are overwhelmingly proud to be part of the school community. Regular training helps staff stay sharp and keep ahead of the game. Senior leaders do much to look after staff's wellbeing.

~ Ofsted, Crabtree Junior, 2023

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When you join Ivy, you'll have access to a comprehensive range of benefits, designed to support your career progression and wellbeing. As a Trust, we offer an inclusive work environment, recognise and reward excellence, encourage creativity and support ongoing professional growth.



Employee Assistance Programme with access to free counselling, mental health and financial support



Professional development with defined careers pathways and paid study leave



Tax free childcare scheme and admissions priority for the children of school employees



Pension scheme



National pay in line with STPCD



Flexible working available



Cycle to work scheme



Discounted gym membership



Occupational health service

JOB DESCRIPTION

Main Duties and Responsibilities:

Pastoral Support

- Lead and coordinate pastoral support for pupils across the school.
- Identify pupils who would benefit from additional pastoral intervention and support.
- Develop and implement individual support plans for pupils experiencing barriers to learning.
- Provide mentoring and pastoral support for vulnerable pupils.
- Support pupils through periods of transition, including admissions, transfers and reintegration. Promote positive mental health, wellbeing and resilience.
- Oversee pastoral provision during break and lunchtime periods, ensuring pupils are safe, engaged and supported.
- Coordinate enrichment and structured activities during social times.
- Promote and support the school's wellbeing, mental health and Healthy Schools agenda.

Attendance

- Monitor attendance and punctuality across the school.
- Identify patterns of absence and implement timely interventions.
- Work closely with Attendance Officer to improve attendance and remove barriers to regular school attendance.
- Promote a culture of excellent attendance across the school community.

Behaviour Support

- Support the implementation of the school's behaviour policy.
- Work with staff to identify and support pupils displaying challenging behaviour.
- Develop and monitor behaviour support plans where appropriate.
- Promote positive behaviour, self-regulation and emotional wellbeing.
- Monitor behaviour trends and contribute to whole-school behaviour improvement strategies.

Family Support

- Build positive relationships with parents and carers.
- Act as a key point of contact for families requiring additional support.
- Signpost families to relevant services and support networks.
- Support families in accessing wider opportunities and services available within the community.
- Work collaboratively with parents to improve outcomes for pupils.

Safeguarding

- Be fully committed to safeguarding and promoting the welfare of children.
- Work in line with statutory safeguarding guidance and school policies.
- Support the Designated Safeguarding Lead (DSL) in safeguarding duties as required.
- Maintain accurate and confidential records using CPOMS.
- Attend safeguarding and multi-agency meetings when required.
- Share concerns promptly and contribute to safeguarding plans and interventions.

Multi-Agency Working

- Develop effective partnerships with external agencies and professionals.
- Liaise with social care, health professionals, attendance services and other agencies as required. Support children in receipt of Early Help, Child in Need and Child Protection plans.
- Ensure pupils and families access appropriate support services.

Administration and Reporting

- Maintain accurate records of interventions, meetings and outcomes.
- Produce reports and information for senior leaders.
- Monitor the impact of pastoral interventions and contribute to school improvement priorities.
- Ensure all records are maintained in accordance with GDPR and safeguarding requirements.

General Responsibilities

- Uphold and promote the values and ethos of the school.
- Contribute to the wider life of the school.
- Participate in relevant professional development.
- Undertake any other duties appropriate to the grade and nature of the post as directed by the Headteacher.

This job description is not exhaustive and the post holder may be required to undertake other duties commensurate with the grade of the post, as reasonably requested by the Headteacher.



DETAILS AND TIMELINE

Contract Type:

Permanent

39 weeks per year

37.5 hours per week

Salary:

£35,520 - £37,692 (FTE)

Closing Date:

12pm, 29 June 2026

Our Policies:

 [Privacy Notice](#)

 [Code of Conduct](#)

 [Recruitment](#)

 [Safeguarding](#)

De Bohun Primary School is committed to safeguarding and promoting the welfare of children and young people. The post is subject to an enhanced disclosure and medical checks.

Visits to the school are welcome. Please get in touch to arrange a visit or speak with the Headteacher:

0208 441 7728

office@debohun.enfield.sch.uk

