



## Pebble Brook School: Deputy Head – (External) Job Description

<b>Title of Post</b>	<b>Deputy Head</b>
<b>Grade Range</b>	<b>Competitive (Leadership)</b>
<b>Reporting to</b>	<b>Headteacher</b>

### Join Our Team

Are you ready to make a meaningful difference in the lives of young people? Pebble Brook School is seeking a compassionate and visionary Deputy Headteacher to join our dedicated community. This is a unique opportunity to help shape the future of our school and play a vital role in supporting pupils with diverse needs. If you're passionate about inclusive education and thrive in a collaborative, nurturing environment, we would love to hear from you.

### What We Offer

At Pebble Brook School, you'll find a supportive, forward-thinking environment where your wellbeing and professional development are prioritised. We value every member of our team and invest in their growth.

### The Person

We are looking for someone who shares our commitment to empathy, understanding, and high standards. You'll be joining a team where your voice matters and your growth is encouraged.

### Main Duties and Responsibilities

<b>General Duties and Strategic Leadership</b>
<ul style="list-style-type: none"><li>• Lead responsibility for safeguarding and management of the pastoral team.</li><li>• Lead responsibility for the wider staff body with regard to child protection, behaviour and standards in school.</li><li>• Contribute to whole school self-evaluation, improvement planning and staff performance management, with a focus on inclusion, behaviour, wellbeing and safeguarding.</li><li>• To take full responsibility for leading and managing significant aspects of School organisation and school improvement as directed by the Headteacher.</li><li>• Ensure the school is prepared for Ofsted inspections and other benchmarking visits.</li><li>• Ensure effective and robust implementation of school policies.</li><li>• Carry out such other associated duties as are reasonably assigned.</li></ul>
<b>Oversight of Quality in Pastoral care</b>
<ul style="list-style-type: none"><li>• Deputise for the Headteacher in their absence and lead on the strategic planning and evaluation of school improvement</li><li>• Contribute to whole school self-evaluation, improvement planning and staff performance management, with a focus on inclusion, behaviour, wellbeing and safeguarding.</li><li>• Lead the school pastoral strategy ensuring a culture of high expectations for behaviour attendance and student wellbeing</li></ul>



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- Oversee the implementation of the Behaviour Policy ensuring consistency and fairness across the school
- Take strategic responsibility for student attendance and direct interventions for persistently absent or vulnerable students
- Line manage and coach identified staff and oversee their appraisal and professional development
- Share responsibility for the recruitment and induction of high quality staff
- Staff absence and co-ordinate cover of timetable
- Attend and act as a professional adviser to Governors meetings providing high level reports on pastoral and safeguarding outcomes
- Share responsibility for the daily running of the school including major school events
- Take responsibility for developing operating and evaluating specific school policies
- Lead assemblies and public events while promoting the ethos and aims of the school
- Undertake any duties the Headteacher may reasonably require

**Duties as Designated Safeguarding Lead**

- Take lead responsibility for safeguarding and child protection at the school.
- Contribute to creating a safe and welcoming learning environment.
- Ensure that child protection policies and procedures are understood by all staff members and are implemented correctly.
- Provide comprehensive induction training to new staff with the aim to strengthen their safeguarding skills and experience.
- Identify students who may be at risk and use the correct protocol to reduce these risks.
- Respond appropriately to disclosures or concerns relating to the wellbeing of a student.
- Refer cases of suspected child protection issues to the appropriate investigating agency.
- Work closely with staff on safeguarding and child protection matters, ensuring that staff members understand when it is necessary to make a referral.
- Keep detailed, accurate and secure records of concerns and referrals using an online management system.
- Be alert to and understand, the specific needs of vulnerable students.
- Encourage a culture of listening to students and taking into account their wishes and feelings.
- Organise adequate and appropriate cover arrangements for any out of hours/out of term activities.
- Collaborate and effectively implement child protection plans.
- Monitor students at risk of harm or those that have been subject to harm, providing support and ensuring their welfare.
- Lead a team who will review and monitor any cause of concern relating to the welfare of students.
- Act as the first point of contact for staff members raising safeguarding and child protection concerns.
- Receive regular safeguarding and child protection updates, ensuring the school complies with all relevant legislation.



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- Understand the assessment process for providing early help and intervention and take the lead when early help is appropriate.
- Lead on multi-Agency work
- Lead on safeguarding training and raising awareness within school community

*Please note that the scope of the role will be discussed and agreed upon with the successful candidate at interview before recruitment, to ensure their skills and experience are best aligned with the school's needs.*

### **Benefits of Joining Our Team:**

- The chance to join our expanding and newly formed senior leadership team, shaping the future direction of the school
- Opportunities for professional development, mentoring, and collaboration with experienced colleagues
- A caring, inclusive workplace that values work-life balance, pastoral care, and staff wellbeing

### **How to Apply**

Interested candidates should submit their application before the closing date of January 29th. For further information or to arrange an informal visit, please contact the school directly.



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**PERSON SPECIFICATION**

<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	<ul style="list-style-type: none"><li>- Qualified Teacher Status (QTS)</li><li>- Degree-level qualification in education or relevant subject</li><li>- Evidence of continued professional development in safeguarding and leadership</li></ul>	<ul style="list-style-type: none"><li>- NPQSL or equivalent</li><li>- Advanced safeguarding training or certification</li></ul>
<b>Experience</b>	<ul style="list-style-type: none"><li>- Significant experience in senior leadership within a school setting</li><li>- Proven track record in leading safeguarding and child protection</li><li>- Experience in managing pastoral systems and strategies</li><li>- Leading behaviour and attendance improvement initiatives</li><li>- Experience in multi-agency working and implementing child protection plans</li></ul>	<ul style="list-style-type: none"><li>- Experience as a Designated Safeguarding Lead (DSL)</li><li>- Experience in governor-level reporting</li></ul>
<b>Skills &amp; Competencies</b>	<ul style="list-style-type: none"><li>- Strong leadership and ability to inspire and motivate staff</li><li>- Excellent organisational and planning skills</li><li>- Ability to manage sensitive safeguarding issues with discretion</li><li>- Effective communication and interpersonal skills for working with staff, students, parents, and external agencies</li><li>- Ability to analyse data to inform interventions</li><li>- Competence in using safeguarding and school management systems</li></ul>	