



David Ross Education Trust  
Broadening Horizons

## JOB DESCRIPTION

Job Title:

**Head of Pastoral Care, Safeguarding and  
Inclusion**

Location:

**King Edward VI Academy**

### **Job Purpose:**

To provide strategic leadership of the school's pastoral provision, ensuring that every student is safe, supported and able to thrive. The post-holder will act as the Designated Safeguarding Lead (DSL), lead the Pastoral Support Team, lead PSHCE, coordinate mid-year admissions, and serve as the Educational Visits Coordinator (EVC). This role is central to shaping the culture, ethos and wellbeing of the school.

### **Background:**

The David Ross Education Trust (DRET) is a network of academies with a geographical focus on Northamptonshire, Leicestershire, Lincolnshire, Yorkshire/Humberside and London.

Our aim is to be the country's leading academy chain, committed to delivering the highest educational standards alongside an unrivalled package of sporting and cultural enrichment.

### **Reporting To:**

Principal

### **Grade:**

MPS/UPS plus TLR1.1 £10,174

# KEY RESPONSIBILITIES AND ACCOUNTABILITIES

## MAIN DUTIES AND RESPONSIBILITIES

### Safeguarding (DSL)

- ★ Lead safeguarding across the school, ensuring robust systems, timely interventions and a culture of vigilance.
- ★ Oversee all safeguarding referrals, multi-agency work and statutory reporting.
- ★ Deliver staff training and ensure compliance with Keeping Children Safe in Education.
- ★ Maintain accurate safeguarding records and ensure best practice across the school.
- ★ Line manage our DDSL team.
- ★ Act as Academy Data Champion to ensure best practice with data protection and be the single point of contact for colleagues and for the trust regarding data protection matters.

### Pastoral Leadership

- ★ Lead, manage and develop the Pastoral Support Team, ensuring high-quality, consistent support for students.
- ★ Drive a proactive, relational approach to behaviour.
- ★ Analyse pastoral data to identify trends, inform interventions and shape whole-school strategy.
- ★ Work closely with Heads of House and SLT to ensure aligned and effective pastoral systems.

### PSHCE Leadership

- ★ Lead the design, development and delivery of a high-quality PSHCE curriculum.
- ★ Ensure statutory requirements for RSE are met.
- ★ Support staff in delivering PSHCE confidently and consistently.
- ★ Evaluate impact and adapt provision in response to student need.
- ★ Work collaboratively with the Heads of House to ensure coverage of appropriate PSHCE themes within tutor time.

### Educational Visits Coordinator (EVC)

- ★ Oversee all educational visits, ensuring compliance with national and local guidance.
- ★ Support staff in planning safe, enriching trips and experiences.
- ★ Maintain accurate documentation and risk assessments.

### Mid-Year Admissions

- ★ Lead the mid-year admissions process, ensuring a smooth, supportive transition for new students.
- ★ Coordinate induction, baseline assessments and pastoral support for new arrivals.
- ★ Liaise with families, external agencies and previous schools.

### Teaching Commitment

- ★ Teach a timetable appropriate to the needs of the school.
- ★ Contribute to high-quality teaching and learning within your subject area.
- ★ Ability to teach Maths, PE or Geography is desirable and will be considered an advantage.
- ★ Model excellent classroom practice and contribute to curriculum development where appropriate.

### Wider Contribution

- ★ Model the school's values and contribute to a positive, inclusive culture.
- ★ Work collaboratively with SLT on whole-school priorities relating to behaviour, attendance, safeguarding and wellbeing.
- ★ Represent the school at external meetings and multi-agency forums.
- ★ Contribute to staff CPD, sharing expertise in safeguarding, pastoral care and inclusion.

### **About You**

We are seeking an exceptional practitioner with the vision, drive and compassion to lead our pastoral provision with authority and integrity. You will be someone who believes deeply in the power of strong relationships, high expectations and inclusive practice to transform students' lives.

You will bring significant experience of pastoral leadership and a proven ability to manage complex safeguarding work with confidence and clarity. You will be calm under pressure, decisive when needed, and able to build trust with students, families, colleagues and external agencies.

As a strategic thinker, you will be able to analyse information, identify patterns and design effective interventions that make a measurable difference. As a team leader, you will inspire, support and challenge others to deliver consistently high-quality pastoral care.

Alongside your leadership responsibilities, you will be an excellent classroom teacher who models strong practice. The ability to teach Maths, PE or Geography is an advantage.

Above all, we are looking for someone who is committed to safeguarding, passionate about inclusion, and determined to ensure that every student feels known, valued and supported to succeed.

# PERSON SPECIFICATION

Your application will be reviewed against the essential and desirable criteria listed below.

Applicants are strongly advised to explicitly state and evidence how they meet each of the essential (and desirable) criteria in their application. Stages of assessment are as follows:

1 – Application

2 – Test/Presentation

3 – Interview

	Essential	Desirable	Assessed
<b>Qualifications and Professional Development</b>			
★ Qualified Teacher Status	✓		
★ Degree	✓		
★ Recent NPQ		✓	
★ Membership of a national professional organisation		✓	
<b>Experience</b>			
★ An ability to teach Mathematics, PE and Geography		✓	
★ Evidence of leading and supporting teachers		✓	
★ Leading and managing teams		✓	
★ Leading and teaching PSHCE and RSE		✓	
★ Track record of raising progress and outcomes		✓	
★ Delivering whole school assemblies		✓	
★ Safeguarding responsibility and leadership	✓		
★ Planning and leading school visits	✓		
<b>Skills and Knowledge</b>			
★ Able to use data to inform planning	✓		
★ Excellent interpersonal skills		✓	
★ Able to lead intervention to support improvements in behaviour		✓	
★ Curriculum knowledge of PSHCE and RSE including statutory requirements		✓	
★ Able to build and maintain relationships with academy stakeholders and external agencies		✓	

★ Use standard operating procedures to support behaviour management		✓	
★ Able to support vulnerable students to make progress	✓		
Equal Opportunities			
★ A commitment to promoting equality and diversity, providing an inclusive and co-operative environment in which all students and individuals working for and on behalf of the organisation feel respected and able to give of their best.	✓		
Safeguarding			
★ Committed to promoting the welfare of all children and creating a safe environment in which children can learn; considering, at all times, what is in the best interests of the child.	✓		
★ Play an important part in the wider safeguarding of children – identifying concerns, sharing information and taking prompt action to safeguard and protect them.	✓		
★ Aware that the Trust will take all steps to prevent those who pose a risk of harm from working with children. Recruitment procedures ensure rigour in identifying and rejecting people who might abuse children.	✓		
Health and Safety			
★ Aware of Health & Safety and Safeguarding as appropriate to role	✓		

*Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.*

*The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.*

*The Academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.*

*This Job Description is current at the time of printing but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.*

*The David Ross Education Trust is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo vetting appropriate to the post, including a social media presence check and Enhanced DBS check. The successful applicant will be expected to adhere to all safeguarding, welfare and health and safety policies and procedures of the Trust.*

*All pre-employment checks are in line with "Keeping Children Safe in Education" statutory guidance.*