



## Job Description

**Job Title:** Assistant Headteacher- Pastoral Care, Behaviour and Attitudes

**Salary Scale:** L14 – L18

**Start:** September 2026

**Reporting to:** Deputy Headteacher

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## Core Purpose

The core purpose of the post is to work collaboratively with the Headteacher and Senior Leadership Team to realise our vision to be an outstanding Catholic community, taking a key role in school improvement and leading and managing all aspects of pastoral care, behaviour and attitudes at the College. The Assistant Headteacher will work to create a reflective culture of continuous improvement and high aspiration and will support all members of the College, governors, staff, parents and students, to ensure excellent pastoral care, behaviour and attitudes and to ensure that students develop personally so that they can make exceptional progress and thrive in every way. Assistant Headteachers also ensure the smooth day to day running of the school. The specific responsibilities of each member of the Senior Leadership Team will be agreed annually and may be subject to change, to afford each member of the Senior Leadership Team the opportunity to gain experience in different aspects of school leadership.

This job description is in addition to the national standards expected of all who have attained Qualified Teacher Status and where applicable, Post Threshold Standards.

The job description encompasses all the following areas, but this list is not exhaustive:

## Job Purpose

The primary purpose of the Assistant Headteacher is to ensure that all aspects of this area across the College are outstanding and of the highest standard. The Assistant Headteacher for Pastoral care, Behaviour and Attitudes take overall strategic responsibility for the leadership and planning of behaviour and attitudes.

## Vision and culture

- Lead, support and develop school strategies to maintain outstanding standards of student behaviour, and warm and supportive relationships, in keeping with our Christian values, especially in support of vulnerable students
- Have a holistic approach to student welfare and development which is broader than examination results and to support the College's mission in developing 'Men and women for others', nurturing the spiritual and personal formation of our young people
- Work with staff and Governors to develop the distinctive Jesuit ethos, vision and aims of the school
- Maintain a secure, caring, welcoming, happy, stimulating and challenging learning environment

## School Leadership Responsibilities

Turkey Street, Enfield, EN1 4NP

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[www.st-ignatius.enfield.sch.uk](http://www.st-ignatius.enfield.sch.uk)

Headteacher: Natasha Socrates



- Promote and actively support the Catholic values and ethos of our school
- Contribute to strategic improvement planning, implementation and evaluation across the school
- Lead and be accountable for aspects of the School Improvement Plan and School Self-Evaluation related to Pastoral care, Behaviour and Attitudes and achievement including reporting to governors as required
- To ensure that student behaviour at the College both in and out of lessons is outstanding
- Establish and review all policies related to behaviour and achievement and those through which the aims and objectives of the School Improvement Plan may be achieved
- Manage staff and resources
- Identify the training needs of staff on all areas relevant to pastoral care, behaviour, Online Safety, Anti-Bullying, Behaviour management and achievement, and plan and deliver training to address those needs
- Assist in recruitment and retention of staff, fostering good relationships and encouraging good working practices
- Be a visible presence in the school, to have high expectations and lead by example, supporting colleagues and maintaining standards
- Be a public advocate for the school, representing its interests loyally and with discretion
- Attend and contribute to meetings relating to pastoral care, behaviour and attitudes
- Be an active member of the safeguarding team
- Attend Governing Body meetings as needed to advise, report, and support committees
- Participate in key events eg Open Evening; staff appointments; extra-curricular and out-of-school-hours activities and attend exam results days
- Take a lead role in quality assurance activities
- Represent the Headteacher at meetings as directed
- Act as a positive role model for staff and students alike
- Undertake daily supervision and duties

## Leading and Managing Behaviour

The Assistant Headteacher for Behaviour will lead all aspects related to behaviour

Responsibilities specific to the role:

- Promote a clear vision for the highest standard of behaviour across the College
- Lead the formulation and monitoring of all policies relating to all aspects of behaviour and achievement
- Lead all systems and routines related to student conduct eg line up, form time, uniform and appearance, equipment
- Lead the strategic planning and development of all issues relating to behaviour and achievement, including leading and developing our Pastoral Support officers and Learning Co-Ordinators
- Use a range of monitoring techniques such as analysis of data related to progress, behaviour, and the offer of and participation in extracurricular opportunities to further develop and improve behaviour and achievement across the College
- To undertake analysis and evaluation of internal exclusions and external suspensions and other sanctions by the different vulnerable groups on a half-termly basis and plan appropriate interventions.
- To liaise with the Local authority when organising behaviour panels
- To liaise with Governors in the organisation of Governor panels
- To oversee the reporting of suspension and permanent exclusion data to the Borough, Senior Team and governors
- To support the Headteacher in the event of a permanent exclusion

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- To ensure the College's internal exclusion provision (Manresa) is outstanding and oversee and monitor its use
- Engage positively, constructively and creatively with families
- Attend the Borough's Fair Access Panel
- Oversee Managed Moves, ensuring fair and appropriate placement of students in accordance with the school's admissions policy.
- Be responsible for at risk referrals and any other alternative provision used by the school as a behaviour intervention
- Develop a reciprocal relationship with colleagues at other schools in order to arrange 6th day provision and the hosting of students in their IEU
- To work closely with the lead for inclusion to develop and monitor a programme of pastoral interventions to support our most vulnerable pupils, including Inclusion Meetings and Behaviour Panels.
- Develop and manage the liaison with outside agencies which the College uses to support individuals and groups including the Behaviour Support Service, Safer Schools Officer and the Parent Support Service.
- Oversee the implementation of the Anti-bullying policy at the College.
- Oversee the preparation of reports, the use of behaviour and pastoral support plans, and conduct parental meetings.
- To oversee the use of BROMCOM to monitor behaviour
- Line manage of all aspects of the Ignatian Code of Conduct and ensure quality of standards are maintained
- Implementation of the Rewards for Learning, Disruption Free Learning, and sanctions system at the College
- Establish and manage a comprehensive behaviour system, including the development of a program for students who exhibit repeated behavioural challenges
- Work with the College Chaplain to produce the weekly assembly rota
- Overview of Form Time programme ensuring that it meets the needs of students
- To lead the weekly Learning Coordinator meeting at 8am on each Tuesday morning
- Maintain effective communication and liaison with local police authorities, ensuring a collaborative approach to handling behavioural incidents involving students.
- To ensure the effective implementation of the extracurricular offer
- Develop a culture of collaboration and effective sharing of good practice
- Work with relevant stakeholders in the consultation, development, and implementation of school strategies
- Monitor and review the impact of the strategies implemented
- Monitor and track the quality of pastoral care, behaviour and achievement across the College, regularly reporting an overview to the Senior Leadership Team and Governors
- Keep updated on current research and development, related to pastoral and behaviour and attitudes
- Keep the Headteacher regularly advised on current development in behaviour and attitudes, and other key distributed areas of responsibility
- Any other duties requested by the Headteacher

## Leading and Managing Staff

- Line manage a number of Subject Leaders
- Manage Learning Co-Ordinators
- Line manage the Senior Pastoral Support Officer and the other Pastoral Support officers
- Oversee the running of the reflection room and the internal exclusion unit, Manresa
- Conduct frequent learning walks to quality assure the Form Time programme
- Take part in the appointment process for new members of staff

- Support staff with professional advice and appropriate staff development
- Carry out Performance Review of nominated staff
- Arrange and chair meetings related to behaviour
- Lead the weekly Learning Co-Ordinator meeting

## Specific Operational Responsibilities

- Compile weekly Pastoral Briefing Notes
- Annual changes to the Form Tutor Teams
- Create and share the agenda for year team meetings
- Compiling and ordering student planners (if required)

## Responsibility for Policies and record keeping

- Anti-Bullying
- Ignatian Code of Conduct (Behaviour Policy), including Disruption Free Learning and Rewards for Learning
- Suspension and Exclusion policy
- Home school agreement
- Racial and homophobic incident logs
- Uniform and Appearance
- Weekly and half termly pastoral reports

## Strategic Direction and Development of behaviour and achievement

- Produce a strategic plan to deliver the vision which is supported by an annual action plan
- Be accountable for the strategic direction, leadership and management behaviour and the development and implementation of policies, plans, targets and practices within the context of the school's aims and policies
- Complete a regular evaluation of behaviour including an analysis and commentary

## Internal Communication

- Attend meetings of Senior Leaders and Middle Leaders
- Meet regularly with Subject Leaders and Learning Co-Ordinators to discuss progress against all related measures related to behaviour and achievement
- Produce written reports/information required by SLT and Governors including regular updates on teaching, learning and assessment.
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*Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified*

*All staff will be expected to accept reasonable flexibility in working arrangements and the allocation of duties including duties normally allocated to posts at a lower responsibility level, in pursuance of raising pupil achievement and effective team working*

**St Ignatius College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**