



Headmaster TNM Lawson MA

Job Description

A. **Job Title:** Deputy Head (Pastoral)

B. **Responsible to:** The Headmaster

- i. **Job Summary:** To lead the delivery of safeguarding and pastoral care in the school. To ensure that every child is known for who they are and the challenge and support each child receives across a broad school experience is monitored and adjusted appropriately.

To be Designated Safeguarding Lead (DSL) responsible for safeguarding policy, practice and monitoring.

To operate effective and proactively managed lines of communication with parents and guardians. To ensure that there are open lines of communication between the Housemasters/Housemistresses, senior managers and Headmaster, teaching staff, medical centre and other key members of staff.

To recognise that all staff are part of a pastoral team that stretches beyond their departments and houses. To manage efficiently the staffing, organisation and resources of pastoral care. To provide for the safety, good discipline and pastoral wellbeing of all pupils in the school.

Review This job description may be altered to meet changing educational context at the discretion of the College.

C. **Duties and Responsibilities:**

1. **General**

- 1.1. To line manage hsms, providing support, advice, guidance and direction as needed.
- 1.2. To act as the Head of Boarding, overseeing the weekend programme, NMS compliance and any related boarding matters.
- 1.3. With the Assistant Head (Pastoral) to be a point of contact for hsms with all pastoral and disciplinary concerns
- 1.4. Oversee CPD for prospective hsms and mentoring for newly appointed hsms.
- 1.5. To prepare reports for the Education and Pastoral Committee of the Board, liaising with the Head of Pastoral Care at St Andrew's Prep and as otherwise directed by the Headmaster.
- 1.6. Deputise for the Headmaster or Second Master when required or requested by the Headmaster
- 1.7. To carry out any other duties associated with the role as reasonably requested by the Headmaster.

2. **Safeguarding and Child protection**

- 2.1 As one of the two trained Designated Safeguarding Leads, to lead and oversee all Child Protection / Safeguarding matters, including online safety.

- 2.2 Ensure a DSL is reachable at all times.
- 2.3 Conduct a termly check of the Single Central Register with HR Staff and the catering department.
- 2.4 To maintain all Child protection records and have oversight of all DSL and safeguarding compliance issues, and to manage and maintain CPOMS safeguarding tracking information.
- 2.5 Ensure appropriate and timely communication with the Local Authority Designated Officer (LADO) and SPoA and Police as required
- 2.6 To be the LAC lead (looked after children), Prevent lead and oversee all RNCSF Springboard pupils, working with partner groups and central administration;
- 2.7 To ensure Child Protection and Safeguarding training is delivered to all new staff, current staff, governors and senior pupils;
- 2.8 To meet regularly with the Safeguarding governor, St Andrew's Prep DSL and the Assistant Head (Pastoral).
- 2.9 To be responsible for the annual Safeguarding audit, ensuring this is signed off by governors and presented to East Sussex Safeguarding Partnership.
- 2.10 To monitor daily, alongside the Assistant Head (pastoral), the school's internet filter, taking appropriate action as necessary.
- 2.11 To ensure the promotion effective e-safety among pupils.
- 2.12 To share safeguarding information with staff as appropriate.
- 2.13 To liaise with school DSLs to ensure safeguarding files are transferred timely, checked and logged.
- 2.14 To be the Attendance Champion and oversee attendance and registration checks
- 2.15 To monitor and ensure the Independent Listener function is provided in a manner compliant with ISI inspection regulations.

3. Pastoral

- 3.1. To oversee the management of all pupil discipline (except academic underperformance), including online filter checks for pupils, dining hall behaviour, bullying, substance abuse and general adherence to the school rules and expectations of behaviour.
- 3.2. To frequently check the log of pupil welfare issues including rewards and sanctions,
- 3.3. To ensure liaison with parents and act as bridge between home and school in complex pastoral issues;
- 3.4. Provide support for staff as well as for pupils in welfare issues;
- 3.5. To line manage and liaise regularly with the medical centre and the school doctors.
- 3.6. To line manage matrons, school counsellors and the Lead Nurse
- 3.7. To meet with the Catering Manager and Head of Facilities termly to discuss catering matters.
- 3.8. To work alongside the Assistant Head (Pastoral) to monitor and manage disciplinary issues highlighted by the school's pastoral management systems (ISAMS, CPOMS, PUPIL) and keep an overview of trends developing with individuals and cohorts.
- 3.9. Manage for the Headmaster the appointment of prefects, as well as their induction, training, ongoing duties and attendance at prefects meetings;
- 3.10. Meet regularly with the Heads/Deputy Heads of School;
- 3.11. Arrange the House Tutor Allocation for each academic year, appoint and manage tutors and oversee the tutorial system;
- 3.12. To plan and manage the year group assembly programme
- 3.13. Liaise with the Head of PSHE in the overall delivery of PSHE. including RSHE
- 3.14. Be the nominated Mental Health Lead raising awareness with staff and pupils as appropriate
- 3.15. To oversee attendance and supervision for normal weekly College Chapel and Congregational Practice.

4. Committees and meetings

- 4.1. To attend Education and Pastoral Committee and/or Board of Governors meetings when requested by the Headmaster or member of the Board.

- 4.2. Chair the weekly hsms' meetings and evening meetings and arrange other meetings of the hsm body as necessary/desirable;
- 4.3. Attend all 'White Book' calendar meetings;
- 4.4. Have oversight and ensure the regular running of pupil committees for junior / senior council, catering council, diversity committee, peer listeners, wellbeing whizz kids assisting with feedback as appropriate
- 4.5. Chair the Welfare group meetings (Assistant Head Pastoral, School Counsellor, Lead Nurse, School Doctor)
- 4.6. Chair the cross-charity pupil wellbeing team (SEND staff, head of pastoral care, head of wellbeing St Andrew's, head of PSHE, hsm rep, Assistant Head (pastoral) and Lead nurse).
- 4.7. Attend meetings of the SMT and SLT;
- 4.8. Chair regular Matrons' pastoral meetings manage and support the matrons as needed and work closely with the Bursary on all matters relating to matrons' appointments and appraisals;
- 4.9. Attend hods meetings as required to share pupil information
- 4.10. Coordinate termly visits of the Boarding Governors and keep appropriate records.
- 4.11. Chair the termly Filtering and Monitoring group
- 4.12. Oversee staff duty teams including a weekly handover

5. Administration

- 5.1. To work alongside other key staff to make decisions on the pupil welfare budget allocation on an annual basis.
- 5.2. To work closely with the head of facilities management and others on all issues regarding pupil welfare including safeguarding (and where safeguarding relates to site security and local crime), catering and welfare resource allocation.
- 5.3. Manage and assist the headmaster in appointing prefects
- 5.4. To attend chapel and other relevant pastoral school congregational events.
- 5.5. Check / sign off all pastoral bulk mailings
- 5.6. Coordinate and collate matters from houses and pupil voice arising for presentation to SMT;
- 5.7. Develop and manage a pastoral curriculum:
- 5.8. IPSTo work with the Assistant Head (pastoral) managing the new pupil induction programme;
- 5.9. Be responsible for the annual review of the school's pastoral policies and practice;
- 5.10. Assist the Second Master with the organisation of, and preparation and planning for, ISI Inspections, including taking overall responsibility for Safeguarding, Pastoral Care and Boarding;
- 5.11. Conduct the appraisals for Hsms and matrons;
- 5.12. Oversee the preparation of House budgets.
- 5.13. To check / sign off all pastoral bulk mailings

6. Other

- 6.1. Make a contribution to the teaching and co-curricular programme of the school.

7. Appraisal

- 7.1. The post is subject to regular appraisal and review which will normally be annual.

8. Salary and Conditions

- 8.1 The College has its own salary scale and the successful applicant will be remunerated at a level representing their qualifications, skills and experience. Specifics of this can be discussed with the Headmaster at interview.

- 8.2. The College offers generous packages of additional benefits and pay. All staff are on a salary scale above the national average and have opportunities for salary progression.
- 8.3. Accommodation may be available. The successful candidate will also benefit from a generous rate for the education of their own children, both at the College and at St. Andrew's Prep.
- 8.4. All appointments are made subject to a satisfactory medical disclosure, an enhanced check with the DBS and any other pre-employment checks deemed necessary by the College.
- 8.5. The College is a non-smoking establishment and an equal opportunities employer.

9. How to Apply

- 9.1 To apply, please visit <https://www.eastbourne-college.co.uk/contact/eastbourne-college-vacancies> and click the Apply Now button to complete the required application form.
- 9.2 A letter of application (addressed to the Headmaster), evidencing your suitability for the post against the job description and person specification described above, and an up-to-date CV should be uploaded with this online application form.
- 9.3 Please also provide the contact details of three referees, one of whom should be your current employer.

Closing date: 30 September 2026

Early applications are encouraged. Applications will be considered upon receipt, and we reserve the right to withdraw this vacancy

For further information please contact Human Resources Department on hr@eastbourne-college.co.uk or phone 01323 452288.

10. Safeguarding Statement

Eastbourne College (Incorporated) is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The appointment is subject to an enhanced DBS check, pre-employment medical questionnaire and positive references.

The post is exempt from the Rehabilitation of Offenders Act 1974 and the Charity is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are "spent" unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with children.

Eastbourne College (Incorporated) is committed to the provision of equal opportunities in employment and accordingly wishes to ensure that no job applicant is treated less favourably on unjustifiable grounds.

Postscript

There are many attractions to teaching at Eastbourne College, not least its location on the south coast in the sunniest part of the country.

The College provides a safe urban environment in an attractive part of a peaceful town where pupils have easy access to shops, cinemas and theatres at appropriate times, and this strengthens the boarding experience. The railway station is close, with easy travel to Gatwick (one hour) and London (under 90 minutes). The beach and sea are a five-minute walk away and the South Downs (the newest National Park) are literally on our doorstep.

The school is a strikingly happy, cohesive and coherent community. We look forward to meeting you.