

# Job Description

## Senior School Deputy Head (Pastoral)

<b>Effective Date:</b>	<b>2026-27 (Revised Annually)</b>
<b>Line Leader:</b>	<b>Head of Senior School</b>
<b>Responsibility for:</b>	<b>Child Protection, Safeguarding, Student Welfare, High Performance Learning, Mona Lisa Project, Learning Talk, PHSE</b>

British School Muscat is a leading British International School which enjoys an outstanding reputation within the GCC and beyond. The post of Deputy Head (Pastoral) is responsible for key aspects of the Senior School and will also play a crucial role in whole-school strategy and development. There is an expectation to be in school the day before the A-Level results are released or for the start of the new staff orientation week, whichever is the sooner.

### Main Purpose of the Role

- To be a full member of the Senior School Leadership Team and the Extended Leadership Team, supporting strategic planning and enhancing the life of the school.
- Share in the leadership and corporate responsibility of the school.
- Help develop and support the Vision & Mission of the school.
- Promote the ethos and the core values of the school through participation in the construction and implementation of the school development plan.
- Support members of the Senior Leadership Team to formulate aims, objectives and strategic plans for the school's strategic aims.
- To be the Designated Safeguarding Lead (DSL) for matters relating to child protection and student welfare.
- Promote the highest standards of student engagement, conduct and attitudes that are in keeping with the School's vision, mission and values.
- Play a significant role in leading, further developing and embedding High Performance Learning (HPL) in the Senior School.
- Lead Learning Talk in the Senior School.
- Attend the Finance Committee meetings or any other Committees as directed by the Principal/Head of Senior School
- Deputise for the Head of Senior School in their absence.
- Serve as an advocate for the well-being of team members, providing pastoral support by regularly checking in with individuals to understand their needs and challenges, fostering a positive and supportive work environment.

This role has:

- A teaching commitment of 10 hours per fortnight
- A commitment to the enrichment programme - 20 hours a year

## Leadership and Management

- Line manage the Key Stage Leaders, School Counsellor, SENDCo, HODs, and International Awards.
- Along with the Head of Senior School and Key Stage Leaders, play a key role in the performance development of Senior School staff.
- Lead, promote and advocate High Performance Learning in the Senior School.
- Work with the Head of Senior School and Key Stage Leaders to ensure the smooth day-to-day running of the Senior School.
- Be responsible for creating the assembly rota and share in the delivery of assemblies with members of SLT.
- Support SLT in planning and delivery of Senior school events including end of year celebrations and other key events identified on the school calendar.
- Have a visible presence in the Senior School and support pastoral care throughout the day, including playing a leading role in duty teams at the start and end of the school day, 1st break, 2nd break and any other activities or events where a leadership team presence is desirable.
- Set clear expectations to students and staff of high standards of teaching, learning and behaviour to ensure BSM remains the school of choice for parents.
- To oversee and update as required the policies associated with Teaching & Learning (e.g. High Performance Learning, Learning Talk) and PSHE (e.g. Relationships and Sex Education) and other relevant pastoral BSM policies (Child Protection, Safeguarding).
- Lead, promote and embed the Mona Lisa Project
- Through the Mona Lisa project, use the Progress Test Series, to assess students' current knowledge, skills and understanding and gain a holistic, broad and deep understanding of every child.
- Use data to promote and support tailored pastoral interventions for the students.
- To lead, promote and embed Learning Talk in the Senior School
- To be responsible for and oversee the PSHE curriculum
- To oversee new Admissions into the Senior School
- To oversee all the trips Risk Assessments
- To induct new members of staff.

## Leadership and management of Pastoral System

- Lead the pastoral vision of the Senior School.
- Lead, manage and have strategic oversight of the implementation of the school's pastoral systems.
- Ensure school policies related to the pastoral systems are relevant and up to date and clearly understood by staff and students.
- Ensure school policies related to the pastoral system are followed by all staff and that all staff are held accountable for their implementation and success.
- Oversee the work of the Key Stage Leaders and have oversight and monitor the pastoral system (including tutor time)

## Designated Safeguarding Lead (DSL)

- To prepare, update and present to governors policies and procedures relevant to safeguarding and child protection.
- To lead and develop colleagues' performance, so as to ensure the safety of all students.
- To provide safeguarding training through new staff inductions and annual whole school INSET days.
- To oversee the performance of the Pastoral team.
- To ensure compliance in respect of safeguarding practices, procedures and school policies.
- To alert the Principal and Governors to any new guidance or legislation as appropriate.
- To work collaboratively with the lead governor for safeguarding, ensuring regular meetings take place.

## Other Responsibilities

- Understand the importance of inclusion, equality and diversity, both when working with students and with colleagues, and to promote equal opportunities for all.
- Uphold and promote the values and the ethos of the school.
- Implement and uphold the policies, procedures and codes of practice of the School, including data protection, health & safety.
- Promote the welfare of children and adhere to, and comply with, the School's Child Protection and Welfare Policy.
- Participate and engage with the School's learning and development opportunities, working to continually improve own performance and that of the Pastoral team and school
- Monitor and challenge professional standards within the pastoral system
- Support the development of colleagues through support and coaching
- Participate in the interview process for teaching posts when required and support effective induction of new staff in line with school procedures
- Promote teamwork
- Undertake any other additional duties commensurate with the grade of the post as directed by the Head of Senior School

### Note

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

*This job description reflects the present requirements of the post. As duties and responsibilities change and develop, the job description will be reviewed and be subject to amendment in consultation with the post holder.*

***BSM is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Appointments are subject to satisfactory references and DBS/Police Safeguarding clearance.***

Signature of Post Holder: \_\_\_\_\_ Date: \_\_\_\_\_