



Job Description

Purpose of the Role

- To be a key member of the Senior Leadership Team, contributing to the strategic direction and development of Wadebridge School.
- To provide strategic leadership for student engagement, rewards and pastoral care, ensuring high standards and a culture of inclusion, respect, and achievement.
- To line manage and develop the Year Teams (Head of Year and Pastoral Support Assistants) ensuring effective support for all students.

Key Responsibilities

Student Engagement

- Develop, monitor, and deliver whole-school student engagement policies and systems.
- Lead on the analysis of behaviour data, identifying trends and implementing targeted interventions.
- Support the reintegration of students following exclusions or significant absences, working closely with families and external agencies as appropriate.
- Ensure effective communication and collaboration between teaching staff, pastoral teams, and external partners.
- Line management of the Reflection Room Mentor and Ready, Respectful Safe Room.
- Contribute to the School Improvement Plan, Self-Evaluation Form (SEF), and report to Governors on behaviour and pastoral outcomes.

Pastoral Care

- Promote a culture of care, respect, and inclusion, ensuring all students feel safe, supported, and able to thrive based on the CARE Values.
- Oversee the work of the Head of Year Team in delivering high-quality pastoral support, Tutor time provision, assemblies, and interventions.
- Oversee the Line management of Pastoral Support Assistants, ensuring their work is impactful and aligned with school priorities.
- Champion the needs of vulnerable students, including those with SEND, safeguarding concerns, or at risk of exclusion.

Staff Development & Line Management

- Lead, inspire, and develop the Head of Year Team and Pastoral Support Assistants, including appraisal and professional development.
- Identify training needs and deliver or coordinate relevant CPD for all staff.
- Foster a collaborative, reflective, and ambitious team culture.



Safeguarding & Inclusion

- Work closely with the Designated Safeguarding Lead to ensure all safeguarding policies and practices are robust and effective.
- Ensure all behaviour and pastoral interventions are inclusive and promote equality of opportunity.

Additional Duties

- Attend and contribute to SLT, Trustees', and other relevant meetings.
- Represent the school at external events and with partner agencies as required.
- Undertake any other duties as reasonably required by the Headteacher.

Monitoring & Evaluation

- Use data to track progress and identify areas for improvement.
- Report regularly to SLT and Trustees.
- Ensure rigorous evaluation of interventions and provision.



Person Specification

Essential Criteria

Qualifications & Training

- Qualified Teacher Status (QTS).
- Evidence of recent and relevant professional development in behaviour management, pastoral leadership, or student wellbeing.

Experience

- Substantial experience in a leadership or senior pastoral role in a secondary school (minimum 3 years at middle leadership or higher).
- Proven impact in improving student behaviour, attitudes, and attendance across a large cohort.
- Experience of leading and developing staff teams, including appraisal.
- Successful impactful teaching experience in the secondary phase.
- Experience of working with vulnerable students and those with SEND or behavioural challenges.
- Experience of collaborating with external agencies (e.g., local authority, social services).

Knowledge & Skills

- In-depth knowledge of national and local policies relating to behaviour, attendance, safeguarding, and student welfare.
- Ability to analyse and interpret data to inform strategic decisions.
- High-level communication, organisational, and management skills.
- Ability to set clear expectations, hold others to account, and challenge underperformance.
- Ability to establish a positive ethos and high achievement for all students.
- Commitment to safeguarding and promoting the welfare of children.

Personal Qualities

- High expectations of self and others.
- Ability to inspire, motivate, and empower staff and students.
- Commitment to inclusion, equality, and diversity.
- Resilience, adaptability, and a solution-focused approach.
- Excellent interpersonal skills and emotional intelligence.



Desirable Criteria

- NPQSL, NPQH, or other relevant leadership qualification.
- Experience of leading whole-school initiatives or change management.
- Knowledge of evidence-based approaches to managing whole school behaviour.
- Understanding of the challenges facing disadvantaged students and strategies to address these.
- Experience of working in partnership with parents and carers to improve outcomes.
- Experience of leading or contributing to staff CPD on behaviour or pastoral care.
- Awareness of the impact of behaviour on academic achievement and personal development.
- Experience of working in a school with a similar context to Wadebridge.