



POSITION: Assistant Head – Pastoral

ABOUT US

East Hall School is a unique and growing specialist SEMH school based in rural Hertfordshire, with a strong emphasis on the outdoors, relationships, connection and preparation for life beyond school.

As we develop across multiple sites, our priority is to ensure that every part of East Hall School remains rooted in the same shared ethos: creating safe, nurturing and ambitious environments where young people can reconnect with education, build confidence in themselves and others, and develop the skills they need to participate successfully in the world around them.

We are committed to providing an outstanding educational experience alongside highly individualised social and emotional support. Our curriculum is carefully planned, ambitious and responsive to the needs, interests and aspirations of each student. We recognise that academic progress is most meaningful when young people feel safe, understood and ready to learn.

Our approach is relational and child-centred. Emotional wellbeing sits at the heart of East Hall School, and we place great importance on connection — with trusted adults, peers, animals, the natural environment and, importantly, with oneself. We believe that strong relationships create the foundation from which learning, independence and personal growth can develop.

The majority of our students have an Education, Health and Care Plan (EHCP), and many have experienced significant barriers to education, including trauma, disrupted placements and periods of disengagement from school. We understand that successful education for these young people requires more than simply returning them to a classroom.

As East Hall School continues to grow, we remain committed to retaining the individualised, relational approach on which the school was founded. Our multi-site model enables us to broaden the range of opportunities available to students while maintaining the sense of community, consistency and connection that defines East Hall School.

Our aim is not simply for students to succeed at school, but to leave East Hall with the confidence, qualifications, relationships and practical skills they need to build fulfilling and successful lives.



BASIC INFORMATION

JOB TITLE	Assistant Head Pastoral	DEPARTMENT	Across-site Pastoral leadership
SUPERVISOR	Deputy Heads		

Overview of Role:

The Assistant Headteacher – Pastoral will provide strategic and operational leadership for pastoral care across East Hall School.

As a member of the Senior Management Team, the postholder will support the Headteacher in maintaining high standards of safeguarding, behaviour, attendance, wellbeing and personal development, while ensuring that provision is responsive to the needs of students with SEMH and SEND.

The role combines whole-school leadership responsibilities with a teaching commitment of approximately 75%.

KEY RESPONSIBILITIES:

Senior Management Leadership

- Contribute to the strategic leadership and development of the school.
- Attend and contribute to SMT meetings.
- Maintain a visible leadership presence across the school.
- Support implementation of school policies, priorities and development plans.
- Contribute to quality assurance, self-evaluation and school improvement.

Safeguarding

- Act as a Deputy Designated Safeguarding Lead.
- Support the DSL with safeguarding concerns, referrals, recording and multi-agency working.
- Support staff to understand and fulfil their safeguarding responsibilities.
- Contribute to risk assessments, safety plans and safeguarding training.

Pastoral Care and Student Wellbeing

- Lead and monitor pastoral provision across the school.
- Oversee individual pastoral support and intervention.
- Coordinate and analyse the PASS survey and ensure findings inform student support.
- Monitor student wellbeing, engagement and emotional regulation.

- Work closely with the SENCo, pastoral staff, families and external professionals.

Attendance

- Oversee whole-school attendance and persistent absence, feeding into school deputy heads.
- Identify students requiring additional intervention.
- Work with families and professionals to improve attendance and engagement.
- Monitor reduced and transitional timetables and ensure regular review.
- Communicate with county regarding students on part time timetables and ensure that statutory regulations are adhered to.
- Report attendance trends and concerns to SMT.

Behaviour and Positive Handling

- Oversee the implementation of the school's Behaviour Policy.
- Promote consistent relational and restorative approaches.
- Monitor behaviour data and significant incidents.
- Support staff with complex behaviour.
- Oversee positive handling, physical intervention records and individual plans.
- Ensure appropriate debriefing and review following significant incidents.

Alternative Provision Liaison

- Act as a key liaison with the school's Alternative Provision.
- Monitor student attendance, engagement, wellbeing and progress.
- Ensure appropriate sharing of safeguarding and pastoral information.
- Support transition between school and Alternative Provision.
- Escalate concerns to SLT where required.

Personal Development

Provide leadership and oversight for:

- PSHE curriculum.
- Spiritual, Moral, Social and Cultural development (SMSC).
- Fundamental British Values.
- Cultural calendar.
- Student council.
- Student voice.
- Student leadership opportunities.

Ensure these areas are planned, monitored and contribute effectively to students' personal development and preparation for adulthood.

Form Time

- Oversee the structure and quality of form time.
- Ensure form time supports pastoral care, personal development, SMSC and British Values.
- Provide appropriate resources and guidance to form tutors.
- Hold half-termly meetings with form tutors to review provision and student needs.

Trips and Educational Visits

- Act as the school's Trips Coordinator.
- Maintain oversight of educational visits and off-site activities.
- Ensure appropriate risk assessments, staffing, safeguarding and consent arrangements are in place.
- Support staff in planning trips for students with additional needs.

Transition Timetables

- Coordinate and monitor individual transition timetables.
- Work with students, families, the SENCo and professionals to agree appropriate plans.
- Ensure timetables have clear aims, review dates and planned progression.
- Monitor engagement and increase provision where appropriate.

Parent and Professional Liaison

- Develop positive relationships with parents and carers.
- Support families where students are experiencing pastoral, behavioural or attendance difficulties.
- Attend and contribute to relevant professional and multi-agency meetings.
- Liaise effectively with local authorities, social care, CAMHS, educational psychologists and other professionals.

Teaching

- Teach approximately 75% of a normal teaching timetable.
- Deliver high-quality, adaptive teaching.
- Model effective relational classroom practice.
- Maintain high expectations for engagement, behaviour and progress.

General Responsibilities

The postholder will:

- Promote the ethos and values of East Hall School.
- Maintain high standards of safeguarding and professional conduct.
- Follow school policies and procedures.
- Maintain appropriate confidentiality.
- Participate in relevant training and professional development.
- Undertake other reasonable leadership duties as directed by the Headteacher.

Review of Role

This job description will be reviewed periodically in line with the needs and development of East Hall School.

East Hall School is totally committed to safeguarding the welfare of children and young people and expects the same from its employees. All new staff will be subject

to enhanced pre-employment clearance, including identity checks, criminal background checks, qualifications checks, social media checks and employment checks to include an exploration of any gaps in employment.