St John's College,
Hastings
Opere et Veritate
'In Word and Deed'



DEPUTY PRINCIPAL – PASTORAL

St John's College provides a high-quality education for young men, grounded in Gospel values within the Catholic and Marist traditions.

Purpose:	To lead the College in Pastoral Care
Reports to:	St John's College Board and Principal
Responsible to:	Principal
Works with:	Senior Management Team Heads of Department House Deans House Class Teachers Teaching and Ancillary Staff

---

KEY RESPONSIBILITIES

Support the Special Catholic Character of the College

- Be aware and supportive of the special character of the college and the values of Jesus Christ on which it is based.
- Participate in the event and practices of the college which related to its' special character.
- Create an environment of friendship, generosity and collaboration.
- Always act as a positive role model.
- Assist with the extra-curricular student programme.
- Deputise as Acting Principal in the Principal's absence.

Vision and Strategy

- Assist with the development and implementation of the College Strategic Plan with particular focus on student wellbeing and pastoral care.
- As a member of SLT, contribute to the development of detailed annual plans related to student wellbeing and pastoral care.
- Update the annual plan with progress comments on student wellbeing and pastoral care goals, prior to each Board meeting.

Professional Leadership

The Deputy Principal will provide professional Leadership:

- By being a member of the senior leadership team
- Aspiring to improve your leadership and professional abilities through professional development.
- Taking responsibility for the portfolio assigned to you and being the leader in these areas yet maintaining the input and guidance of the rest of the team.
- Shared responsibility with other SLT members in the absence of the Principal.

Pastoral Duties

- Oversee pastoral care of individuals, groups, and classes in consultation with Deans.
- Hold weekly meetings with Deans to address pastoral issues and guide PGC.
- Monitor and report on attendance and pastoral data for all year levels.
- Oversee the detention system across the school, including Saturday detentions.
- Communicate effectively with parents and caregivers to address issues and share successes.
- Demonstrate a high degree of professionalism and discretion when addressing student pastoral matters with staff.
- Lead and support House Class teachers with respect to pastoral care and discipline.
- Coordination and overseeing Dean PGC's.

Culture

- Articulate and model the College Special Catholic Character values and culture to staff, students, parents, and the community.
- Encourage students to exhibit the expectations of the College in terms of behaviour, attendance, punctuality, uniform, grooming, courtesy along with care for others and the environment.
- Model to boys, staff, and parents the attitudes and behavior's reflecting the expectations and Special Catholic Character of the College.
- Establish a quiet, settled, and respectful tone in Chapels, Ranks and Assemblies.

Senior Leadership Team Responsibilities

- Work alongside DP Curriculum, SCT and SENCO in developing a framework that ensures equal outcomes for the learners.
- Deliver Professional Development presentations to staff related to pastoral care.
- Assist with the organisation and operation of major College events i.e. whole school House/Prefect/Dean led events or meetings.
- Attend regular Senior Leadership meetings, providing thoughtful, considered, and positive contribution to decision making.

- In all public forums support the SLT decisions and policies.
- Maintain a visible presence around the College to maintain high standards of student behaviour.
- Assist with Saturday detentions.
- Assist with any other reasonable and appropriate tasks as requested by the Principal.

Other leadership and administrative responsibilities to be discussed with the successful applicant.