

Post title	Assistant Head (Pastoral) (0.8 - 1 FTE)
Responsible to	Co-Headteacher(s)
Salary range	Leadership Pay Scale L5 – L9

Role outline

The Assistant Head (Pastoral) will be responsible for pastoral care of all students at Surrey Maths School (SuMS). The postholder will be the Designated Safeguarding Lead (DSL), responsible for managing the Lead Teachers of Y12 and Y13, overseeing behaviour and welfare, attendance and punctuality, and the PSHEE programme. This is an excellent opportunity to work alongside the Co-Headteachers to shape the strategic vision of our growing and innovative school as part of the Senior Leadership Team.

The post holder would be expected to teach one of the core subjects of the school to A Level standard (mathematics and further mathematics, physics, chemistry, computer science or economics). The post is available part-time or full-time (0.8 - 1 FTE) and candidates should indicate their preference when applying.

Responsibilities

Member of the Senior Leadership Team

- Work in partnership with the Co-Headteachers and SLT to create and sustain a positive and inclusive school culture in which all members of the community thrive
- Provide inspiring leadership through a commitment to innovation and empowerment, ensuring efficient operations and strategic oversight of the school's mission and vision, through evaluations and school development planning
- Engage with all aspects of school life including planning and attending school events, reporting to governors, leading on parent and carers communications, working with external agencies and developing partnerships
- Line manage members of the pastoral team, developing and empowering individuals to lead their own teams with direction, and project manage others with overlapping responsibilities
- Commit to self-development and take an active role in developing others, including delivering and facilitating staff CPD
- Ensuring that robust policies and processes are in place to enable our staff and students to thrive
- Prioritise and promote at all times the wellbeing and safety of students and staff

Pastoral responsibilities

- Act as the school's Designated Safeguarding Lead, performing all the functions associated with that role, managing the school's Safeguarding Team and reporting to the Co-Headteachers
- Take overall accountability for day-to-day behaviour and welfare of SuMS students, including attendance and punctuality, the praise and sanctions programme and our restorative approach, additional support for students who need it (SEND, from disadvantaged backgrounds), and communications with parents and carers, reporting regularly to the Co-Headteachers
- Lead and direct the work of the Year Leads to implement new strategies for the accountabilities in point b, to improve standards and develop the team of Tutors in their roles to support the academic progress and wellbeing of students
- Oversee student culture, including the assembly programme, House system and clubs provision
- Lead and manage the curriculum work of all middle leaders responsible for the delivery of the PSHEE curriculum, ensuring that weekly PSHEE delivery is of high quality and the scheme of work is topical, relevant to students and challenges their assumptions
- Liaise with the Careers Lead to ensure that students develop knowledge, skills and understanding beyond the academic curriculum
- Develop, implement and review policies that protect and improve the welfare of all students and staff

- h. Ensure that there are clear and well-defined ways in which the school seeks out, listens to and responds to student voices, including oversight of the Student Council
- i. Take responsibility for the school's support of all students with medical issues and/or disabilities

Classroom teacher

- a. Teach one of the core subjects of the school (mathematics and further mathematics, physics, chemistry, computer science or economics) and/or on the problem solving or challenge programmes (separate job descriptions are available).
- b. Actively promote equity and diversity through the planning and delivery of inclusive lessons, in line with the school's values.

Other

- a. Take on any other reasonable responsibilities as directed by the Co-Headteachers.
- b. Be an active and positive member of the school community as outlined in the SuMS Information Pack.

Person Specification	Essential	Desirable
These will be assessed through the application form, the interview process and references.		
Education/qualification and training		
2:1 or higher degree in subject closely related to one being taught	X	
Qualified Teacher Status	X	
Evidence of further professional development		X
Experience		
Recent teaching experience of teaching a core subject to 16-19 year olds		X
Pastoral experience in a school environment	X	
Experience of working in a safeguarding role in a school or other environment	X	
Experience leading whole-school projects e.g. assemblies	X	
Experience of managing a team	X	
Experience of developing a programme of learning/curriculum from scratch		X
Knowledge and Skills		
Inquisitive and thoughtful self-reflection	X	
Excellent interpersonal skills and the ability to create positive connections with students, staff, and external stakeholders	X	
Ability to communicate effectively both verbally and in writing	X	
Well organised and able to prioritise tasks	X	
Proficient IT skills and a willingness to learn new systems quickly	X	
Capacity to take on board constructive feedback and use it to develop	X	
Knowledge of the needs of SEND students		X
Personal qualities		
Commitment to the vision, mission and values of SuMS	X	
Commitment to the outreach programme	X	
Capacity to take the initiative and to innovate	X	
Ability to work constructively with others both inside and outside of the school	X	
A genuine interest in the welfare of students, the desire to support their transition into the next phase of their lives	X	
Commitment to promoting justice, equity, diversity and inclusion	X	

Interested in Applying?**The facts**

Salary: L5-L9

FTE: 0.8 - 1

Permanent

Start date: September 2025

Next steps

Application deadline: 07-03-25

Shortlisting: 10-03-25

Interviews: w/c 17th and 25th March[Click here to access the application form](#)

If any of this appeals to you – even if you aren't sure you can do it all yet – please talk to us, we are eager to hear from you and are more interested in finding the right person for this job rather than the person who ticks all the usual boxes. We are keen to ensure diversity in our staff body, and recognize that individuals might have taken different routes to get to where they are now.

Email info@surreymathsschool.co.uk to arrange a chat or visit, or head@surreymathsschool.co.uk to ask questions and speak with the Head Teachers, Nora Kettleborough and Sahar Shillabeer.