

Role Profile			
Role	DSL (whole school) Head of Pastoral (secondary)	School	Oryx International School
Direct Reports	School Counsellors , DDSLs	Reporting To	AVP (Secondary)
Internal and External Interactions	KS Leads, HR Depart, Orbital Safeguarding Officers, all staff, students, parents and pastoral staff across secondary & sixth form	Hours and contract type	40 hours per week School Term Time Only
Role Purpose			
The DSL(whole school) and Head of Pastoral (secondary & sixth form) ensures a consistent approach to safeguarding and pastoral care across all age groups, integrating pastoral systems and safeguarding policies throughout the school community. The role will support a safe, inclusive, and nurturing environment where students thrive academically, socially, and emotionally.			
Key Accountabilities			
<p>Leadership and Oversight</p> <ul style="list-style-type: none"> Lead safeguarding and child protection efforts across the entire school, ensuring compliance with Qatar’s legal requirements and the school’s policies. Maintain meticulous records of safeguarding concerns and actions, utilising CPOMS Ensure that staff are trained to identify and address safeguarding issues at all age levels, from Early Years to Sixth Form <p>Policy and Collaboration</p> <ul style="list-style-type: none"> Report serious concerns directly to the police via the Executive Principal, as social services are not available in Qatar. Refer students requiring emotional support to the school counsellors, ensuring appropriate follow-up and interventions. Collaborate with SLT external agencies to address safeguarding concerns effectively. <p>Training and Awareness</p> <ul style="list-style-type: none"> Provide safeguarding training for all staff (including third party contractors), tailored to the needs of different educational stages. Lead initiatives for staff and students to promote online safety and raise awareness about potential risks, including social media misuse. Be available to staff during school hours for safeguarding concerns and ensure coverage for after-school activities. <p>Pastoral Leadership - Secondary</p> <p>Strategic Vision</p> <ul style="list-style-type: none"> Develop and implement a pastoral care strategy that is cohesive and effective Ensure the integration of pastoral systems across Primary, Secondary, and Sixth Form to support student welfare and behaviour management. Support Primary pastoral initiatives, ensuring alignment with Secondary and Sixth Form strategies. <p>Team Leadership</p> <ul style="list-style-type: none"> Line manage school counsellors Lead regular pastoral team meetings in Secondary to share best practices and address cross-school concerns. Line Manage the School Counsellors and school Nurses <p>Student Welfare</p> <ul style="list-style-type: none"> Promote a positive school culture, ensuring every student feels valued and supported. Oversee systems for managing behaviour, attendance, and punctuality across all educational stages. Coordinate interventions for at-risk students and guide staff on restorative practices. 			

- Collaborate directly with the school counsellors and school nurses for interventions requiring their expertise and follow up on all escalated well-being concerns.
- Facilitate reflective and restorative sessions for students.

Parent and Community Engagement

- Act as the main point of contact for parents regarding safeguarding concerns across the school.
- Develop strong relationships with parents to foster a collaborative approach to student welfare.
- Organize and lead parent workshops, information sessions, and feedback opportunities on key pastoral initiatives, including online safety and positive behaviour management.

Behaviour and Attendance

- Ensure the consistent application of behaviour and attendance policies across all key stages.
- Monitor attendance trends and implement strategies to improve punctuality and engagement.
- Liaise with Heads of Year and form tutors to track behaviour and attendance data and intervene as necessary.
- Regularly review and refine policies to adapt to the school community's needs and align with local requirements.

Teaching Responsibilities

- Maintain a teaching timetable, demonstrating excellence in teaching and student engagement.
- Support academic teams to balance pastoral and academic priorities effectively.

Monitoring and Evaluation

- Use data to evaluate the impact of pastoral care across all school stages (e.g. Pass)
- Prepare reports on safeguarding, behaviour, attendance, and well-being for the school leadership team.
- Continuously refine policies and practices to enhance pastoral care.

Person Specification

Skills, Knowledge and Experience

Qualifications

- Qualified Teacher Status (QTS) or equivalent.
- Level 3 Safeguarding training (or willingness to achieve).
- Evidence of recent CPD relevant to safeguarding and leadership.

Experience

- Minimum 5 years of teaching experience with leadership/management responsibilities
- Proven success in implementing safeguarding measures and leading pastoral systems.
- Experience in international schools or multicultural environments (preferred).

Knowledge and Skills

- Deep understanding of child protection legislation and awareness of Qatar-specific requirements.
- Strong organisational, analytical, and interpersonal communication skills.

Personal Attributes

- Resilient and empathetic, with a solution-focused approach.
- Commitment to inclusivity and fostering a culture of respect and care.
- Skilled communicator who builds positive relationships with stakeholders.
- Adaptable and strategic thinker capable of addressing challenges effectively.
- Upholds high professional standards and ensures compliance with safeguarding principles.
- Flexible with time to address serious situations as required