



KING EDWARD'S SCHOOL
BIRMINGHAM

Assistant Head Pastoral

King Edward's School in Birmingham, one of the leading independent day schools in the country, seeks an Assistant Head Pastoral from 1st September 2025.

The Role

The Assistant Head Pastoral at King Edward's School will lead on developing the pastoral care in one of the country's most academic day schools in which a rich co-curricular life is prized. Working closely with the Senior Deputy Head (Pastoral), the Assistant Head Pastoral will ensure high standards of behaviour are upheld, leading on developing and implementing a bespoke pastoral curriculum equal to the rich heritage of the school and its diverse and ambitious cohort.

The appointed person will be a strategic leader with exceptional knowledge of how to identify and meet the pastoral needs of pupils in a high attaining, selective boys' school. Capable of operating at a high level, they will be expected to deliver a vision to strengthen the existing commitment to safeguarding and pupil development, and also to identify opportunities to enhance and build on our provision. They will have a track record of leading pastoral care, with evidence of impact, developing and embedding pastoral systems and processes, with experience across a range of year groups and Key Stages. They will be committed to ensuring outstanding behaviour in school through strategic, proactive, and informed pastoral care. They will have a keen understanding of how sensitive and robust pastoral care can shape and change the lives of young people and their communities for the better.

Pastoral Care at King Edward's School

Pastoral care is at the heart of all that we do, and we aim to create an environment where boys feel valued and supported so that they can make the most of their time here and achieve more than they imagined possible.

The relationship between our staff and boys is built on trust and mutual respect. The staff show genuine care for all of the boys they work with, and the whole school community works together to ensure mutual wellbeing.

The school's pastoral structure, support and curriculum, is designed to help pupils navigate these challenges, to develop their self-knowledge, emotional literacy and social skills, and to allow them to lead lives which are fulfilling and rich in meaning, both within and beyond school.

KES Assistant Head (Pastoral)

The Assistant Head (Pastoral) is responsible for the leadership, management and development of specific areas of pastoral life of the school.

The postholder is line managed by the Senior Deputy Head (Pastoral).

The postholder is on the KES Senior Leadership Team, as well as the Joint Leadership Team (JSLT) with KEHS.

Assistant Head key responsibilities:

- Contribute to the leadership of the School as part of the KES SLT and the Joint Leadership Team (JSLT)
- Contribute to the strategic development planning process of the whole School
- Contribute to the School's operational plans as a member of the SLT
- Contribute to the general management and day-to-day running of the School.
- Support whole-school events, including after-school, weekend and evening commitments.
- Provide leadership and support to teaching and support staff.
- Make an active contribution to the marketing of the School and the recruitment and retention of pupils and staff.
- Support the Chief Master in ensuring legal, statutory and ISI compliance across the School and work with SLT to prepare for inspections.
- Assist as required in complaints, grievance and disciplinary procedures.

Areas of specific responsibility include:

- Deputy DSL: oversight and management of significant pastoral cases in collaboration with the Senior Deputy Head.
- Promote the character education and overall wellbeing of pupils, through the development of a pastoral curriculum aligned with school aims
- Oversee and lead on whole-school behaviour and culture strategy
- Contribute to staff and pupil training
- Develop and support the resourcing of form time
- Maintain a pastoral environment within which pupils are enabled to share concerns and are supported in making appropriate choices.
- With the Senior Deputy Head (Pastoral), explore ways of measuring and tracking pupil wellbeing and propose actions accordingly.
- Line-manage designated pastoral staff.
- Co-ordinate and systematise approaches to pupil voice
- Lead on the strategic development of PSHE and line manage this crucial area of school life
- Undertake any other reasonable duty related to the pastoral life of the school that the Chief Master or SDH may delegate.

Person Specification

The candidate would be expected to show evidence of many of the following skills and qualities. The following information demonstrates qualities that would be considered essential or desirable and how these will be tested during the recruitment process.

Education and Qualifications (tested in application)	Essential	Desirable
A good Honours Degree or equivalent	✓	
A higher degree and/or further professional qualifications		✓
Leadership/Management training/experience		✓
Qualified Teacher Status	✓	

Experience (tested in application and interview)	Essential	Desirable
Leading on pastoral care at a whole school level, with evidence of impact	✓	
Evidence of leading whole school on PSHE, culture and ethos		✓
Evidence of developing safeguarding provision whole-school		✓
Track record of leading on improving whole school behaviour		✓
Experience of successful liaison with SEND teams to support pupil development		✓
Experience working with outside agencies, including mental health services and early help provision to support families and pupils		✓
Experience of working with a Senior Leadership Team to improve and develop whole school provision and culture		✓
Experience of developing pupil voice and pupil leadership		✓
Successful experience of change management		✓
Evidence of effective and transformative team leadership	✓	

Knowledge and Understanding (tested in application, interview and references)	Essential	Desirable
Outstanding knowledge of safeguarding and pastoral issues	✓	
Understanding of strategic planning, implementation, monitoring and evaluation	✓	
A rigorous knowledge of PSHE, especially in the context of boys' lived experience	✓	
An understanding of safeguarding in the context of trips and educational visits	✓	
Awareness of safeguarding issues in Sport and Co-Curricular provision	✓	

An excellent knowledge of online safety and pedagogy to support the exploration of these issues.	✓	
Understanding of how to deliver effective and impactful staff training.	✓	
An understanding of developing systems and processes in pastoral structures.	✓	

Training and Professional Development (tested in application and interview)	Essential	Desirable
Commitment to on-going personal and professional development	✓	
Interest in professional development in School Leadership	✓	

Skills and Abilities (tested in application, interview and references)	Essential	Desirable
Ability to engage with and build relationships with pupils across the age range	✓	

Ability to communicate effectively and appropriately with a variety of stakeholders	✓	
Ability to build positive relationships with colleagues, pupils, parents and outside agencies	✓	
Ability to lead effectively and work constructively within a team	✓	
Ability to support colleagues in their Professional Development, including the induction of new staff and teachers (including trainee teachers)	✓	
Ability to use qualitative and quantitative data to support, evaluate and improve quality of provision and outcomes		✓
Excellent positive behaviour management skills	✓	
Confident use of ICT	✓	
A commitment to undertaking an involvement in whole school life	✓	

Personal Attributes (tested at interview and in references)	Essential	Desirable
Values driven, with a strong sense of personal and professional integrity	✓	
Sense of perspective and empathy	✓	
Humour and humility when addressing complex and challenging issues	✓	
Tenacity and perseverance when facing obstacles	✓	

Pragmatic and systematic approach to school improvement	✓	
A strong sense of professionalism and standards	✓	
An ability to problem-solve and to be solution-focused	✓	
Organised, positive and able to prioritise and work to deadlines	✓	
Willingness to keep up to date with educational issues, especially those linked to pastoral care	✓	
Willingness to engage with the wider life of the School	✓	

How to apply

To apply for this role, please forward a completed application form and equal opportunities form (both available for download [here](#)) and a covering letter addressed to the Chief Master & Principal (Mrs Kirsty von Malaisé) by email to: kesrecruitment@keschools.org.uk.

The deadline for applications is **8am Monday February 24th**; however, applications will be reviewed on receipt and so early applications are encouraged. We reserve the right to bring forward the closing date and interview date if sufficient applications have been received.

Interviews will provisionally take place in week commencing March 3rd.

If you have any queries about the role or would like to discuss it in more detail, please contact HR on kesrecruitment@keschools.org.uk

King Edward's School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants invited to interview will be required to provide proof of identity, preferably a birth certificate, although where this is not available we will accept other forms of ID. Online searches will also be carried out for all shortlisted candidates, as required by Keeping Children Safe in Education. Successful candidates will be required to undergo an enhanced DBS check and other pre-employment checks. A copy of the School's Recruitment, Selection and Disclosure Policy is available on the website www.kes.org.uk.