Pastoral deputy head year planner

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| **Half term** | **Tasks** | **Notes/completion** |
| **Before the start of term** | * Ensure safeguarding policy updated by 1 September to reflect [KCSIE 2023](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1161273/Keeping_children_safe_in_education_2023_-_statutory_guidance_for_schools_and_colleges.pdf)
* Make sure other policies for the start of term reflect Covid updates from the government e.g. [Guidance for full opening](https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools)
* Oversee the [induction of new staff](https://my.optimus-education.com/induction-checklist-new-members-staff)
* Oversee and deliver [Inset days for staff at the start of term](https://my.optimus-education.com/cpd-resources-personal-development-plan-and-professional-growth-timeline) including KCSIE updates
* New attendance policy update
* Think about your school policy together with academic deputy regarding use of AI both in school and in homework. What pastoral/safeguarding concerns does it raise?
* Work with the rest of the senior team to look at what changes arise from the new ISI inspection framework particularly with so much focus now on student wellbeing. The handbook can be found [here](https://www.isi.net/framework-2023/inspection-handbook/).
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| **Half term 1** | * Oversee the induction of new students.
* Oversee arrangements for pupils at the start of the academic year, including timetable arrangements, and setting of expectations around school rules and regulations, especially if there have been any changes.
* Contact parents about RSE lessons over the coming year (or at the start of each term) to contact school if they want to withdraw their child from those lessons.
* Ensure that all safeguarding files for students leaving the school below year 13 are passed securely to their new schools.
* Ensure that all safeguarding files for students starting at your school have been received.
* Ensure safeguarding report for governors safeguarding committee is completed.
* Check the schedule for [staff appraisals](https://my.optimus-education.com/appraisal-objective-setting-forms-teaching-and-support-staff) that you oversee for the year to come and for relevant support staff.
* Coordinate year group information evening/communications with parents about the start of the year.
* Contribute to and communicate the school strategy for educational delivery in the event of further local lockdown or further school closure.
* Contribute towards preparation and running of school open days.
* Ensure half-term trips all organised.

Prepare for * 5th October National Poetry Day
* October is [Black History Month](https://www.blackhistorymonth.org.uk/)
* [World Mental Health Day](https://www.mentalhealth.org.uk/our-work/public-engagement/world-mental-health-day) on 10 October
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| **Half term 2** | * Continue to ensure that pupils with pastoral issues are being supported and plan intervention strategies, particularly for students in years 11 and 13 facing mock examinations.
* Participate in Oxbridge preparation/UCAS applications. Note the changes to UCAS forms this year, particularly with regard to references.
* Conduct [appraisal observations](http://my.optimus-education.com/appraisal-conversations-advice-appraisers) (ongoing).
* Prepare for subject choice information evening including revisions of any written or electronic resources for parents or pupils and the collation of options booklets. Consider having to hold these or any other parents’ evenings virtually.
* Coordinate end of term arrangements/Christmas celebrations.
* Make sure that inspection files of behaviour, bullying incidents, incidents of discrimination (in particularly sexual harassment and abuse) and complaints are all up to date.

Prepare for * 11th November Remembrance Day
* 13th November [World Kindness Day](https://kindness.org/?gclid=CjwKCAjw29ymBhAKEiwAHJbJ8ikAhHeBuiqxFONBMbYM0HIvhXaxdcjJ-c4F3EtUM_Y2qowhS2EixxoCLr8QAvD_BwE) and [Anti-Bullying Week 2023](https://anti-bullyingalliance.org.uk/aba-our-work/events-and-training-calendar/anti-bullying-week-2023?gclid=CjwKCAjw29ymBhAKEiwAHJbJ8uvHlLOG4EJcGaoQK22E5LpVYK5buPJkW1aNqLBIqnMMTkuL-D447xoCzdEQAvD_BwE) on 13-17th November.
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| **Half term 3** | * Lead relevant elements of start of term Inset.
* Prepare termly safeguarding/pastoral report for governors.
* Support the running of 11+, 13+, 16+ entrance exams and be part of the interview process for prospective students.
* Beginning of term pastoral meeting with housemasters/heads of year.
* Continue to monitor progress of all pupils and support, especially for those getting support either in school or with external agencies.
* Conduct [appraisal observations](http://my.optimus-education.com/appraisal-conversations-advice-appraisers) (ongoing).
* Probably in this half-term or next working with the rest of the Senior Team on the ongoing school strategic plan/ changes to school prospectus.
* This, or the next, half term are good times to look for student and/or parental voice consultation in the school development strategy by group discussion or survey.
* Make sure that inspection files of behaviour, bullying incidents, incidents of discrimination (in particularly sexual harassment and abuse) and complaints are all up to date.

Prepare for * [Children’s Mental Health Week](https://www.childrensmentalhealthweek.org.uk/), 5th-11th Feb
* [Safer Internet Day](https://www.saferinternetday.org/) 6th Feb
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| **Half term 4** | * Start planning for next academic year and support headteacher with [recruitment](https://my.optimus-education.com/topic/recruitment)/staffing structure for delivery.
* Also working with the head on interviews for [internal job promotions](https://my.optimus-education.com/internal-promotion-slt-interview-and-selection-process).
* Continue to deliver/monitor pastoral support for students.
* Conduct [appraisal observations](http://my.optimus-education.com/appraisal-conversations-advice-appraisers) (ongoing).
* Work with the academic deputy to coordinate Easter break revision/catch up sessions and communicate to parents.
* Plan revision schedule/study leave/exam timetables for years 11, 12 and 13.
* Start to plan summer term prize giving and other end-of-year arrangements.
* Make sure that inspection files of behaviour, bullying incidents, incidents of discrimination (in particularly sexual harassment and abuse) and complaints are all up to date.

Prepare for* 1st March – Global Day of Unplugging
* 7th March – World Book Day
* 13-19th March – [Neurodiversity Celebration Week](https://www.neurodiversityweek.com/)
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| **Half term 5** | * Lead relevant elements of start of term Inset.
* Beginning of term pastoral meeting with housemasters/heads of year.
* Implement final/revised pastoral intervention strategies.
* Plan transition days for new students joining the school at the start of next year along with relevant handbooks etc to send out to new parents and their children.
* Make sure that inspection files of behaviour, bullying incidents, incidents of discrimination (in particularly sexual harassment and abuse) and complaints are all up to date.

Prepare for:* 22nd April – [World Earth Day](https://www.earthday.org/earth-day-2023/?gclid=CjwKCAjw29ymBhAKEiwAHJbJ8lVrLBqVIQItR_sWPTCKGBgpWeQ_YnzGRzcFv5iyHAbqHRB36YizyBoCm0sQAvD_BwE)
* 20th May – National Walk to School Week
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| **Half term 6** | * Along with the headteacher, finalise school development priorities for the new year and present relevant elements to the governors.
* Work with data manager to transfer end of year data and ‘roll over’ the year.
* Deliver new student transition days.
* Finalise tutor allocations for next academic year.
* Coordinate with the senior team and heads of curricular activities the school calendar, including any residential trips for year ahead, and publish for parents and staff.
* Ensure pupil planners updated and ordered/online whole school subscriptions reviewed.
* Prepare for next [appraisal target setting and review cycle](http://my.optimus-education.com/performance-management-and-appraisal-strategies-and-guidance) in September.
* Plan and host [new staff induction](https://my.optimus-education.com/induction-checklist-new-members-staff) day together with the academic deputy.
* Provide pre-September training for new pastoral middle leaders.
* Plan last day of term arrangements.
* Plan and publish September Inset day arrangements.
* Plan with the rest of the senior team results day arrangements for August.
* Make sure that inspection files of behaviour, bullying incidents, incidents of discrimination (in particularly sexual harassment and abuse) and complaints are all up to date.

Prepare for * Pride Month (June)
* Windrush Day (22 June)
* [World Environment Day](https://www.worldenvironmentday.global/) (5 June).
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