

The Haberdashers' Aske's Boys' School



Deputy Head -Pastoral

The Haberdashers' Aske's Boys' School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The successful candidate will be subject to a Prohibition from Management check in line with statutory guidance.

Overview:

The post will suit an exceptional individual with a strong track record in leadership and management in schools. They will have a strong interest in pupil wellbeing and be committed to the highest standards of pastoral care and safeguarding. They will be an excellent administrator and communicator with the ability to show initiative and work well within a team. The Deputy Head Pastoral will also make an important contribution to the school's strategic development and must be adept at working collaboratively.

As a member of the Senior Leadership Team, the successful candidate will be expected to lead by example, demonstrating the School's values in all that they do. They will also teach a portion of a timetable (no specific subject specialism is sought), contribute to and support our vibrant co-curricular programme.

This is an exciting time in the history of Haberdashers', with a new strategic plan committed to ever closer collaboration between the School and Haberdashers' Aske's School for Girls, and the development of the Elstree campus over the next decade. The post offers the right candidate an outstanding opportunity to have a significant impact on the future of the School.

Principal Duties

The Deputy Head Pastoral will have responsibility for the behaviour and welfare of all pupils in the senior school and the overall administration and oversight of the pastoral system. As the School's Designated Safeguarding Lead, he/she will be responsible for safeguarding the pupils, creating the required policies and ensuring that they are implemented.

They will line manage the Heads of House, medical staff, and all others involved in the pastoral work of the School, including the Chaplain and School Counsellor.

They will report to the Headmaster and be a member of the Senior Leadership Team, playing a key role in whole school strategic and operational leadership.

The precise responsibilities of this post will be shaped in part by the strengths, experience and interests of the successful candidate, however, the following provides an outline of the key areas that are likely to be included:

Leadership

- Lead and shape the School's vision of excellent pastoral care, safeguarding and pupil wellbeing.
- Contribute to and support the Headmaster's vision for the School.
- Be a member of the Senior Leadership Team.
- Assist in the construction and implementation of the School Development Plan.
- Attend and chair school meetings, as appropriate.
- Report to Governors and attend Governors' meetings as required.
- Line manage the Heads of House and chair regular Heads of House meetings.
- Line manage Medical Centre staff, School Counsellors, the Chaplain and, the Head of PSHCEE.
- Work closely with the Deputy Head Pastoral at the Girls' School.
- Co-ordinate pastoral matters for inspection, ensuring compliance and best practice in all areas.

Safeguarding

- Take responsibility for leading and promoting the safeguarding and the welfare of all students.
- Act as the School's Designated Safeguarding Lead and oversee Safeguarding Procedures throughout the School, including at the Prep and Pre-Prep School.
- Ensure that all relevant policies are up to date and fully implemented.
- Oversee the work of the Deputy DSLs.
- Arrange Child Protection training for all new staff, as well as biannual whole school Child Protection training.
- Cultivate strong links, liaise with and attend meetings with Local Safeguarding Partners, Social Services or other outside agencies. -
- Liaise closely with the Safeguarding Governor and report regularly on pastoral care and safeguarding to the governing body.

Pastoral Care

- Organise the allocation of teaching staff as tutors.
- Take a lead in the induction of new tutors and Pastoral INSET for all staff.
- Support Heads of Houses and Heads of Section with particularly complex pastoral situations, taking full responsibility when necessary, and ensure that parents are fully involved and informed as required.
- Be responsible for pupil attendance and supervision: registration, lateness and absences in line with school protocols and legislation.
- Oversee the management and maintenance of pupil records with regard to pastoral and disciplinary issues.
- Line manage the Head of PSHCEE and ensure outstanding PSHCEE provision, including themed weeks and the programme of whole school speakers on pastoral issues.
- Oversee the assembly programme for the senior school, and lead occasional assemblies on pastoral matters.
- Oversee Parents' Social Evenings and a programme of parental support.
- Maintain a proactive awareness of evolving educational issues related to pastoral care and devise strategies to implement these as appropriate.

Behaviour and Conduct

- Oversee the School's behaviour policy, so as to deliver the highest standards of conduct.
- Manage and monitor the rewards and sanctions systems.
- Be responsible for enforcing and reviewing School rules.
- Investigate and manage significant disciplinary incidents.

Inclusion

- Promote equality and enable the educational and social inclusion of all students.

- Oversee and support the work of the Student Council.
- Support and monitor pupils in receipt of a bursary and their families.

Admissions

- Assist in the interviewing of prospective pupils and parents as requested.
- Co-ordinate the induction programme for pupils.
- Liaise with the Admissions team and feeder schools as required, on family, health and welfare issues.
- Oversee new pupils' induction.

Person Specification

Education, Qualifications and Skills

- An outstanding academic record, including a very good bachelor's degree
- Qualified Teacher Status (QTS) is desirable, not essential
- An excellent record as a teacher, manager and leader
- A record of continuous professional development
- Excellent communication and listening skills
- Powers of diplomacy and persuasion
- The ability to think strategically and to contribute towards the School's development
- Strong organisational and administrative skills with a keen eye for detail
- A good level of IT competency and experience of modern IT capabilities for teaching and administration
- High professional standards

Personal Qualities

- Natural leadership qualities, combining humility with a sense of credibility and presence
- A commitment to educational excellence
- Capacity for hard work and handling stressful situations with energy, enthusiasm and a positive outlook
- The ability to motivate and inspire others
- A team player with an ability to develop and to sustain relationships and empower others
- The wisdom, ability and commitment to resolve complex problems and the courage to make difficult decisions
- The judgement to know when and what to delegate
- A capacity to initiate and manage change with flair and creativity
- Integrity, reliability and a commitment to honesty and fairness
- A sense of humour

Knowledge and Experience

- A track record of outstanding leadership and management in education
- A holistic view of education that encompasses academic, pastoral and co-curricular elements
- Experience of managing change
- Understanding of the role in the context of safeguarding children
- Understanding of the requirements of Equality and Diversity

Salary and Conditions:

The School has its own generous salary scale. The salary for the successful candidate will depend upon their qualifications and experience and will be discussed at interview.

Applications:

An application form is available from the School's website: www.habsboys.org.uk. Curriculum Vitae are **not** accepted.

The completed application form should be sent to the Human Resources (staffvacancies@habsboys.org.uk) as soon as possible.

It must be received no later than **0800 on 25 January 2021**

We intend to hold first round interviews for this post on **w/c 1 February 2021**

Final round interviews are expected be held **w/c 8 February 2021**

Candidates should note that all appointments are subject to an enhanced check with the Disclosure & Barring Service and references from past employers.