



Haberddashers' Aske's School — for Girls —

Applicant Information

for the position of

Deputy Head Pastoral

for September 2020

Closing date for applications: Tuesday 18 February 2020

Interviews expected on: Monday 2 March 2020 (longlist)
Thursday 5 March 2020 (shortlist)

Our School

Haberdashers' Aske's School for Girls is one of the eleven schools of the Worshipful Company of Haberdashers. We trace our roots back to the 17th Century when our founder, Robert Aske, established the principles that guide us to this day - we give talented and ambitious young people the opportunities they need to succeed in life.

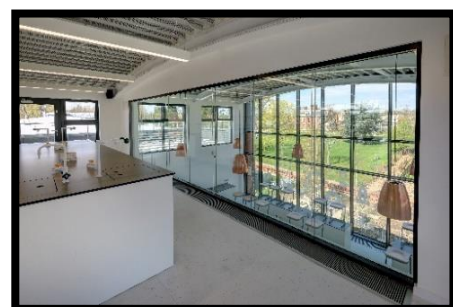
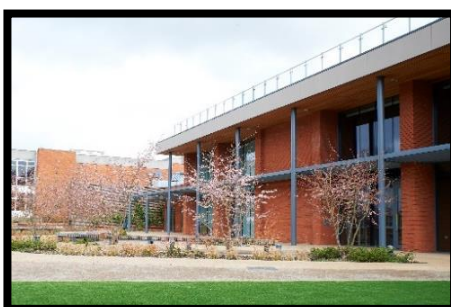
Our priority is the education of the whole person, amongst other bright, well-motivated students, taught by a highly qualified, committed staff. In partnership with parents, we try to provide every student with the intellectual, cultural, physical, moral, personal and spiritual resources she needs to give her confidence to go forward in a changing world.

Today, as a leading independent day school, we educate approximately 1,200 girls from the age of 4 to 18, including 320 in the Junior School and 220 in the Sixth Form. Admission to the School is by competitive selective assessment, and students enter at 4+, 7+, 11+ and 16+.

Our Site

The School occupies purpose-built facilities in a superb setting; 35 acres of playing fields and grounds, all within close reach of north London. The School operates an extensive coach network for use by students and staff, ranging from Harpenden in the north, St John's Wood in the south, Hertford in the east and Rickmansworth in the west.

The original school buildings date from 1974, but since then there has been an ongoing programme of development. Recent additions include Forest School for our youngest students ranging to state-of-the-art science laboratories in our new STEM building. In 2015 we opened our new Learning Resources Centre, Performance Space, Sixth Form café and Dining Hall.



Our Neighbours

One of the distinctive features of the School is the fact that we are based next door to The Haberdashers' Aske's Boys' School, and many families have children at both schools. Run separately, but enjoying the advantages of the same site, provides us with the best of both worlds – a single-sex education for our students whilst reaping the benefits of the opportunities for collaboration and joint activities.

Across the whole age range close links are forged with our counterparts. In the Sixth Form the Schools run a joint Enrichment programme to supplement the curriculum and, in some subjects, co-teaching has been established. It is intended that the option for greater co-educational teaching will be increased from September 2020 across the subject range offered at A Level.

The Schools also work closely together on an extra-curricular and co-curricular level, with joint trips, concerts and clubs taking place across the age ranges. Additionally, the Careers and Higher Education staff work closely to provide all students with unparalleled access to a range of alumni who provide guidance, expertise and practical opportunities as they approach the end of their time with us before heading off to university.

Our Results

Our outstanding results at all levels reflect the hard work and commitment of our students and the staff who support them. The majority of our students leave us to go on to take up places at the top universities and medical schools; a number accept Oxbridge places each year.

In 2019 our students achieved the following:

SATS: 71% scored 110+ in reading, grammar and maths

GCSE: 78% grade 9/8/A*, 92% grade 9/8/A* - 7/A

A Level: 30% grade A*, 74% grade A* - A

Our Staff

Our staff are drawn from a large catchment area which includes North London, Hertfordshire and Buckinghamshire. There is a strong sense of community amongst the staff, who are all members of the Staff Association which organises a number of social events throughout the year. Staff are able to make use of the School's swimming pool, fitness suite, badminton and tennis courts. Free school lunches are provided in term time, as is free use of the School's coach service where spaces are available.

The School staff body comprises 220+ employed staff (teaching and support), alongside visiting music teachers, coaches and volunteers. Staff foster excellent relationships with the students, and are committed in supporting the provision of extra-curricular clubs, House events, school trips and other events.

The School is committed to supporting the continued professional development of its staff. As well as attending external INSET courses, a full and varied programme is offered in-house. Half-termly optional Learning Lunches and Twilight INSETs cover a vast array of academic, pastoral and career advancement training. There is a well-established Performance Related Pay Programme operating with the School which is closely linked to the professional development programme. The School supports staff in gaining relevant qualifications such as ISQAM, QTS, PhD etc as resources allow. Additionally, several staff have recently embarked upon Action Research projects.

All new staff attend an induction programme of 40-minute weekly meetings with the Assistant Head (Staff Development) offering practical sessions to ease the transition to a new school. New staff are also assigned a Staff Buddy from outside their subject areas. The School has its own pay scale and, at the discretion of the Headmistress, salaries are above the National Pay Scale.



Our Pastoral Provision

It is very important to all of us that each student, whatever her age, feels happy and comfortable.

The Deputy Head Pastoral is a member of the Senior Leadership Team and is responsible for the strategy and the continued development of the pastoral life of the whole School. Supported by an Assistant Head (Pastoral) and working closely with the Junior School Assistant Head (Pastoral), s/he will be the Senior Designated Lead on Safeguarding, working with Deputy DSLs in both the Junior and Senior Schools.

The School has a Health Centre, staffed by two Nurses and a Healthcare Assistant, which supports students throughout the School. A local GP is also retained by the School in an advisory capacity and students of all ages have access to a Counsellor. The Junior and Senior Schools each have their own Individual Needs Specialists.

In the Senior School the pastoral team is led by the Deputy Head Pastoral, Assistant Head (Pastoral) and Heads of Section who work closely with Form Tutors, Deputy Form Tutors and Pastoral Prefects. The Junior School Assistant Head (Pastoral) oversees the pastoral care of all the Junior School students, working with the Phase Leaders of each Key Stage. S/he works closely with the Deputy Head Pastoral.

In Year 7, students are carefully allocated to form groups, loosely based around where they live as far as numbers allow. This means that they are likely to have several students in their Form who live nearby, making socialising easier. These form groups are re-constituted in Years 9, 10 and 12 to enable the students to make new friends across the School's wide catchment area. The Form Tutors and Pastoral prefects play a key role in the students' welfare. Each Form becomes a family unit consisting of the Tutor, a Deputy, a Pastoral Prefect and two elected Form Captains from within the Form itself.

Strong support is encouraged between students, their peers and older students. A Peer Support System is run by the Sixth Form Prefects who have received appropriate training. We have comprehensive pastoral, tutorial and guidance systems, which support the educational and personal development of the students. We display the School Behaviour Code in all the form rooms alongside the Anti-Bullying Policy. PSHCE is taught through a programme which is reviewed annually to ensure that it provides the best possible support.

All students are placed in families within one of six Houses, named after former Headmistresses of the School. Houses offer opportunities for students to work within vertical groups across all year groups. Their aim is to promote resilience and fun, team spirit and competitive edge, and to offer new opportunities for leadership within the House structure.

The provision of pastoral care is designed to help students make decisions and to care about others within the framework of a very diverse community. The Deputy Head Pastoral's leadership and management skills are crucial to safeguarding all students and the smooth running of the School



The Role

The Deputy Head Pastoral is a member of the Senior Leadership Team (with the Headmistress, Senior Deputy Head, Deputy Head Academic, Head of Junior School and the Director of Finance and Operations). Each Deputy has a full share in policymaking and decision making, and responsibility for student welfare and for good relationships with Governors, parents and all those involved with the School. S/he may be asked to deputise for the Headmistress when required, either when the latter is out of school or when she is in school occupied with other business.

Main responsibilities include:

- leading school assemblies in line with the ethos of the School
- sharing policy and decision making at all levels
- suggesting improvements and developments where appropriate, particularly in relation to the School Development Plan
- sharing responsibility for the smooth running of the School and for good relationships at all levels amongst members of the immediate and wider school community
- sharing the interviewing of applicants at 11+ and meeting parents
- promoting the School at School-in-Action mornings on the Q&A panel
- supporting staff and students at all School events and some extra-curricular activities
- sharing emergency SLT remote support for evening and weekend trips and events
- sharing emergency call cover during holiday periods
- keeping up to date with all aspects of school management, through reading and in-service training, briefing the Headmistress on articles/books/courses and other matters of professional concern
- attending conferences and INSET as relevant and feeding back to SLT and other colleagues
- sharing responsibility for mentoring and/or line-managing Heads of Department, the Assistant Head (Pastoral) and Section Heads, monitoring and supporting their work as middle managers and encouraging their continuing professional development
- supporting the appraisal/professional development programme throughout the teaching and support staff
- sharing report proof reading responsibilities

Key tasks:

- to be the Senior Designated Lead on Safeguarding for the School (for which access will be made to relevant training and updates to ensure knowledge of regulations, changes and good practice)
- teach within the department to which s/he was appointed and to undertake within it an agreed workload
- take part in the development, implementation, monitoring and evaluation of the appraisal/performance management and professional development programme for all staff
- have an overview of the School's online safety programme
- provide relevant reports to Governors on Safeguarding and Pastoral matters, including discipline in the School
- liaise as relevant with external agencies to support the pastoral care and welfare of our students
- present data to Governors and SLT on the use of the School Counsellor
- work with other schools in the Haberdashers' family, especially The Haberdashers' Aske's Boys' School
- to annually update any relevant policies
- line manage the Assistant Head (Pastoral) and the School Nurses

Strategic School Aims and Objectives:

- to regularly review the pastoral provision across the School
- to regularly review the behaviour code, rewards and sanctions policy in the Senior School
- to raise awareness of the School as a centre of pastoral excellence
- to regularly review tutorial provision in the Senior School
- to raise the profile of student and staff wellbeing across the whole School

Key Relationships

Working with the Assistant Head (Pastoral):

- to meet weekly and review Safeguarding and Child Protection concerns
- to ensure that a programme of wellbeing is implemented and embedded across the whole School
- to put together a yearly series of parental talks/workshops for the Senior School on current topics related to pastoral care and wellbeing of adolescents, working closely with the Deputy Head Pastoral at The Haberdashers' Aske's Boys' School
- to gain feedback from Student Voice regarding pastoral care and wellbeing issues students would like addressed
- to annually undertake an anti-bullying survey with the students in order to update the anti-bullying code
- to present whole school initiatives for annual events such as Mental Health Awareness Day; Anti-Bullying Week; Internet Safety Week etc
- to lead and plan, with the Assistant Head (Pastoral), a biennial pastoral conference
- to work with the Deputy Head Pastoral at The Haberdashers' Aske's Boys' School, Assistant Head (Pastoral) and Heads of PSHCE in both schools to set up an information portal for parents and students on pastoral and wellbeing issues

Working with Staff:

- to work with the Assistant Head (Pastoral) and the Section Heads to protect and promote the best interests of all students and families
- to contribute to and update where necessary the Staff Handbook
- to maintain good relationships and effective communication with support staff
- to oversee the medical and nursing staff, including their staff development and welfare, procedures relating to medical and First Aid provision and accommodation
- to attend and contribute to Heads of Department meetings, staff briefings and other staff meetings
- to chair Child Protection meetings
- to chair Pastoral Team meetings
- to chair Section Heads' meetings
- to contribute to the selection and interview process of prospective staff
- to liaise and meet regularly with Junior School staff, especially in relation to Safeguarding, and to ensure a consistent approach to student wellbeing
- to hold regular meetings with the Head of PHSCE
- to hold regular meetings with the Head of Individual Needs re pastoral concerns related to individual students
- to hold regular meetings with the Deputy Head Academic regarding individual students
- to support, monitor and evaluate the work of the School Counsellor ensuring appropriate feedback
- to work with the ICT Network Manager regarding monitoring of the network, etc
- to oversee tutors and the tutorial programmes
- to work closely with the Director of Digital Strategy and Learning
- to work closely with IT systems regarding web filtering and e-safety
- to work with Heads of Departments, Section Heads and other key staff to map the delivery of Wellbeing through the taught curriculum
- to sign off accident forms
- to liaise with School Coach Manager when necessary
- to make a positive input with decisions about building and budget plans, resource distribution etc

Working with Students:

- with the other Deputies, Assistant Heads and Heads of Section, ensure the welfare, wellbeing and general pastoral care of students; overall discipline; liaison with staff and parents in relation to individuals or groups
- to help to develop the leadership qualities of Form Captains and Pastoral prefects, encouraging teamwork between them
- to work with relevant Section Heads on smooth transitions and preparation for university
- to ensure that reviews of policies and procedures are undertaken with the student body's participation, e.g. anti-bullying review
- to ensure the safety of students at the end of the school day through the Late Duty Rota
- to support students in extra-curricular activities: sport, music, drama, charity and community work etc
- to share in interviewing of prospective students and parents at 11+
- to help oversee preparation of reports and help with quality assurance of report writing
- to work closely with families of bursary students to ensure they make the most of their experience at the school
- to have an overview of training for prefects, pastoral prefects and coach stewards

Working with Parents and Governors:

- to encourage and maintain good relations with parents, prospective parents, the Governing Body, the Haberdashers' Company, and alumnae
- to attend Parents' Evenings, special events involving parents etc
- to attend social/school functions and share responsibility for welcoming and entertaining Governors and special guests
- to organise a programme of parental talks/workshops
- to meet termly with the Safeguarding Governor and, in addition, hold a termly joint Safeguarding Governor meeting with The Haberdashers' Aske's Boys' School
- to attend relevant Governors' Meetings and prepare reports accordingly

The Deputy Head Pastoral is supported by a Personal Assistant.



The Person

Haberdashers' Aske's School for Girls values its teachers. It expects the highest level of professionalism and knowledge of their subject area, and an ability to communicate their passion for the subject to its students. Staff should inspire trust and confidence, in students and colleagues alike, whilst creating a positive and stimulating learning environment.

Qualifications

Essential

- Good honours degree in a relevant subject area
- QTS, PGCE or equivalent
- Training in legislation relating to safeguarding and regulations covering pastoral matters

Desirable

- Full driving licence
- First Aid training

Skills

Essential

- Experience of school management at a senior level within a highly successful school
- Ability to think strategically
- Strong classroom practitioner
- Ability to work well within a team
- Excellent written and verbal communication, with the ability to adapt accordingly for a wide range of stakeholders
- Excellent organisation skills
- Proven track record of working effectively with external agencies

Desirable

- A sharp intellect to dissect problems and the creativity and positivity to identify solutions
- Innovative approaches to pastoral care
- Knowledge of using iPads and other technologies to support Teaching & Learning
- Ability to be adept at having oversight of multiple projects at any one time

Qualities

Essential

- Curiosity, team spirit, emotional intelligence, open mindedness, initiative, self-motivation and integrity
- An understanding of the value of independent learning
- Passion for leading the development of character
- Be a role model to students and staff, leading and promoting the School's pastoral ethos by example
- Flexibility and resilience
- Being comfortable dealing with sensitive and difficult situations in a calm, authoritative and constructive manner
- Readiness to support extra-curricular activities within and outside the department, after school and at other time
- Excellent at organisation and planning
- Ability to inspire and motivate others

Desirable

- Interest in developments within Teaching & Learning
- Consideration of the wider school community
- Innovative approach to educating and caring for the whole student

Salary and Benefits

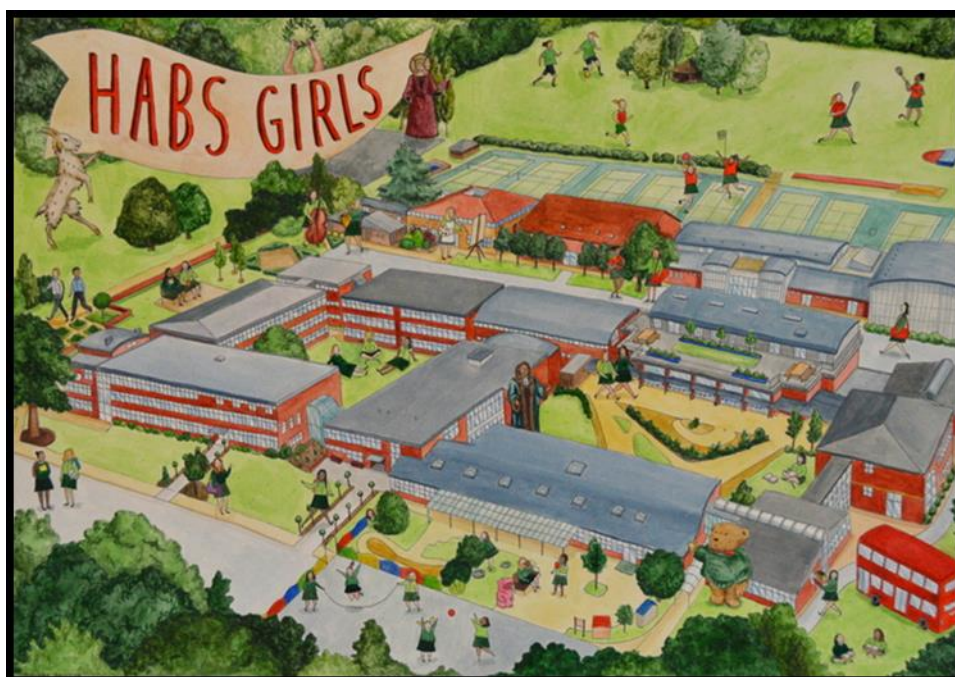
Haberdashers' Aske's School for Girls is one of the leading schools in the country and it recognises and rewards teaching excellence. We offer attractive salaries and pay progression when compared with the wider education sector and, specifically, with the independent sector, including providers like the Girls Day School Trust.

The School has a sophisticated salary structure which rewards experience, excellence and responsibility. The salary for the successful candidate will depend upon their qualifications and experience and will be discussed at interview.

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

In addition to salary other benefits of teaching at the School include:

- c.17 weeks holiday per year
- Access to the Teachers' Pension Scheme
- Additional life insurance cover
- Free lunch and refreshments during term time
- Free onsite parking or access to travel on the extensive school coach network free of charge
- Provision of a laptop/iPad
- Extensive professional development training opportunities
- Financial assistance for obtaining further qualifications
- Free access to sports facilities and wellbeing programmes for staff
- 50% discount on fees (pro rata for part-time staff) for children attending the School or The Haberdashers' Aske's Boys' School
- Access to an Employee Assistance Programme



The Process

Haberdashers' Aske's School for Girls is committed to safeguarding and promoting the welfare of children and young people. Successful candidates will be subject to an enhanced DBS record check. Before you apply for this post please ensure that you have read our [Guidance](#), which can be found on the [Vacancies](#) section of our website.

Please complete an Application Form, which can be found on the Vacancies section of our website. The completed form can then be emailed to staffvacancies@habsgirls.org.uk Please note that CVs will not be accepted.

Closing date:

Tuesday 18 February 2020.

Due to Half Term, all candidates will be contacted on Thursday 27 February 2020

Interviews to be held on:

Monday 2 March 2020 (longlist)

Thursday 5 March 2020 (shortlist)

Please note that due to the volume of applications we receive, we are unable to provide individual feedback except to those candidates who are invited to interview.

Haberdashers' Aske's School for Girls is committed to ensuring that applicants and employees from all sections of the community are treated equally and not discriminated against on the grounds of gender, colour, race, nationality, marital or civil partnership status, religion or belief, sexual orientation, disability or age.



**Haberdashers'
Aske's School**
— for Girls —

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