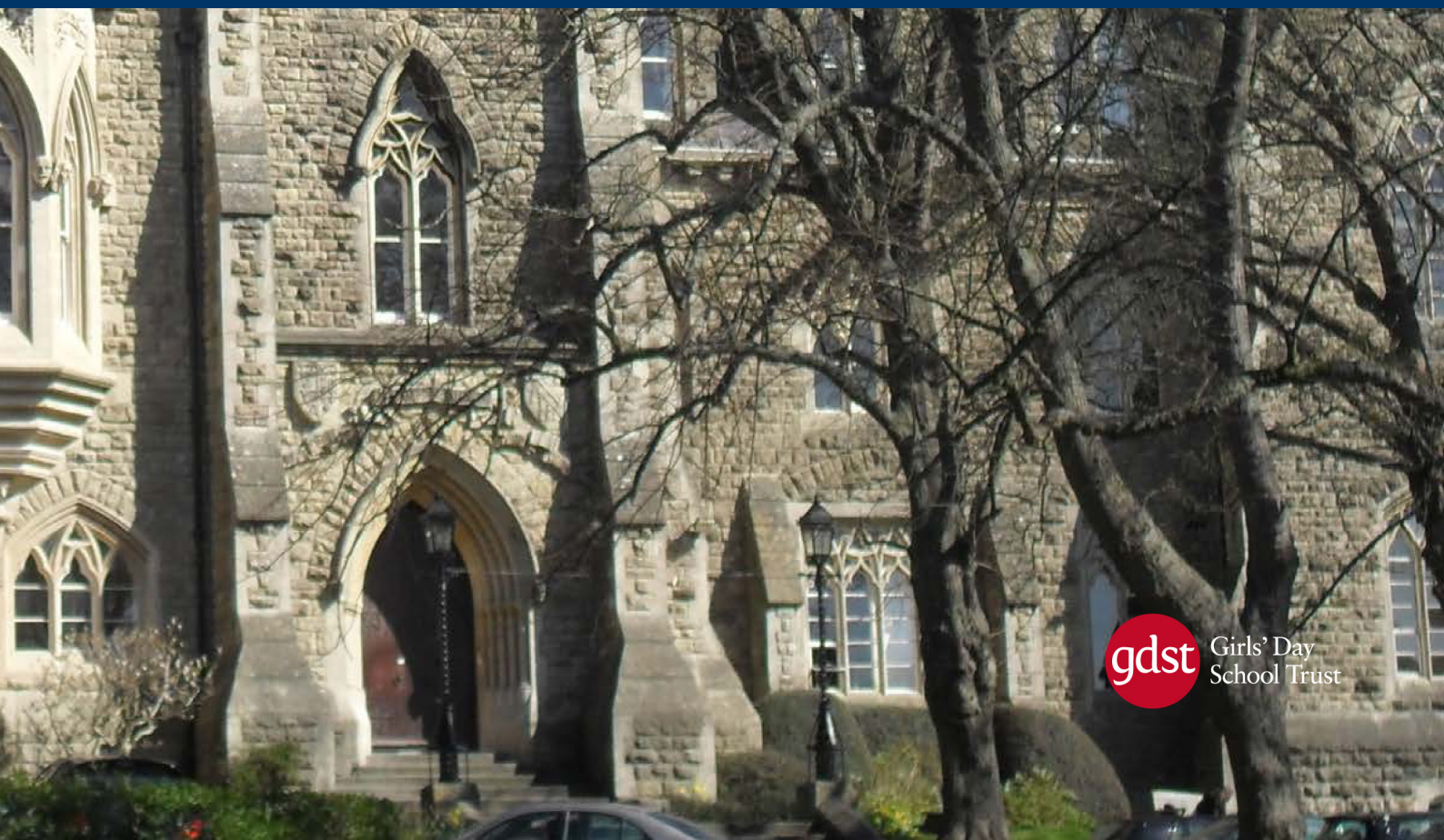




The
Royal High
School Bath

Deputy Head (Pastoral)

Full time
Required from September 2018

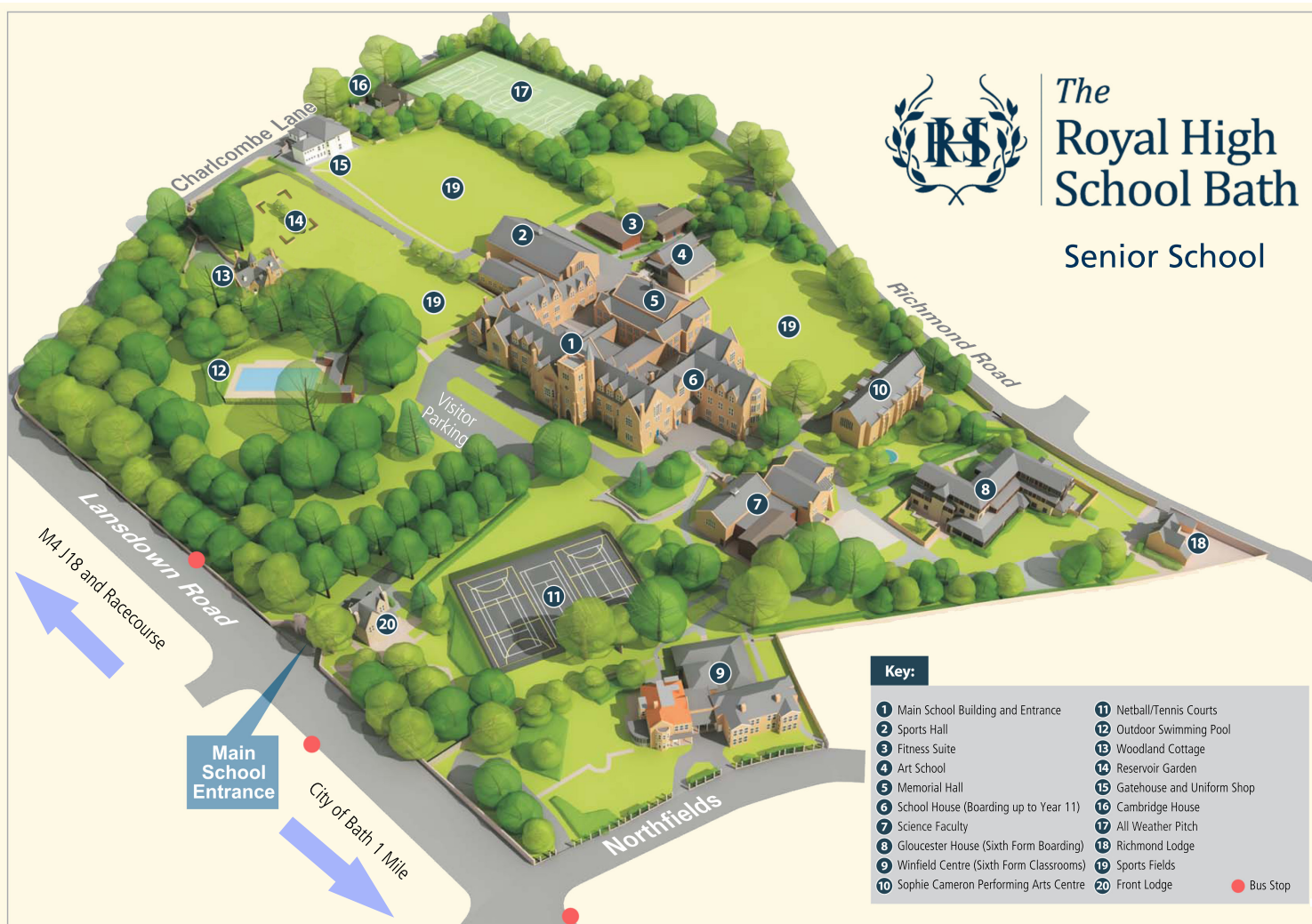


Girls' Day
School Trust



The
**Royal High
School Bath**

Senior School



Key:

- | | |
|---|-------------------------------|
| 1 Main School Building and Entrance | 11 Netball/Tennis Courts |
| 2 Sports Hall | 12 Outdoor Swimming Pool |
| 3 Fitness Suite | 13 Woodland Cottage |
| 4 Art School | 14 Reservoir Garden |
| 5 Memorial Hall | 15 Gatehouse and Uniform Shop |
| 6 School House (Boarding up to Year 11) | 16 Cambridge House |
| 7 Science Faculty | 17 All Weather Pitch |
| 8 Gloucester House (Sixth Form Boarding) | 18 Richmond Lodge |
| 9 Winfield Centre (Sixth Form Classrooms) | 19 Sports Fields |
| 10 Sophie Cameron Performing Arts Centre | 20 Front Lodge |
- Bus Stop

From the Head

Dear Candidate,

Thank you for applying for the position of Deputy Head Pastoral at The Royal High School Bath. We are very excited about this role and the opportunities it offers to the right candidate. You will find a lot more information in the attached pack but I wanted to give you a sense of the context of this appointment.

I started as Head at RHS in April 2015, and I have been inspired by the warmth, energy and talent of the staff and pupils on a daily basis. This is a strong community and we are all aware that we are very fortunate to be working in this school and in the beautiful UNESCO world heritage city of Bath. RHS girls are able, committed and successful but they are also grounded, friendly and great fun. We achieve very good results (this year: 54% A*/A, 74% A*/B at A Level and 41% A*, 72% A*/A at GCSE and an average of 37 points in the IB).

As a GDST (Girls' Day School Trust) school, we are part of a close group of 23 independent girls' schools and 2 academies, educating around 20,000 girls in the UK today. We are unique within the group as we are the only boarding school and the only one to offer the IB alongside A Levels. Our values mirror those of the GDST: Girls' First, Bold, Principled and Networked.

We are entirely committed to providing an outstanding, contemporary, girl-centred education and are seeking to ensure a dynamic learning experience inside and outside the classroom, with plentiful opportunities for girls to try new things and take risks in a safe environment. We also want our girls to develop as happy, fulfilled and confident young women who leave in Year 13 with a great circle of friends and wonderful memories of their time at school.

This post has arisen as the current postholder, a much admired and respected colleague, is retiring after 26 years' service to the school, 8 of these as the Pastoral Deputy Head. We now want to appoint a person with great people skills, who is passionate about helping girls develop and flourish throughout their teenage years. We are looking for someone who can bring innovative thinking and commitment to the role, has a clear enthusiasm and ambition for girls' education in the 21st Century and who will be fully involved in the life of the school.

If you have any further questions, please don't hesitate to ask, but in the meantime, thank you again for your interest in this post. I very much hope you enjoy the application process and I wish you the very best of luck with it.

Best wishes,

Mrs Jo Duncan
Head

Deputy Head (Pastoral)

About the role

Reporting to the Head you will work closely with School's Senior Leadership Team (SLT) and relevant departments at the Girls' Day School Trust. You will have accountability for developing and delivering the strategy for our pastoral care within the overall School Strategic Plan, and ensuring the highest standards of care, including safeguarding and child protection, throughout the school.

This is a truly superb opportunity for a highly motivated person to join our team to lead and further the pastoral life of the school.

Who we're looking for

We are looking for a talented, innovative and inspirational leader with a passion for driving forward pastoral care and developing our offering. You will be an excellent teacher yourself, confident in managing people and resources as well as flexible and adaptable to the changing needs of a contemporary girl-centred education.

Essential selection criteria:

- Have an Honours Degree from a good university;
- Have a passionate commitment to girls' education;
- Have excellent interpersonal skills with sensitivity to the needs of others;
- Be able to inspire and motivate staff, pupils and parents;
- Possess integrity with high personal and professional standards;
- Have experience of teaching to secure consistently strong progress and attainment;
- Have experience of driving change with pupils at the heart of initiatives;
- Have experience of having contributed to policy formulation, implementation, evaluation and review;
- Be committed and able to enrich the Senior Leadership Team with drive, energy, creative thinking and a sense of humour;
- Highly effective people and team management skills.

Our Senior Leadership team

Our Senior Leadership team is made up of the Head, Head of Junior School, Deputy Head (Academic), Deputy Head (Pastoral), Director of Finance and Operations, Head of Boarding, Head of Sixth Form, Assistant Head (Curriculum) and Senior Teacher.

About GDST

The GDST is the UK's leading network of independent girls' schools and the country's largest educational charity, with 23 schools and 2 academies. We have approximately 4,000 dedicated staff and nearly 20,000 brilliant pupils who outperform their peers at every age and stage.

GDST students outperform their maintained and independent sector peers in public exams at every stage and age. Nearly 50% of our A Level students take one or more science subjects, nearly 40% take maths and nearly 20% study one or more languages.

Our size and scope allows us to develop and promote talented staff throughout our network. Staff benefit from GDST-wide training and sharing knowledge and best practice between schools is encouraged. Our girls enjoy competing and collaborating with their peers in other schools, taking part in GDST-wide events, rallies, performances and prizes.

We supply our schools with a range of services to share expertise, provide support and advice, enhance efficiency, and reduce costs. These include expertise in educational policy and legal issues, human resources (HR), people development, ICT infrastructure, finance, estates, fundraising and communications support. Our schools benefit from our shared knowledge and ongoing Trust-wide training programme. Fees collection and payroll services are also administered from the centre.

GDST strives to be a dynamic and vibrant employer, recruiting, rewarding and retaining staff who find great satisfaction in working together to achieve their goals.

Since our foundation in 1872, the GDST has never wavered in its commitment to equip girls to succeed and that's why 140 years on we are still leading in girls' education.

Job Description

Accountable to: The Head

Responsible for: The post has direct responsibility for managing Heads of Key Stage, The Medical team and other key pastoral staff as well as SLT line management for some HODS

Job Purpose

To play a key role in the leadership and management of the school, working closely with the Head and the Senior Leadership Team in formulating, implementing and monitoring a shared strategy and vision for the School.

To take responsibility for Safeguarding and the development of all aspects of pastoral care throughout the school.

To deputise for the Head as appropriate and support the Head in ensuring the smooth running of the school and the creation of a happy, effective working environment. This includes acting as interface between Head and staff, and managing specified areas of responsibility and people.

Accountabilities:

1. Policy/Strategic direction and development

- a. Assist the Head in translating the vision for the school, in fostering the appropriate ethos/moral climate and upholding its aims and values.
- b. To work with the Head and Senior Leadership team in translating the vision and strategy for the school into agreed objectives and operational and business plans, in line with GDST planning cycles.
- c. To act as a source of mutual support for the Head and the other members of the Senior Leadership team.
- e. To develop strong and positive working relationships with GDST colleagues.
- f. To have an oversight of staff welfare and performance management issues.

2. Leadership and Management of Others

- a. Lead by example, and be a positive role model in providing inspiration and motivation in actively fostering the aims and values of the school for the pupils, staff, governors, parents and wider community.
- b. Support the Head in the recruitment, deployment, motivation, development and appraisal of staff to make the most effective use of their skills, expertise and experience and to ensure that all staff have a clear understanding of their roles and responsibilities.
- c. Support the Head in the development of effective staff performance appraisal systems in line with GDST policy.
- d. Take responsibility for the day-to-day line management of designated staff. Mentor and support Heads of Key stage in all aspects of managing and running their teams.
- e. Support the Head in developing positive working relationships with and between all staff, maintaining confidentiality as appropriate.
- f. Assist the Head with conflict resolution in matters relating to staff pupils and parents.
- g. Work closely with the Head of Boarding to ensure an integrated approach.
- h. In conjunction with the Deputy Head (Academic) to take responsibility for managing the school effectively in the absence of the Head.

3. Communications, marketing & external links

- a. Support the Head in ensuring that:
 - i. parents are kept well informed about the school's pastoral systems;
 - ii. school policies and procedures are regularly communicated to staff and students so that they are clear about their responsibilities;
 - iii. links with parents, other schools, educational institutions and the wider community, including business and industry, are developed in order to enhance teaching and learning and pupils' personal development;
 - iv. the school's marketing strategies are implemented throughout the school.
- b. Participate as required in consultation processes with staff, pupils, parents, and the local community.

4. Management of Resources

- a. Work with the Head and direct reports in establishing priorities for expenditure and monitoring the effectiveness of spending and use of resources with a view to achieving value for money.

5. Training and Development of Self and Others

- a. Develop and maintain a culture of high expectations for self and others.
- b. Regularly review own practice, set personal targets and take responsibility for own development.
- c. Encourage all staff to be similarly active in their personal and continuous professional development.
- d. Lead groups of staff in developmental activities, and evaluate outcomes.

6. Supporting the Work of the GDST

- a. Develop strong, positive relationships with GDST colleagues, contribute to collaborative work across GDST Schools and support other staff in participating in GDST work, in order to develop and share best practice.

Specific Responsibilities

1. To the Head

- To act in such a way as to complement the skills and abilities of the Head.
- To act, where appropriate, as a bridge/interface between the Head and Staff, keeping her informed at all times.
- To play a leading role in the development and management of the SLT, and stimulate discussion about strategic development.
- To represent the agreed views of Head/SLT to the school community and be seen to be translating the vision into practice.
- On occasion, deputising for the Head in her absence.
- To communicate with the Head on a regular basis.
- To attend relevant Senior Leadership Team meetings (SLT).
- To support marketing of the school and Sixth Form.
- To attend the GDST Deputy Head's conference.
- Support the Head in promoting all aspects of SMSC education throughout the school
- To lead all aspects of Safeguarding and Child Protection.
- To co-ordinate the Assemblies schedule.

2. To the School - in support of the Head

To take on specific areas of leadership/management to include:

- To act as the Designated Safeguarding lead.
- A leading role in fostering the appropriate ethos/moral climate.
- A leading role in implementing the school's strategic plan, accompanied by a working knowledge of the underpinning budget.
- To be the lead pastoral professional for the 11-16 age range, with close communication with Head of Sixth regarding pastoral care 16+.
- Liaison with key staff at the GDST.
- To be Designated Safeguarding Lead for the Senior School and Sixth Form and to be available to the DSL at the Junior School for appropriate advice.
- To liaise with B&NES over matter of Child Protection and to keep training current for all.
- Specific line management/responsibility for leading, managing and developing identified staff; tutors, Head of Key Stage, Nurses, line manage as SLT member.
- Oversight of the weekly and termly calendars and the dates of the school year in line with GDST and local requirements.
- Management of the school day; overseeing operations of the school from briefing to After School Club.
- Oversight of all matters relating to uniform and appearance of students.
- A leading role in communicating and promoting the image of the school externally and attending events.
- Allocation of tutors to groups (in consultation with Head of Sixth).
- A managerial role, where appropriate, in disciplinary/competency matters regarding staff.
- To keep an up-to-date log of all senior disciplinary sanctions.
- Support of the Health and Safety Co-ordinator re risk assessments, fire evacuation etc.
- Organisation of the emergency communications system at weekends and holidays.
- To monitor the appearance and tidiness of school buildings and to report concerns to the Estates Team or Director of Finance and Operations.
- To support opportunities for spiritual development and reflection of staff and students in the context of a non-denominational school.
- Successfully introduce and develop initiatives relating to Pastoral matters.
- An appropriate teaching role; the Deputy Head will usually teach 12 periods per fortnight out of a total of 50.

3. To the Staff

To take on specific areas of leadership/management to include:

- To liaise with the Senior Teacher over matters of staff welfare.
- To lead the Pastoral Team, chair associated regular meetings and provide supportive line management for its members.
- To liaise with the Director of Finance and Operations re relevant budgets.
- To liaise with the Head of Boarding House staff re pastoral care for girls.
- To liaise with and be line manager to the School Nurses.
- To liaise with the Head of Careers, Head of PSHEE and Head of Key Stage about the PSHEE provision for Years 7-11.
- To work closely with the Senior Teacher to ensure that all trips, fixtures and events are confirmed against the school calendar.
- To co-ordinate the production of information booklets produced for parents and students (non-curriculum elements).
- To oversee the updating and ordering of student planners.
- To assist in the organisation of staff study days - in consultation with the Deputy Head (Academic)
- To be line manager to the Educational Visits Co-ordinator and monitor that RHS practice is in line with GDST requirements.
- To oversee weekly and half termly emailings to parents.
- To oversee correspondence with parents.
- To support and advise colleagues on parental concerns/complaints in relations to pastoral matters.
- To allocate all new staff to houses and to ensure staff attendance at relevant house meetings/events.
- To ensure that staffroom noticeboards are kept relevant and up to date on pastoral matters and information about day structures and term events.

4. To the Pupils

- To liaise with the Student Council and ensure this is an effective forum.
- To review and manage disciplinary procedures.
- To oversee the system of rewards and sanctions.
- To meet with the House Leaders and to support them in the co-ordination of house events.
- To liaise between pupils, parents and school.
- To oversee induction of new pupils.
- To take an appropriate number of assemblies
- Co-ordination of appointments to Whole School prefect posts (with the Head of Sixth) and Senior school leadership posts (with the Head of KS4).

5. To the Parents

- To organise termly Parent information meetings and drop-in coffee meetings as appropriate.
- To have oversight of year specific pastoral evenings.
- To attend Friends of the RHS meetings.
- To ensure excellent communication between home and school.
- To chair meetings re pastoral matters that may be difficult or contentious.

6. Administration

- To be responsible for the co-ordination of Speech Day.
- To lead morning staff briefings.
- To co-ordinate daily arrangements/pattern of the day and ensure that all staff are kept up-to-date with key dates/events.
- To support with the Director of Marketing and Outreach with organisation of significant events and functions.
- To liaise with the Charities Co-ordinator and support them in planning a schedule of charity events
- To have oversight of Entrance Test Days, supporting the Registrar in their organisation.
- To have oversight of Open Days (to include liaison with the Director of Marketing and Outreach and the Registrar).
- To oversee arrangements for major events, such as Sports Day and Carol Service.
- To oversee preparations for pastoral aspects of an ISI Inspection.
- To co-ordinate the annual review of safeguarding and update of pastoral policies as directed by the Head.

General Requirements

All school staff are expected to:

- a. Work towards and support the school vision and the current school objectives outlined in the School Development Plan.
- b. Contribute to the school's programme of extra-curricular activities.
- c. Support and contribute to the school's responsibility for safeguarding students.
- d. Work within the school's health and safety policy to ensure a safe working environment for staff, students and visitors.
- e. Work within the GDST's Diversity Policy to promote equality of opportunity for all students and staff, both current and prospective.
- f. Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.
- g. Engage actively in the performance review process.
- h. Adhere to policies as set out in the GDST Council Regulations, ORACLE and GDST circulars.
- i. Undertake other reasonable duties related to the job purpose required from time to time.

Review and Amendment

This job description should be seen as enabling rather than restrictive and will be subject to regular review.

Person Specification

Skills Required

Excellent interpersonal skills including the ability to relate well to people on all levels, to resolve conflicts in a sensitive manner, to encourage and motivate. Essential

To show ambition for the school and its direction. Essential

Ability to work effectively as a member of a leadership team, to show initiative and imagination, to have vision and the ability to inspire others. Essential

First class organisational and administrative skills, with the ability to remain calm under pressure and work to tight deadlines, managing competing priorities. Essential

Strong analytical and problem solving skills, combined with a proactive and positive approach to change management. Essential

Effective and energetic in instigating and implementing change. Essential

Able to see through complex strategies from concept to conclusion. Essential

Able to maintain a high work rate and to juggle a range of tasks and issues at the same time. Essential

High level of classroom teaching skills. Excellent written and spoken English. Essential

Sufficient numeracy to interpret statistical data, and manage budgets. Essential

An eye for detail and an appreciation of the legislative and compliance framework for independent schools. Essential

Knowledge Base

An awareness of recent important national educational developments. Essential

A clear understanding of recent developments in pastoral care. Essential

Good working knowledge of common ICT applications. Essential

Qualifications/Attainment

An honours degree from a good university. Essential

Experience

Successful teaching experience across the full age range 11 – 18, up to and including A level, with a track record of consistently enabling pupils to achieve high standards. Desirable across 11-18 age range

Substantial and successful experience of leadership and management, likely to have been gained as Head of Department, Head of Key Stage, Housemistress/master or an equivalent role. Desirable

Some experience of strategic planning or of whole school initiatives. Desirable

Some experience of pastoral care and pupil management, for example, as Form Tutor or Head of Year. Essential

Attitude/approach

A sensitivity to the needs of young people, particularly girls. Essential

Personal integrity, honesty, energy, stamina and enthusiasm. Essential

A willingness to give generously of their time to support school events and activities. Essential

Commitment to personal development and life long learning. Essential

Postholder Competencies and Attributes

This job description should be read in conjunction with the competency framework for business and operational management within the Girls' Day School Trust, which will be used to support the selection and recruitment process and on-going personal development of the post holder (attached).

Effective use of resources Takes a lead in developing and delivering the strategy for our pastoral care within the overall School Strategic Plan, and ensuring the highest standards throughout the school to ensure that we meet the needs of a contemporary girls' education.

Delivering results Identifies issues and takes a proactive approach to dealing with them. Is an innovator and delivers change initiatives to achieve added value and improve school performance in support of the overarching strategy and vision for the school and the wider Trust. Able to analyse information to understand issues, identify options and support sound decision making in the delivery of projects, school processes and service improvements. Understands the market place and customer needs.

Strategic thinking Contributes to the setting of a vision and strategy for the school, including boarding. Seeks to ensure improvement of performance in business and operational aspects of the school, showing clear leadership in this regard. Ensures compliance with legal, regulatory and ethical requirements. Supports the management of risk.

Working with others Develops productive relationships with colleagues and stakeholders within the school and across the Trust, playing an active role. Builds and leads effective and productive teams. Supports staff to achieve high standards through robust staff management and development.

Professional development Takes responsibility for own personal and professional development, seeking to ensure continuous improvement in own activities. Through committing to CPD, for self and others, achieves high performance across self and teams.

Our School

The Royal High School is an academically selective, independent day (3-18) and boarding (11-18) school for approximately 620 girls. Junior and Senior Schools are both situated on the northern side of Bath, enjoying commanding views of the city and with good access to the A46 and M4. 140 boarders aged 11-18 live on the senior site in two boarding houses. The Sixth Form College is on the same site as the Senior School.

Committed to both academic excellence, the school and outstanding care, boasts excellent results at GCSE and post 16 level and there is demand for places. Sixth Form students choose between A level and the International Baccalaureate Diploma. Our latest Independent Schools Inspection report can be downloaded here:

www.royalhighbath.gdst.net/our-school/results-and-inspections/inspection-reports/

We are understandably proud of our facilities at the Senior School and Sixth Form, which contribute to the exceptional quality of care that we provide.

We have a stunning Art School; a Sixth Form café; a fitness suite, a Sixth Form building and newly refurbished boarding houses; two Performing Arts Theatres (The Sophie Cameron Performing Arts Centre and The Memorial Hall); The Hudson Centre for lectures and meetings; a Summer swimming pool, tennis/netball courts and a newly refurbished astro; a well stocked library and a Media Centre.

The Media Centre links the technological aspirations of the girls with the aspirations of the school and builds on our enriching curriculum. For the school, accredited with the ICT Mark, it recognises our commitment to using the latest digital platforms and channels to enhance learning. We introduced BYOD (Bring Your Own Device) in September 2017.

The Junior School relocated in January 2014 to Cranwell House in Lower Weston which is a Grade II Victorian Mansion. The facilities offer first class opportunities to challenge and stimulate the girls with their learning. Within the main house, which is the base for our pupils from Nursery to Year 4, the girls have access to a 'Discovery' room, a creativity area and music practice rooms. The Hope Building (our stunning new build) houses the multi-purpose hall, creative arts and dance studios and the Year 5 and 6 classrooms. All girls throughout the school use their spacious, well-equipped classrooms alongside the beautiful grounds which offer enormous potential for outdoor learning and exploration.

Application Process

Please complete an application form and return this and Forms S2 and S22 to the Head, via our HR Adviser Sophie Cox, enclosing a letter supporting your application.

The deadline for application is Monday 20th November at 10am.

For further information, please contact Miss Sophie Cox, HR Adviser, at sophie.cox@rhsb.gdst.net

The Royal High School Bath Lansdown Road
Bath
BA1 5SZ
Tel: +44 (0) 01225 313877
Web: <http://www.royalhighbath.gdst.net>

Interviews

First stage interviews will be held on the Tuesday 28th November and second stage interviews on the Monday 4th December.

Each short-listed applicant will be invited to the school for an interview, meeting the Head, Senior Leadership Team members and representatives from GDST. The selection process will involve a range of tasks to assess various skills areas. Candidates should ensure their potential availability on both the Tuesday 28th November and Monday 4th December.

Safeguarding checks

All appointments in will be subject to two satisfactory references, Disclosure check by the Disclosure & Barring Service, medical fitness for this role and evidence of identity and qualifications. All the above checks must be completed before beginning work in the school. In the unlikely event of an unsatisfactory report being received following the issuing of a contract, the offer of appointment will be terminated without notice.

Terms and Conditions

General	Adhering to the policies of the school and the GDST, as published in the Staff handbook and GDST's Oracle for Schools as amended from time to time, in particular policies relating to the safeguarding of children.
Salary	Salary will be in line with experience, will reflect the importance of the post and be no less than £63,000 per annum.
Hours Pension	<p>This is a full time post which demands a flexible approach to hours.</p> <p>All GDST teachers up to the age of 75 are eligible to belong to the Teachers' Pension Scheme, and will automatically become members unless they choose to opt out of the scheme.</p>
Medical	This post carries with it private medical insurance as arranged by the GDST. The current policy is with BUPA and further information will be given to the successful candidate.
Staff fee discount and salary sacrifice for payment of school fees	The GDST is pleased to offer a discount of up to 50% of normal school fees for staff who choose to send their children to a GDST school.
Other Benefits	<p>Other benefits include an allocated parking space, mobile phone, iPad and free lunches during term time, as well as preferential rates for various insurances.</p> <p>For all staff and their immediate families, the GDST subscribes to Health Assured Employee Assistance programme, a free and confidential counselling and information service. They are available 24 hours a day, 7 days a week.</p>
Probationary Period	All posts are subject to a six months' probationary period and the GDST Probationary Period Policy will be given to shortlisted candidates, but is also available on request to all enquirers.

We are committed to the safeguarding of children and child protection screening will apply to this post.



The Junior School



The Junior School - Cranwell House



The
**Royal High
School Bath**

The Royal High School Bath
Lansdown Road,
Bath,
BA1 5SZ

Tel: +44 (0)1225 313877
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