



FROM THE HEADMASTER: PHILIP BRITTON
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DEPUTY HEAD (PASTORAL)

THE POST:

The post, commencing in September 2018, arises as the result of a retirement. This is an outstanding opportunity to join a thriving school after an excellent recent inspection report. The school has a strong focus on pastoral development and wellbeing, both as part of the development of the boys' character and as a key driver for academic success.

The main focus of the role initially will be providing support, appropriate challenge, and leadership for the Pastoral team. The successful candidate will have a strong academic background, a passion for all aspects of the pastoral life of the school, and the ability to engage and inspire, in order to effectively lead the Heads of Section/Year.

We are a school committed to professional development and, whilst the post will be much involved in the development of others, it will also provide a superb springboard for Headship. A willingness to contribute to the extra-curricular life of the School is essential, with all staff playing a part in this important aspect of the school.

The school has three Deputy Heads of equal standing, focused on our academic life, on admissions and pupil achievement and on pupil development through the pastoral life of the school. The successful candidate will be responsible to the Headmaster for the School's pastoral life and pupil development, and will share responsibility for the leadership and management of Bolton School Boys' Division through membership of the Senior Management Team. An Assistant Head leads on the day to day running of school life and two Senior Teachers lead on the pastoral curriculum, wellbeing, enrichment and co-curricular activity.

The senior school is divided into sections: Lower School (year 7 to 9); Middle School (year 10 and 11) and Sixth Form, each led by a Head of Section. There is a Head of Year for each year group.

THE SCHOOL:

With 2,300 students on site, Bolton School is one of the largest independent day schools in the country. It is situated a mile or so from the town centre in a pleasant wooded campus, surrounded by 32 acres of playing fields. Two adjoining and similar buildings house the Boys' and Girls' Senior Schools, each under separate Heads and each providing a traditional academic education from the age of 11 years. There are also separate Junior Departments for boys and girls from the age of 7, and a coeducational Infant School and Nursery.

Entry to the Junior and Senior Schools is by competitive examination and interview. Interest in the School remains very strong and numbers have increased in the senior school in recent years. Bolton School selects on academic ability, with around three applications per place in the Boys' Division. Public examination results are excellent, and a large number of boys leave us to go to their choice of university. At GCSE, over 55% of results are at grade A or A*. Whilst the academic work of the two senior schools is largely separate, some joint working exists in the Sixth Form and there is considerable co-operation in extra-curricular activities. We seek to achieve the best of both worlds: mixed activity and single sex teaching.

The School serves a wide area of the North West through over 20 coach routes bringing boys to the school. We are committed to bursary funding, with 1 in 5 at the school supported financially and 1 in 10 on a free place. Social mobility is important to us and is a key feature of the school. The school prides itself, not only on its academic tradition where we focus on variety and innovation, (we are one of only a handful of Apple Distinguished Schools in the UK), but on the immense range of other activities which are vigorously pursued both in and beyond the school day. We work consistently on the purposeful development of character, (not least through Outdoor Learning), and on our commitment to community engagement being awarded the Queen's Award for Voluntary Service in 2017. In the last decade we have completed an impressive development of new facilities and refurbishment. A new Infant School and extended Boys' Junior school was opened in summer 2009 and a new Girls' Junior school building opened in 2010. The new, joint sixth form centre, the Riley Centre, opened in the summer of 2013. We purchased and refurbished Patterdale Hall near Ullswater, our Outdoor Learning Centre, in 2015. Following this, attention will focus on our sports facilities. The Headmaster is a member of the Headmasters' Conference.

The School operates its own salary scale, which is related to, but enhanced beyond, the National Teachers' Scale.

RELOCATING TO BOLTON:

We hope for a national field for this post. Bolton lies to the North of Manchester, on the edge of the West Pennine Moors. The school does not provide accommodation, but there is attractive housing, at reasonable cost, within reach of the school. The usual facilities of a large city are some 20 minutes away by regular trains, whilst the Lake District lies some 1.5 hours to the North West by car and North Wales two hours away for those who like the outdoors. Wider travel is made easy by the proximity of Manchester airport and a train journey to London of just over two hours.

FURTHER INFORMATION:

The school has an extensive website, where further information about the school and a glimpse of our daily life can be found www.boltonschool.org. We also have a significant social media presence on Facebook, You Tube and Twitter. I can be followed @Philip_Britton and at the blog site head.boltonschool.me. In these ways you will establish a very clear impression of what we are about at Bolton School.

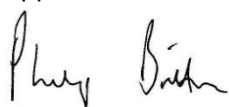
APPLICATIONS:

We ask candidates to apply initially by completing the online form on the website at <http://www.boltonschool.org/i-am-looking-for/vacancies-academic-roles/>

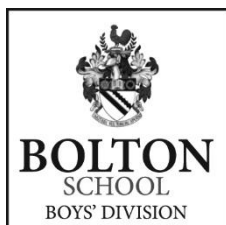
In the event of any issues with on line application do please email us at recruitment@boltonschool.org to let us know of your interest.

The closing date for applications is noon on Tuesday 21st November 2017. Interviews will take place in two rounds; on Monday 27th November and a final round on Monday 4th December 2017.

Bolton School is a warm and friendly community. We believe it provides an unusually rich experience for everyone involved, and we are sure that you will find it to be a fulfilling place to work. I am very happy to be contacted to discuss the role, through the email hm@boys.bolton.sch.uk. We look forward to receiving your application.



Philip Britton
MBE, MA, MEd, FInstP
Headmaster



JOB DESCRIPTION

DEPUTY HEAD (PASTORAL)

BOYS' DIVISION SENIOR SCHOOL

MAIN PURPOSE OF JOB:

To be responsible to the Headmaster for the Pastoral Development of boys in the school; to ensure, through both academic, activity and pastoral structures in school, that all boys identify, pursue and achieve their full potential, and to act as the Senior Designated Safeguarding Lead in the Boys' Division.

To lead all aspects of the life of the school related to pupil development, providing and promoting clear and well established boundaries for pupil conduct driven by the school ethos, and to collaborate with the Senior Teacher responsible to promote a purposeful pastoral curriculum and provide strong support for pupil wellbeing.

To line manage, with the Deputy Head (Admissions and Achievement), the Heads of Section, with particular focus on pupil development; in collaboration with the Senior Teacher responsible, to have oversight of the strategic development of the House System for Pupil Development, and to be the senior lead on educational trips and visits.

As part of the Senior Management Team to have a collective responsibility for all aspects of the leadership and management of Bolton School Boys' Division. Alongside the other Deputy Heads to deputize for the Headmaster as required, and to provide a public face to the school community of boys, parents and colleagues as appropriate at a wide range of school events.

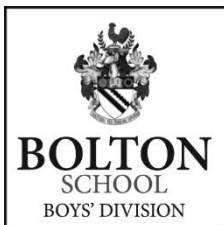
MAIN DUTIES:

- To be the Senior Designated Safeguarding Lead and to be the lead for the Prevent Strategy in school, liaising with external agencies as appropriate.
- Responsibility for pastoral care and promoting an ordered and purposeful working environment in school including discipline, rewards and sanctions, communicating with staff, pupils and parents; to support the work of the Heads of Section, Heads of Year and Form Tutors in pastoral care and their role in providing and promoting clear and well established boundaries for pupil conduct driven by the school ethos.
- To be responsible for the promotion, record keeping, celebration and monitoring of rewards in school; to maintain and analyze records of sanctions, take overall responsibility for the implementation of sanctions, including the process of detention including monthly Saturday detention and communication with parents.
- To lead, with the other Deputy Heads, on ensuring a calm, good natured, orderly and safe environment around school during break, lesson change over and lunchtime, including responsibility for managing the lunchtime supervisors associated with Boys' Division and liaison with the Assistant Head on the staff duty rota.
- To receive and act on the regular reports of pupil IT searches to promote e- safety, in collaboration with the Deputy Head (Academic).

- Oversee departure of coaches after School, and deal with disciplinary issues arising at that time, dealing with all disciplinary issues arising from coach travel and being a member of the Transport Working Group, consulting with staff from the Junior School and Girls' Division on coach issues whenever necessary.
- Support the Head of Sixth Form in oversight of the School's Monitors including advising the Headmaster on possible choices for the Captain and Vice Captains of School.
- In collaboration with Deputy Head (Admissions and Achievement) act as line manager to the Heads of Section and, through them, the Heads of Year, with particular focus on pupil development.
- To have oversight of all arrangements regarding transfer of information between sections of the school as boys move between Junior, Lower and Middle School and on to Sixth Form.
- As necessary to arrange and sometimes to chair meetings of Heads of Section, Heads of Year, Lower School, Middle School and Sixth Form tutor meetings, meetings of the Pastoral Committee and other occasional groups of colleagues to focus on the pastoral development of the boys.
- Oversight of the School Councils, in collaboration with the Heads of Section, and, with the Director of Evaluation and Review, to be the senior lead on capturing pupil voice on school life, especially those aspects outside classrooms.
- Supporting and collaborating with the Senior Teacher responsible for the School's provision of the pastoral curriculum and the well-being of the boys.
- Supporting and collaborating with the Senior Teacher responsible in the strategic development of the House System, especially focused on developing academic mentoring through vertical small group structures of support.
- Responsibility for School visits, trips and tours, to ensure that all arrangements, including staffing, risk assessment, health and safety and logistics are in order before allowing each trip to depart. To receive and respond to any requests for assistance with funding trips, and to manage the various funds that support such requests.
- Ensuring that the School is fully prepared for ISI inspection, focused especially on Pupil Development.
- Assisting The Headmaster in the recruitment and appointment of staff, and the Deputy Head (Admissions and Achievement) in the Entrance Exam interviews and admission events as appropriate.
- Development, review and implementation of School policies and procedures, with particular focus on all pastoral policies including the School Code of Conduct.
- Conducting teaching staff professional review, capability and disciplinary procedures as required.
- To allocate form tutors, work with the Director of Professional Development on ensuring appropriate training for colleagues on pastoral skills, and to identify appropriate form rooms for different classes.

- To provide occasional references for Old Boys' and school leavers unconnected with UCAS, and to provide character references for Scott Bolton Trust Applications.
- Lead on strategies to address any issues associated with attendance, overseeing the arrangements and procedures for registration.

This job description should be taken in the context of the usual duties of a teacher, including some teaching commitment (around 12 periods) and a role in the wider life of the school.



PERSON SPECIFICATION

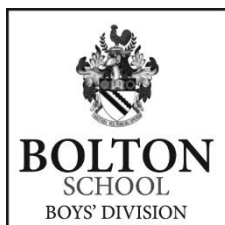
DEPUTY HEAD (PASTORAL)

BOYS' DIVISION SENIOR SCHOOL

EDUCATION/TRAINING/QUALIFICATIONS	ESSENTIAL/ DESIRABLE	EVIDENCE Application Form, Interview, Reference
Upper Second Class Honours Degree or above from respected University	E	Application Form
Postgraduate qualification	D	Application Form
Recent participation in a range of in-service training relevant both to the curricular and management aspects of the post	D	Application Form
Knowledge of Health and Safety appropriate to role	E	Application Form & Interview
KNOWLEDGE/EXPERIENCE	ESSENTIAL/ DESIRABLE	EVIDENCE
Successful middle or senior management experience in the independent and/or maintained sector	E	Application Form & Interview & Reference
Classroom teaching experience within the senior age range	E	Application Form
Excellent relevant subject knowledge, at least up to A level	E	Application Form & Interview & Reference
An strong understanding of pupils' educational development from 11 - 18 years and their pastoral development, including mental health and character development	E	Application Form & Interview & Reference
Experience of Safeguarding and relevant recent training in that area, to be ready with further training for the Designated Lead role	E	Application Form & Interview & Reference
Proven record for securing good public examination results, up to and including A level	E	Application Form & Interview & Reference
Knowledge of effective pastoral strategies across the age and ability range	E	Application Form & Interview & Reference

Understanding of school improvement strategies, including the use of comparative data to set targets	E	Application Form & Interview & Reference
An understanding of local and national policies, priorities and statutory frameworks, including those relating to the safeguarding of children	E	Application Form & Interview & Reference
Application of information and communications technology within the management role and in the context of teaching and learning	E	Application Form & Interview & Reference
Understanding of current good practice in pastoral care, and monitoring of standards	E	Application Form & Interview & Reference
Proven ability to analyse situations, draw conclusions and to make and implement decisions	E	Application Form & Interview & Reference
Evidence of continuing professional development	E	Application Form
PERSONAL SKILLS AND ATTRIBUTES	ESSENTIAL/ DESIRABLE	EVIDENCE
Strong leader with the ability to manage change and to make and deliver difficult decisions where necessary	E	Application Form & Interview & Reference
Initiative, commitment and enthusiasm	E	Interview & Reference
Excellent interpersonal and oral/ written communication skills, with a wide range of audiences such as staff, parents, students and governors	E	Interview & Reference
The ability to prioritise time effectively, multi-task and plan ahead	E	Interview & Reference
Personal impact and confidence; ability to motivate others	E	Interview & Reference
Loyalty, discretion and integrity	E	Application Form & Interview & Reference
Flexibility and a willingness to learn	E	Application Form & Interview & Reference
Organisational ability and attention to detail	E	Application Form & Interview & Reference

Ability to work as a member of a team	E	Application Form & Interview & Reference
Hard working	E	Application Form & Interview & Reference
Maintains a sense of perspective	E	Application Form & Interview & Reference
Sense of humour and enjoyment of life in a busy school	E	Application Form & Interview & Reference
Empathetic and a good listener; ability to deal sensitively with issues relating to staff, students and parents	E	Application Form & Interview & Reference
Maintains appropriate and supportive relationships with students and staff	E	Application Form & Interview & Reference
A willingness to become involved in the wider life of the School and to have a high visible presence	E	Application Form & Interview & Reference
Ambition and potential to move on to Headship after five years or more	D	Application Form & Interview & Reference



JOB DESCRIPTION

TEACHER

BOYS' DIVISION SENIOR SCHOOL

MAIN PURPOSE OF JOB:

To teach to GCSE, AS and A2 level. To support the school's aims and objectives and to contribute to the review and development of its policies and procedures in order to ensure and maintain best practice and thereby promote the achievement and well-being of the pupils.

MAIN DUTIES:

General Duties

- To promote the general progress and well-being of pupils and to share in the corporate responsibility for maintaining good order and discipline in line with the school's Behaviour Policy.
- To participate in the school's pastoral system, in accordance with the job description of a form tutor or year tutor as outlined in the separate job description and amplified in the Divisional Handbook.
- To safeguard the health and safety of pupils when they are authorised to be on school premises and when they are engaged in school activities elsewhere.
- To register the attendance of pupils, and to carry out a share of supervisory duties, whether they are to be performed before, during or after school sessions.
- To provide guidance and advice to pupils on educational matters.
- To cover for absent colleagues within the terms of the agreed procedures.
- To participate in administrative and organisational tasks related to the Post.
- To attend assemblies.
- To carry out any reasonable directions given by the Line Manager or the Head.

Specific Professional Duties

1. Teaching and Assessment

- To plan lessons for courses, having due regard to the curriculum.
- To teach pupils, according to their educational needs, including the setting and marking of work.
- To assess, record and report on the development, progress and attainment of pupils.
- To provide or contribute to oral and written assessments, reports and references relating to individual pupils and groups of pupils.
- To participate in arrangements for preparing pupils for external examinations.

2. Educational Methods

- To share, advise and co-operate with others on the preparation, development and review of teaching programmes and materials, methods of teaching and assessment and pastoral arrangements.
- To make appropriate use of textbooks, ICT and other learning resources.
- To review methods of teaching and learning activities from time to time.
- To keep up-to-date with research and developments in subject(s) taught.

3. Working with others

- To participate in relevant meetings – departmental, staff, pastoral, INSET.
- To contribute to the programme for the induction and assessment of newly qualified and trainee teachers.
- To supervise any person providing support within the classroom.

4. Communication with Parents

- To communicate and consult with parents via year group consultation evenings.
- To liaise with the Head of Department and the relevant Head of School when further communication is deemed necessary.

5. Staff Development

- To participate in the school's Professional Review arrangements.
- To take responsibility for own professional development and to set objectives for improvements.
- To participate in arrangements for further training and professional development as a teacher.

6. General Notes

- The above responsibilities are subject to the general duties and responsibilities contained in the Statement of the Governors' Conditions of Employment.
- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent in carrying them out and no part of it may be so construed.
- This job description is not necessarily a comprehensive definition of the post. It will be reviewed regularly and it may be subject to modification or amendment at any time after consultation with the holder of the post.
- The conditions of the Bolton School Salary Scheme provide enhancement to DfE salary provision in recognition of a strong contribution to the extra-curricular life of the school.



TERMS AND CONDITIONS

DEPUTY HEAD (PASTORAL)

BOYS' DIVISION SENIOR SCHOOL

SALARY
The starting salary will be appropriate for a senior post in a prestigious day school, and dependent on experience.
HOURS OF WORK
During term time staff will be expected to attend personally to such duties connected with the work of the School during any hours, including out of school hours, as the Head may reasonably direct. In addition, those who join the School will be required by the Head to work for varying short periods after the end, and before the beginning of any term. All teachers will be expected to make a contribution to the extensive extra-curricular programme.
HOLIDAY
All school holidays except as described above.
LINE MANAGEMENT
Headmaster.
PENSION
All teachers who join Bolton School will automatically become members of the Teachers' Pension Scheme unless they decide to opt out of the Scheme. The employee contribution will be as determined by the Teachers' Pension Scheme. The School will contribute 16.48%.
OTHER BENEFITS
<ul style="list-style-type: none"> Academic staff who remain members of the Teachers' Pensions Scheme will be able to access the benefits provided by the scheme, including a guaranteed defined benefit pension on retirement, and death in service benefits. Convenient, affordable, quality childcare provision will be available before and after the school day. In line with School policy, academic staff will have the opportunity to arrange to educate their children from Nursery age to 6th form; all on the Bolton School campus. Where appropriate, fee remission arrangements will be offered for children to attend the Senior School. Sporting and leisure facilities will be available including gym, outdoor pursuits centre, swimming pool and tennis courts. The opportunity to take part in the Childcare Voucher Scheme will be available. Lunches will be provided free of charge on campus. Training and Development Opportunities will be offered. Payment whilst absent will be in accordance with the current Teachers' Sick Pay Regulations, as defined in the School Teachers' Pay and Conditions Document.

All offers of employment will be made subject to the successful applicant providing the original qualification certificates, relevant to the position and as outlined in his/her application form. Identification documents will also be required including passport or picture driving licence, birth certificate, marriage certificate where

applicable, current pay slip and evidence of address e.g. utilities bill, bank statement. Eligibility to work in the UK will also be checked.

After the appointment is made the successful candidate will be required to complete a medical declaration and an Enhanced Criminal Record Check for Regulated Activity will be carried out through the Disclosure and Barring Service. The School will seek two references prior to the interview. The successful applicant will be required to complete a twelve month probationary period.