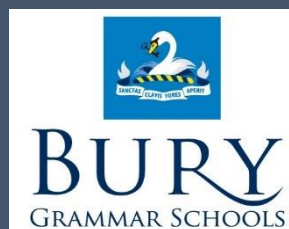


BURY GRAMMAR  
SCHOOLS

DEPUTY HEAD  
PASTORAL

APPLICATION  
PACK

SEPTEMBER 2018



## **Bury Grammar Schools**

The Bury Grammar Schools are a family of independent, selective, day schools for girls and boys aged 3 to 18, which combines a strong tradition of academic excellence with the best of modern educational practice. The Schools are situated in the heart of Bury and are widely recognised as one of the top independent schools in the North West of England. In all, there are five Schools in the Bury Grammar Schools Foundation; a Senior Girls' School, a Senior Boys' School, a Junior Girls' School, a Junior Boys' School and a co-educational Infant School and Nursery. Currently there are over 1,300 girls and boys on roll, most living in the town of Bury, its suburbs and the surrounding area of North Manchester, including towns such as Bolton and Rochdale.

Exam results are very strong. In 2017 a truly impressive 65% of Bury Grammar School Girls GCSE grades were at the coveted A\*/A level, and an astonishing 90% of grades were at A\*-B. They was a 100% pass at A Level examinations; 28% of grades were at the elite A/A\* level, 64% of grades were at A\* to B. In the Boys School they are also celebrating another successful year of GCSE results with a phenomenal 44% of grades at the coveted A/A\* level. In A-levels they also excelled with a stunning 45% of grades at A\*/A (set against a national average of 26%) and 71% of grades at A\* - B

Both schools have been rated as Excellent by the Independent Schools Inspectorate and are proud of the outstanding standard of education provided.

As an employer we are focused on creating an outstanding place for all our staff to work so that we can attract, retain and engage talented individuals, who have a desire to transform the lives of others.

More information regarding the Schools and their history can be found on our website at <http://burygrammar.com>.

## **Our Facilities**

The Bury Grammar Schools date back to 1570 but the current campus was established in 1903. The Schools later expanded in the 1950s and 1960s when a new Boys' School was constructed and since then several fantastic new buildings have been added across the campus, the most recent being a brand new joint Sixth Form centre which was opened in November 2014 and Boys Sports Complex which opened in September 2016. We continually strive to improve our facilities and give our staff and pupils the best possible environment to work and learn in.



## **The Post**

---

We seek a talented and energetic colleague, with a deep-seated commitment to pastoral care, to become our Deputy Head Pastoral. The post holder will play a key role in the Girls' School but will also be someone who is committed to supporting and working within the whole Bury Grammar School family; he/she will be a member of both the whole School Leadership Team and the Girls' SLT.

The post, commencing in September 2018 is an outstanding opportunity to join a thriving school, which has a strong focus on pastoral development and wellbeing, both as part of the development of the girls' 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.

S/he will be an enthusiastic and committed teacher in any area of the curriculum with the skills to challenge and inspire our able and highly motivated pupils in both our girls and boys school from Year 7 to Sixth Form inside and outside the classroom.

S/he will be a graduate with at least a good honours degree who has flair and good sense, together with the necessary academic, educational and organisational experience to succeed in a post of this standing. S/he will have the talent and energy to contribute fully and creatively to strategic thinking and planning of the pastoral life of the school. S/he will display a full commitment to school improvement and to the wider life of the School and will have demonstrated the ability to lead and oversee change, to initiate and develop ideas and to deal effectively with the administrative detail of the job.

## **Pastoral Care**

---

At Bury Grammar School, we pride ourselves on excellent pastoral care and our ability to work together, as a family, to nurture and care for every individual. Our philosophy for pastoral care is simple: our students should be happy, secure and ready for all that life has to offer.

We feel very strongly that all members of staff share in the responsibility for the welfare and happiness of our pupils, and we work closely with parents in order to fulfil this responsibility. We care for and respect our students and, in turn, we expect them to care for and respect others.

We believe that excellent pastoral care is integral to fulfilling the aims of BGS and it lies at the heart of our ethos. At BGS, we support pupils as they grow into well-rounded, confident and hardworking individuals. We encourage them to demonstrate tolerance, resilience and a zest for life. We reinforce these messages on a daily basis in lessons and form periods, through our PSHE programme of study, our assemblies, our expectations of behaviour and the way in which pupils are treated by staff and one another. We also place great emphasis on promoting and safeguarding the health, welfare and safety of children in our care.

Our School is a happy one, and our system of pastoral care ensures that we provide a safe, tolerant and nurturing environment which allows students to reach their potential in every area of life.

More information on our pastoral provision can be seen on our website:  
<https://burygrammarschool.fluencycms.co.uk/pastoral-care>

## Salary and Benefits

---

The starting salary will be dependent on experience and will be commensurate with such a role in a large Independent day school.

The teaching timetable will be agreed with the Head and can be in any subject.

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 Principal may reasonably direct. In addition, staff may be required by the Principal to work for varying short periods after the end, and before the beginning of any term, as well as on the GCSE and A Level results days. All academic staff will be expected to make a contribution to the extensive extra-curricular programme.

- All individuals who join Bury Grammar Schools will automatically become members of the Teachers' Pension Scheme unless they decide to opt out of the Scheme.
- Fee remission will be offered for children to attend Bury Grammar Schools from reception onwards; children of staff must meet the academic requirements of the School
- Childcare voucher scheme
- A free, convenient, affordable, quality childcare provision will be available after the school day for children who are pupils at the Schools between set times.
- Daily lunch allowance at the School canteen.
- Free parking on-site
- Training and Development opportunities will be offered





## **Guidance Notes for Applicants**

We advise you to read carefully all available information for this job before you start completing the application form. This pack includes a job description and a person specification which details the skills, qualifications and experience which are required for the job.

All shortlisting decisions will be based initially on essential criteria. We interview those candidates who are the closest match to the identified criteria.

### **Rehabilitation of Offenders/ Disclosure and Barring Service**

A criminal conviction will not necessarily be a bar to employment. The Bury Grammar Schools (BGS) comply with the Disclosure and Barring Service's Code of Practice and will consider the suitability of all applicants on merit and ability.

The Rehabilitation of Offenders Act 1974 entitles people who have been convicted of a criminal offence carrying a sentence of up to 30 months' imprisonment and who have completed the appropriate period of rehabilitation to regard their conviction as 'spent'. 'Spent convictions' can then be regarded as never having occurred.

The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, however, exempts certain types of employment such as working in a school from the provisions of the Act. In addition, the Police Act 1997 requires Police checks for all posts that come into contact with under 18s and vulnerable adults on a regular basis. Appointment to this post will require the post holder to undergo checks by the Disclosure and Barring Service before commencing any duties which could bring them into contact with children.

Any information disclosed will be kept in strict confidence and used only in consideration of your suitability for the job for which you are applying. If you fail to disclose relevant information requested at any stage of the recruitment process, then your employment could be subject to withdrawal of contract, dismissal or disciplinary action in accordance with Bury Grammar Schools policies.

### **Application Form**

Please complete all sections of the application form. If a section does not apply to you, please just write 'not applicable' in the box.

Incomplete forms and CVs sent without an accompanying completed form will not be accepted.

Applications for the role will only be accepted from those who complete application forms. CVs will not be accepted in substitution for completed application forms.

If you need to attach a continuation sheet to any section, please ensure that your full name is included at the top of the page. NB: If you are planning to submit your application electronically, all documents, including any attachments, must be sent in Microsoft Word format.

### **Evidence of permission to work in UK**

Prior to being permitted to commence employment with BGS, you will be required to produce documentary evidence of permission to work in the United Kingdom. You could provide, for example, either a British passport or a passport or National Identity Card from an EEA Country or Switzerland; alternatively, a document showing your permanent UK National Insurance Number and your full UK Birth Certificate.

A full list of acceptable documentary evidence is available on request. Original documents must be seen before you start working for BGS.

For further information, please refer to the Home Office website [www.bia.homeoffice.gov.uk](http://www.bia.homeoffice.gov.uk).

Useful information on living and working in the UK can be found at [www.britishcouncil.org/eumobility](http://www.britishcouncil.org/eumobility)

### **Employment**

Please give us details of your complete work history since leaving school/tertiary education. This should include information on your current and past employers, job title, dates employed and salary. Please explain any breaks in employment when detailing your full work history.

In your accompanying letter, you need to demonstrate clearly how your experience, knowledge, skills and abilities match those required in the job, as detailed in the Person Specification. Where possible you should give examples of when you have used specific skills and abilities or needed to develop competencies in the relevant areas. You can draw on elements from any aspect of your life, such as education, work, home or community life, as long as you focus on its relevance in comparison to the needs of this job.

### **References**

Please give details of 2 referees who can comment on your suitability to do this job. At least one reference must be from your current or latest employer and your references must cover your last three years of employment. It is BGS policy to request references prior to interview. If you do not wish for your current or latest employer to be contacted before the interview, then please make this clear on the application form. BGS reserves the right to contact your current or latest employer following the interview and prior to offering a contract of employment.

In providing the names of referees, you are agreeing that the Bury Grammar Schools may ask their opinions on your character in relation to this application. These opinions, given in trust, will remain confidential.

### **General**

If you do not receive an invitation to interview within four weeks of the closing date, then you may assume that your application has been unsuccessful.

By signing and returning our application form you consent to Bury Grammar Schools using and keeping information about you provided by you, or by third parties such as referees, relating to your application or future employment. In the case of unsuccessful candidates this information will be retained for six months from the closing date. Information provided by successful candidates will be transferred to their personnel file.

### **How will we keep your information secure?**

Personal and Monitoring information is treated as strictly confidential and will be dealt with in accordance with the Data Protection Act (1998) and our Data Protection Policy.

### **Whom can I contact if I need help in completing the form?**

Please contact us on 0161 696 8600 or email [vacancies@burygrammar.com](mailto:vacancies@burygrammar.com)

Please send your completed application to: Miss Freya Dicks, Head of HR, Bury Grammar Schools, Farraday House, Bridge Road, Bury, BL9 0HG or via email to: [vacancies@burygrammar.com](mailto:vacancies@burygrammar.com)

Should you wish to arrange an informal conversation about this role please contact Freya Dicks, Head of HR at [FDicks@burygrammar.com](mailto:FDicks@burygrammar.com) or on 0161 696 8600. Tours will be arranged as part of the interview process but unfortunately will not take place before this stage in the process.

### **Interview Dates**

The interview process will consist of first and second stage interviews to be held on the following dates:

HR079/V4

**First stage interview – Monday 26<sup>th</sup> March 2018**

**Second stage interview – Wednesday 28<sup>th</sup> March 2018**

**Closing date for applications: Noon on Wednesday 21<sup>st</sup> March 2018**

### **Safer Recruitment**

The Bury Grammar Schools operate an equal opportunities policy, and are committed to safer recruitment and safeguarding pupils. Any appointment will be subject to successful DBS clearance, satisfactory references and confirmation of medical fitness for the post.

***Thank you for your interest in a role at Bury Grammar Schools.***



## **Job Description: Deputy Head Pastoral**

Reporting to: Head

### **1. Leadership**

- Provide strategic leadership of all aspects of Pastoral Care at BGSG.
- Provide guidance and advice on all matters concerning pastoral care to all colleagues.
- Lead meetings and school assemblies as required.

### **2. Pastoral Care**

- The Deputy Head (Pastoral) has overall responsibility for the pastoral care of the School's pupils. He or she will discuss any significant issues with the Head/mistress at the earliest opportunity and agree with him appropriate strategies for their resolution.
- He/she will line manage and provide leadership to the Heads of Section/Year with whom regular meetings will be held.
- Chair Heads of Year Meetings and lead/attend other meetings as required

### **3. Safeguarding**

- The Deputy Head (Pastoral) is the Designated Safeguarding Lead. In this role, he or she will undertake appropriate training in line with Bury Safeguarding Children Board recommendations at two-yearly intervals in addition to any other training or accreditation required by law or suggested by best practice.
- He or she will ensure that the School and all its staff remain committed to safeguarding and child protection; and that all members of staff have appropriate training and guidance to ensure that they are equipped to discharge their responsibilities in this respect.
- Promote a strong culture and ethos in respect of safeguarding through regular updates to staff and briefings.
- Respond to referrals through CPOMS in a timely manner.
- Develop and maintain a positive working relationship with agencies which support children such as Social Care.
- Monitor the academic progress of children with safeguarding issues to ensure best outcomes.

### **4. Standards**

- The Deputy Head (Pastoral) has overall responsibility for ensuring high standards of discipline are maintained within the School and for developing strategies to promote good behavior.
- Providing leadership and advice to Heads of Year on matters of discipline.
- Maintain the Serious Misbehaviour file and provide an analysis of behavior with particular respect to pupils with SEND, AGT, EAL or those where there are safeguarding concerns.
- Reviewing the behavior policy and procedures as required.
- Ensuring staff are trained to promote good behaviour.
- The Deputy Head (Pastoral) has overall responsibility for ensuring that reports of bullying are handled in a timely manner and according to the Bullying Policy.
- Maintaining a centralised log of bullying.
- Ensuring that pastoral staff are suitably trained in dealing with and resolving incidents of bullying.
- Ensuring that pupils are aware of what to do if they are being bullied including cyberbullying.

### **5. Regulatory compliance and contingency planning**

- Lead preparation for Inspection, under the guidance of the Heads
- Work with the SLT to ensure that the School fully complies with all its regulatory obligations.
- Ensure that the Risk Assessment for promoting pupil welfare is maintained up to date and implemented.



- Work with the SLT to ensure that appropriate disaster contingency and critical incident plans are in place.

## **6. Communication**

- Be a senior figure head within BGS
- Take a proactive and positive approach to communication with pupils, parents and staff
- Respond openly and effectively to feedback and concerns
- Play a key role in marketing the School and celebrating pupils' achievements

## **7. School Organisation**

- Oversight of the scheduling and organisation of sanctions, including detentions.
- Organise Parents' Evenings

## **8. Staff recruitment**

- Lead the induction of new staff on safeguarding issues and all pastoral matters.
- Play a role in the recruitment of teaching and support staff.

## **8. General**

- Participate and contribute to School strategic planning and operational decision making at Senior Leadership Team meetings.
- Be a visible senior leader within the School community and wider community, attending and leading assemblies, and supporting other whole-School events.
- Work with the Head to set Pastoral Budgets and to help ensure the School achieves value for money in all pastoral matters.
- Create, develop and implement School policy, especially insofar as it relates to the pastoral areas of the school curriculum and regulatory requirements.
- Keep up to date with the wider educational landscape, reform and policy development, leading the School's responsiveness to change as necessary.
- Teach a reduced timetable as agreed with the Head.
- Undertake any other reasonable duties as directed by the Head, including outside of the School Term.

### ***The Deputy Head (Pastoral) Line manages the following individuals within the School:***

- Heads of Year.

### **JOINT AREAS OF RESPONSIBILITY**

- INSET organization.
- New staff induction.
- Contingency planning.
- Regulatory compliance.

### **As a member of the Senior Leadership Team**

- Deputising for the Head
- ISI inspection preparation.
- Development planning.

- Leadership/membership of working groups as directed by the Head.
- Staff disciplinary issues.
- Support for School routines and events.
- Responding to pupil and parental concerns relating to academic and pastoral matters.
- Providing support and advice on pastoral matters to the Junior School and Infant School as required.

## **General Duties**

- Work flexibly to meet the Schools requirements including on occasion working in other departments as directed by your line manager. This requirement is likely to be particularly relevant during holiday periods as well as at key events in the School calendar where you may be expected to work evenings or weekends.
- Comply with all School policies and procedures. Within these boundaries, staff are expected to use initiative to resolve problems and address issues.
- Be committed to safeguarding and promoting the welfare of children at all times
- Ensure the quality standards and performance measures applying to your area of work are met and facilitate continuous improvements in all aspects of the post.
- Maintain a safe environment by working within Health & Safety guidelines and being aware of your responsibilities for health and safety.
- Value diversity and promote equal opportunities
- Comply with GDPR and data protection legislation and relevant policies and procedures where applicable.
- Participate in appraisal activities as required. Undertake further training as needed to ensure up to date knowledge and implementation of best practice.
- All Bury Grammar Schools' employees are expected to act as ambassadors for the Schools and promote the organisation and its services positively as well as behave in a manner consistent with the Schools' Values at all times.
- Undertake any other duties and tasks appropriate to the grade and character of work as may reasonably be required.

*The details contained in this job description reflect the content of the job at the date the job description was prepared. However, over time, the nature of individual jobs inevitably change; existing duties may be lost and other duties gained without changing the general character of the duties or the level of responsibility entailed. Consequently, the Schools will expect to revise this job description from time to time and will consult with the job holder in so doing.*

### Person Specification: Deputy Head Pastoral

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> <li>• Good honours degree</li> <li>• Evidence of CPD</li> </ul>	<ul style="list-style-type: none"> <li>• Qualified Teacher Status</li> <li>• Relevant post graduate qualifications</li> <li>• DSL qualification</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• Of Pastoral Care</li> <li>• Of leading a team of staff</li> <li>• Of implementing effective systems and structures to support wellbeing across departments, year groups or the whole school</li> </ul>	<ul style="list-style-type: none"> <li>• School Leadership Team experience</li> <li>• Using effective information management systems</li> <li>• Leading appraisal</li> <li>• Lesson observation and evaluation</li> <li>• Mental Health First Aid</li> </ul>
Abilities	<ul style="list-style-type: none"> <li>• A clear understanding of excellence in teaching and learning</li> <li>• To motivate and inspire pupils</li> <li>• To understand a teacher's safeguarding responsibilities</li> <li>• To evaluate, analyse and plan effectively</li> <li>• To be highly organised</li> <li>• To listen with empathy, consider the views of others and act appropriately with the information received</li> </ul>	<ul style="list-style-type: none"> <li>• Efficient time management</li> </ul>
Skills	<ul style="list-style-type: none"> <li>• To develop positive relationships within school and with our stakeholders</li> <li>• Confident use of a range of techniques and tools to teach and assess</li> <li>• Effective behaviour management strategies that recognise the positive, which are age appropriate</li> <li>• Effective communication – both orally and written – to a variety of audiences</li> <li>• Capacity to resolve conflict within a team</li> <li>• To be fully IT literate</li> </ul>	<ul style="list-style-type: none"> <li>• Confident public speaker</li> </ul>
Knowledge	Thorough knowledge of <ul style="list-style-type: none"> <li>• Safeguarding</li> <li>• SEND</li> <li>• Anti-bullying initiatives</li> <li>• Relevant legal matters</li> </ul>	



**BURY**  
GRAMMAR SCHOOLS