

DEPUTY HEAD PASTORAL FOR SEPTEMBER 2018

INFORMATION FOR APPLICANTS



BARNARD CASTLE SCHOOL

Welcome from the Headmaster

Dear Candidate

Barnard Castle School is seeking an outstanding individual to be Deputy Head Pastoral for our thriving day and boarding school, which has remained at the forefront of girls' and boys' education for over 130 years. Whilst the school retains a strong academic record, its focus continues to be on developing life skills and nurturing each individual character. This is something that as a school, we take great care and pride in.

The school is renowned for its outstanding pastoral care, and this key role will lead this most important aspect of the school's provision. The successful candidate will be a driven, ambitious and inspiring individual, and will possess the skills to lead the proactive nature of the school's pastoral provision, recognising the ever changing world in which our pupils are growing, developing and learning. They will also have the emotional intelligence to deal with the myriad of complex issues that can arise on a daily basis with children, staff and parents.

We are looking for a Deputy Head Pastoral who can contribute to our Senior Management Team and, with our Board of Governors, deliver the school's objective of being the leading independent school for pastoral care. Additionally, the chosen individual will have the opportunity to oversee and play a prominent role in the exciting redevelopment of the Day and Boarding House space within the school, which will be undertaken by 2020.

Barney is an exciting and hugely rewarding place to be, and I look forward to receiving your application.

A handwritten signature in black ink, reading 'Tony Jackson', with a stylized flourish at the end.

Tony Jackson
Headmaster

The history of Barnard Castle School

Barnard Castle School has its roots in the medieval past and its eyes set firmly on the future. The school traces its origins back to the nearby Hospital of St John, which was an educational and religious community established by John de Balliol in 1229. He was also the founder of Balliol College in Oxford and his passion for learning remains central to our philosophy today. In 1883 with a gift from Benjamin Flounders, a Victorian philanthropist, and the proceeds of St John's Hospital, the present main School building was constructed. Tony Jackson, the school's tenth Headmaster, was appointed in September 2017 as "Barney" embarks on an exciting new era.

The School

'When you are steeped in little things, you shall safely attempt great things'

This motto perfectly sums up what Barnard Castle School - or 'Barney' as it is affectionately known - aims to do in preparing its pupils for life beyond its doors. Through creating an inspirational, compassionate and unpretentious environment, Barney aims to develop young adults with character. Our staff believe that our pupils should be confident, resilient, intellectually curious, tolerant and driven, with an undercurrent of humility, and are prepared to live, embrace and lead in an ever-changing world.

'Parvis imbutus tentabis grandia tutus'.

The school has a genuine warmth amongst its 675 pupils and 180 staff, which fosters a strong sense of community and endeavour. It is highly unusual to find a school where pupils from Year 9 and Year 11 sit on a table at lunch together sharing a conversation, discussing their latest sports fixture or drama rehearsal. However, this attitude is ingrained in a Barnardian from very early on. The co-educational and cross-year group atmosphere starts in the journey from the Preparatory School (ages 4-11) right through to the state-of-the-art bespoke Sixth Form Centre in the Senior School (ages 11-18). A Barney pupil is quick to make someone else feel at ease, whether that is through simple encouragement or a warm smile.

Whilst we are extremely proud of what our pupils achieve academically, we also recognise the importance of preparing the next generations for an evolving and increasingly competitive global marketplace. To do this we focus on developing the individual character of every child, and during their journey with us, we aim to cultivate vital life skills through building relationships amongst the pupil body and teachers alike. Each pupil has a dedicated Tutor who meets with them a couple of times a week to discuss anything from pastoral issues to academic progress.

We want our pupils to develop a prepared mind for life beyond school. This requires confidence, resilience and compassion, all built up over a period of time, and in a variety of ways, both within and beyond the classroom. It also requires that most important quality: humility. At our core is an unpretentious and humble outlook, and it is this combination of confidence and humility that allows our pupils to light up a room.

We want teachers who believe in our purpose as educators and are proactive in immersing themselves in school life during term time. We would like them to role model the qualities we hope to instil in our pupils throughout their journey from the Prep School through to the end of the Sixth Form. Teachers are expected to take part in the extensive extra-curricular "Mind, Body and Soul" programme that runs between 4pm and 5pm and can choose to offer an activity that they are passionate about. We believe in fostering lasting relationships, and contact time with pupils outside the classroom is what makes the *Barney* difference.

The School is situated in its own extensive grounds on the outskirts of an historic market town, recently noted as being the safest in England, in an area of outstanding natural beauty. It is well-resourced and enjoys an enviable reputation for its pupils' achievements on a broad variety of fronts. It is also in proximity to and enjoys close relationships with departments in the universities of Durham, York and Newcastle.

Continuous improvement and investment have produced a number of new buildings, including the MacFarlane Building which houses Physics and ICT, the Atha Fitness Centre, an extension to our Prep School including a new science lab and the new purpose built Sixth Form Centre.

Further details about Barnard Castle School may be found in the Independent Schools' Yearbook and on the School's website www.barnardcastleschool.org.uk.

The School’s Purpose:

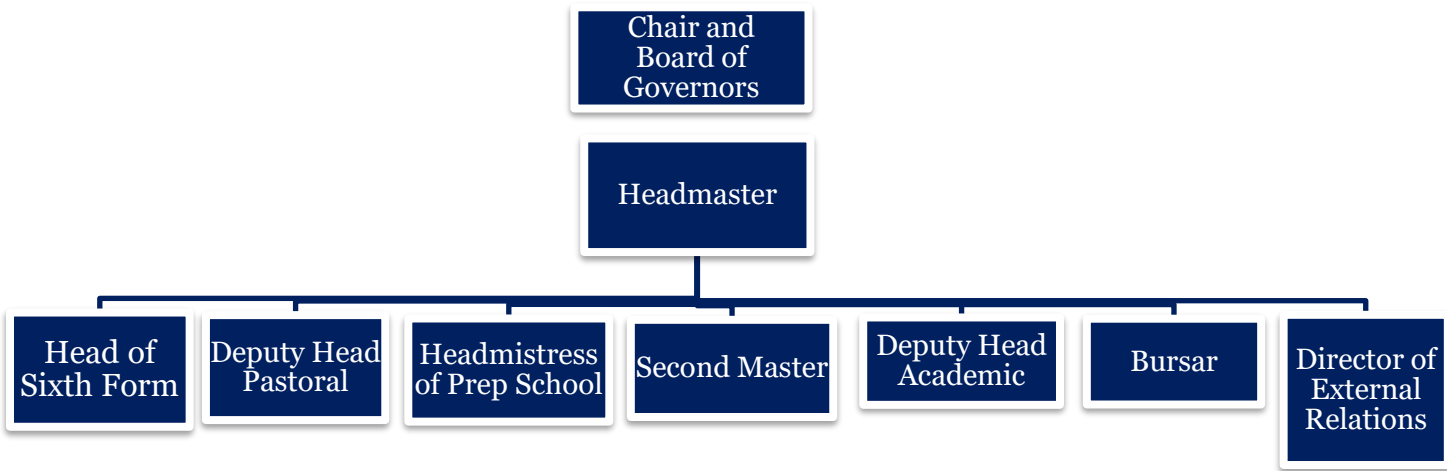
Aims:

- To provide an education which nurtures intellectual curiosity and which is challenging and fun, balancing academic excellence with fulfilment of individual potential in the arts, sport and extra-curricular activities.
- To provide pastoral care which teaches respect and tolerance for the whole community and requires each pupil to take responsibility for themselves and others. To create opportunities for every pupil to make a contribution to the well-being of the school and genuine mutual support.
- The international mindset of the school aims to create an awareness of the needs and concerns of society at local, national and global levels.
- Barnardians leave the School as curious, confident and courteous individuals who will thrive in a competitive, global society.
- Barnard Castle School respects the past and looks to the future, ensuring good stewardship of the Barnard Castle School name, the campus and the School’s world-class reputation.

School Results and Achievements

A Level and Pre-U (Year 13)	2017	2016	2015
Pass rate	98%	98%	96%
Grades A*-B	54%	46%	54%
Average subjects per candidate	3.24	3.40	3.34

GCSE and IGCSE (Year 11)	2017	2016	2015
Grades A*-B	61%	69%	60%
Average subjects per candidate	9.2	9.4	9.6



JOB DESCRIPTION

The Deputy Head Pastoral is responsible to the Headmaster and as a member of the Senior Management Team, is the Headmaster's key adviser on all matters relating to the pastoral care of pupils, house staff and the boarding programme.

Brief:

To build on the school's already excellent reputation for pastoral care, and to help lead and make Barnard Castle School the leading independent school in the country with regards to pastoral care. This involves helping with the exciting refurbishment of the pastoral spaces within the school.

Purpose:

The position of Deputy Head Pastoral (DHP) is one of significant importance and responsibility. As a member of the school's Senior Management Team (SMT), the DHP has a vital role to play in both the strategic development of the School and in particular its pastoral provision, alongside day-to-day management. It will involve leading the pastoral provision of the school in both a proactive and reactive manner; shaping the way in which the school provides its pastoral care going forward and, on a day to day level, managing the pastoral teams to provide a positive, secure and happy environment for the boarding and day community where each Pupil can flourish. The DHP will work with the pastoral teams to ensure outstanding levels of pastoral care in the boarding and day communities. The DHP will have overall responsibility to the Headmaster for all aspects of boarding and day pupil pastoral care, policy and procedure, including ensuring compliance with ISI requirements. This will require the effective use of resources within the School, the ability to understand and motivate the different pastoral teams while striving continually to improve the standards of daily life and achievements of the boarding and day pupils. The DHP is the lead Designated Safeguarding Lead (DSL) within the school and has responsibility for the safeguarding training of all staff, keeping up to date with policy changes at national, regional and local level. The DHP will be a driven individual with aspirations to ultimately lead a school; a committed team player with a collegiate and collaborative approach, together with an ability and willingness to create a working environment in which staff are empowered to take decisions.

Overall Responsibilities:

Above all, there is an expectation of the Deputy Head Pastoral being a kind and compassionate person who is generous with their time, and responsive to the needs of the girls, boys and staff in the school. There is also the need to be able to develop and maintain strong and positive relationships; this will include pupils, Governors, the Headmaster, other staff and parents; to demonstrate personal strength of character through intellect, integrity and fairness. To show a strong commitment to safeguarding and the welfare of children and young people and to demonstrate a growth mindset, self-awareness and to be prepared to work long hours and regularly go above and beyond the normal commitments of a boarding school.

A list of expected responsibilities and duties can be neither definitive nor exclusive and the range of tasks facing the Deputy Head Pastoral may include incidents and situations which are not stated below, but require initiative to be shown.

Specific Duties:

1. Wellbeing

- Creating a cohesive, overarching strategy, putting in place a programme that seeks to help pupils to be literate about their mental health, and to make informed choices about their emotional and physical wellbeing.
- Raising awareness of what mental health is and its related illnesses.
- Learning the signs to look out for and giving advice for pupils to be able to support themselves and seek help.
- Creating an inclusive environment that does not discriminate against pupils facing mental health challenges, but instead seeks to find ways to promote emotional literacy, resilience, optimism, generosity, appreciation, healthy physiology, social connection and growth mindset.

2. Strategy

- Design, outlay, present, drive forward and embed into the culture of the school a fresh pastoral provision.
- Set SMART strategy objectives on the progress and feedback on progress and implementation of the pastoral provision.
- Report termly to the governing body.
- Assisting with the exciting School Development Plan. This includes the redevelopment of the boarding and day houses over the next 24-36 months.

3. Safeguarding and the role of DSL

- Ensuring that all staff are appropriately trained in safeguarding procedures, through a rolling staff-training programme and annual INSET.
- Ensuring that all pupils are made aware of who they can speak to if they have a problem of any kind.
- Being the first point of contact for parents, pupils, teaching and non-teaching staff and external agencies in all matters of child protection.
- Co-ordinating the child protection procedures in the School.
- Monitoring the keeping, confidentiality and storage of records in relation to child protection.
- Maintaining links with the LADO (Local Authority Designated Officer).
- Keeping parents informed of action undertaken under these procedures in relation to their child.
- Monitor records of pupils in the School on the Child Protection Register (CPR) to ensure that this is maintained and updated as notifications are received.
- Liaise with other professionals to ensure that children on the CPR are monitored.
- Ensuring regular updates on national policy are implemented within the School's Safeguarding and Child Protection Policies.
- Ensuring School policies related to the pastoral system are followed by all staff and that all staff are held accountable for their implementation and success.
- Ensuring that any changes in ISI guidance are implemented and rolled out to the School community and the School is 'inspection ready'.
- Ensuring that all safeguarding issues are appropriately escalated to the necessary external agencies and meticulous paperwork is maintained regarding all safeguarding incidents.
- Producing termly reports for the safeguarding link governor to report back to governor meetings with.
- Ensuring all public areas are kept up to date with appropriately labelled posters informing pupils, staff and parents of the available contacts for safeguarding matters.
- Line managing the School Counsellor and School Nurse.
- Meeting regularly with the School Safeguarding Team to ensure appropriate supervision is taking place.
- Meeting termly with the School's Independent Listener, to ensure that policy and training needs are up to date.
- Holding regular meetings with HSMs to monitor the progress of the boys/girls and general pastoral or welfare issues in the House.
- Ensuring close links are made between PSHCEE syllabus and assemblies and messages that require disseminating through classes. This will involve working closely with the Head of PSHCEE.
- Appraising HSMs and helping guide them in their professional development under the direction of the Headmaster.

4. Logistics:

- Meeting with the Second Master on a daily basis.
- Meeting with the Headmaster on a weekly basis to discuss any current safeguarding, pastoral, or behavioural issues occurring within the School.
- Filtering information and discerning matters that do not need to be escalated to the Headmaster.
- Ensuring a clear physical presence and visibility within the School environment; during the School day, but also at School events.
- In the absence of the Headmaster and/or Second Master/Mistress, attending as the host at School functions.
- Implementing the School's behaviour policy effectively to maintain discipline within the School and creating an environment where all forms of bullying and anti-social behaviours are regarded as unacceptable.
- Liaising with Housemistresses/masters (HSMs) over matters of significant concern about individual girls/boys.
- Following an escalation from HSMs, dealing with serious behavioural issues effectively; following policy procedure, recording appropriately on the Management System and communicating outcomes effectively with parents and School community.
- Liaising and working alongside the Second Master and/or Headmaster as necessary.
- Managing the School Sanction System, implementing appropriate sanctions for pastoral and academic misbehaviours, including involvement in disciplinary processes, communicating with parents and management and review of policy and procedure.
- Overseeing the smooth running of the Anti-bullying Committee, Cyber-safety Committee and assist the Second Master in the running of the School Council. These are prominent committees and play a key role in shaping and forming the environment within the school.
- Communicating effectively with parents on all matters relating to their sons/daughters, both on an individual and collective basis.
- Line managing the eight HSMs, dealing with issues as and when they come up.
- Playing a key role in working with the children throughout their journey at the school.

5. Staff

- Organise and oversee the safeguarding induction of new staff.
- Line manage the boarding and day HSMs, addressing their training and development needs.
- Line manage matrons, the Medical Centre staff, including the School Nurse and Counsellor.
- To implement the pastoral systems via clear communication to all pastoral teams and to ensure that communication of the School's pastoral ethos and values are clearly disseminated through all School literature and the website.
- Participate in the selection, interviewing and appointment of staff.
- Review job descriptions for pastoral roles.
- Undertake regular evaluation of staff progress towards agreed improvement objectives through the School's appraisal, performance management and line management policies, practices and procedures.
- Attending GCSE and A Level results day to support your Year 11, 12 and 13 pupils in significant stages in their school life.

6. Boarding

- Monitor and evaluate the needs of the fabric of the boarding houses and day houses and liaise with the Bursar.
- Promote boarding within the School and at Prep and feeder school level, in conjunction with the Headmaster and Director of External Affairs.
- Through marketing and PR, help to create and develop a boarding strategy that works with existing markets and explores new markets.

Support

The Headmaster will appraise the Deputy Head Pastoral, but weekly, structured communication will take place. These meetings are to discuss any matters arising and to keep the Headmaster abreast of an issues raised and progress/challenges within the School.

Professional development is encouraged and will be discussed as part of the Deputy Head Pastoral's Performance and Development review.

In addition to the competitive base salary, on the leadership pay scale and reduced teaching load, the position will also come with accommodation.

The School is seeking to appoint a person with the following qualities, experience, skills and abilities.

Essential Criteria:

- Kindness, patience and a good sense of humour;
- Leadership qualities, including energy, resilience and the ability to enthuse, motivate and inspire others;
- A genuine interest in and strong commitment to the wellbeing of pupils academically, emotionally and socially, and the development of the whole person;
- Excellent inter-personal and communication skills with teachers, pupils and parents;
- Proven expertise as a classroom teacher in a specialist subject;
- Approachability, accessibility and flexibility;
- Excellent administrative, organisational and ICT skills.

Desirable Criteria:

- A co-educational background;
- Experience of dealing with boarding.

Recruitment Process

Applications

If you feel that you can meet the above requirements then please submit a letter of application along with the Barnard Castle School application form to the Headmaster. Only applications containing the requested information will be considered.

Applications should be sent to:

Mr A C Jackson
Headmaster
Barnard Castle School
Barnard Castle
County Durham
DL12 8UN

Phone: 01833 696081
Fax: 01833 638985
E-mail: hr@barneyschool.org.uk

Deadline: Monday 29th January 2018 at 9.00am.

Interviews: Week commencing Monday 12th February 2018

Applicants should read carefully the application procedure – guidance for applicants, Policy on the Recruitment of Ex-offenders and the Disclosure policy and the Safer Recruitment policy.

Barnard Castle School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974 and all applicants will undergo child protection screening, including checks with past employers and an enhanced DBS and Barred list check with Disclosure and Barring Service.

Barnard Castle School is an equal opportunities employer.

Contact

Mr A C Jackson
Headmaster
Barnard Castle School
Barnard Castle
County Durham
DL12 8UN

Phone: 01833 696081

E-mail: hr@barneyschool.org.uk

Telephone: +44 (0)1833 690222

Fax: +44 (0)1833 638985

www.barnardcastleschool.org.uk

