

APPOINTMENT OF DEPUTY HEAD (Pastoral) For January 2019

A Deputy Head (Pastoral) is to be appointed for January 2019. This post falls vacant following the current postholder's resignation in order to take up an appointment as a Headteacher.

The role of Deputy Head (Pastoral) is a crucial role in the school, both rewarding and demanding role. Applications are invited from candidates with an excellent track record in the classroom and with pastoral leadership experience to take up this SMT position. This post would suit senior teachers with relevant experience and qualifications, who may be looking for Headship after a suitable period at CLSG.

DETAILS OF POST

The Senior Management Team is comprised of the Senior Deputy Head (Staff and Special projects), Deputy Head (Pastoral), Deputy Head (Academic), Bursar, Heads of Section (Sixth Form, Senior School and Lower School), Head of the Preparatory Department and the Assistant Head of Teaching, Learning and Research. The Deputy Heads have secretarial support.

The Deputy Head (Pastoral) will have responsibility for all pastoral matters, including safeguarding, and for some aspects of the day-to-day running of the School, such as the organization of Prize Day and the oversight of all Educational Visits. He or she will also have some additional responsibilities, which will be determined based on the successful candidate's strengths and interests.

The Deputy Head (Pastoral) will play a key role on the Senior Management Team and contribute to all aspects of planning, organisation, administration and management of the school and in the review, development and implementation of policy. The Deputy Head (Pastoral) will take school assemblies regularly.

While the Senior Deputy will usually deputise for the Headmistress, the Deputy Heads Pastoral and Academic may be required to deputise for the Headmistress as appropriate on occasions. All three deputies work very closely together, giving each other mutual support in all aspects of school management and in leading the school's development. The Deputy Head (Pastoral) will also deputise for the Senior Deputy Head or Deputy Head (Academic) in their absence, performing whatever tasks may be necessary.

The Deputy Head (Pastoral), with the Senior Deputy Head and the Deputy Head (Academic), will be responsible for the smooth daily running of the school, maintaining the City of London School for Girls' good reputation as a friendly, supportive, ambitious, well-ordered and highly academic environment. It is expected that the Deputy Head (Pastoral) will be a strong presence around the school and at a wide variety of school activities and events.

The Deputy Head (Pastoral) is responsible for the line management of the Deputy Head's secretary, the attendance officer, the nurse, the counsellors, the Head of SEND and the Heads of Section.

The Deputy Head (Pastoral)'s broad areas of responsibilities are listed below. It is also expected that responsibilities will evolve over time given the particular strengths and interests of the successful candidate. The Deputy Head (Pastoral) should also take on any other responsibilities as the Headmistress may from time to time reasonably determine. The school operates a 40 period week and the Deputy Head (Pastoral) is likely to teach between 10 - 12 periods per week.

AREAS OF RESPONSIBILITY

General

- To contribute to the fulfilment of the aims and maintenance of the ethos of the school, by performing a range of managerial, administrative and developmental roles.
- To deputise for the Deputy Heads (Senior and Academic) and for the Headmistress in their absence, performing whatever tasks may be necessary in this connection.
- To support the Headmistress in the review, development and implementation of policy.
- To keep the Headmistress fully informed of anything she needs to know and to warn of incipient problems.
- To take school assemblies regularly.
- To have responsibility for all arrangements for the smooth functioning of school events.
- To be responsible for official census and survey returns such as the DFE and ISI Annual Censuses
- To undertake any tasks that are reasonably requested by the Headmistress.

Pastoral Care and Discipline

- **To act as the school's Designated Safeguarding Lead and have responsibility for staff and governor training in safeguarding matters.**
- To take overall responsibility for the provision, development, supervision and strategic planning of an effective pastoral system, including line management of Heads of Sections.
- To chair and set agendas for the half termly Heads of Section meetings and for the regular meetings with the broader pastoral team (SEND, counsellors, nurse, pastoral).
- To line manage the school nurse and the school counsellors and ensure that they work to support the pastoral team effectively.
- To ensure that there is firm and consistent enforcement of school rules and policies (e.g. on uniform, behaviour, and punctuality).
- To oversee all matters of School Discipline, maintaining an atmosphere which is friendly, but disciplined, considerate and purposeful. All serious disciplinary matters must be referred to the Headmistress and the Deputy Head (Pastoral) should work closely with her in all matters relating to discipline.
- To be a visible presence in the school taking action against unacceptable behaviour where necessary and supporting staff on duty.
- To take responsibility for supervising adequate attendance registers, and to line manage the Attendance Officer.

Pupils

- To teach a specialist subject, PHSCEE, Enrichment and General Studies lessons as required.
- To oversee the Mental Health Committee and any other initiatives from the Head Girl Team of a pastoral nature.
- To contribute to and oversee the development of leadership initiatives for pupils.
- To oversee the organisation, safety and administration for all school visits, acting as the school's Educational Visits Co-ordinator, ensuring compliance with DFES guidelines.
- To give assistance in Higher Education Guidance, as required, by conducting interviews and working with 6th Formers on preparation of UCAS Personal Statements.
- To assist with interviews at 11+ and 16+.
- To assist with the distribution of public examination results, and the provision of advice to girls at this time.

Relations with Parents and the General Public

- To be responsible for the management and publication of the School Diary and Calendar of Events (for staff and parents) jointly with the Deputy Head (Academic). The Deputy Head Pastoral is responsible for setting term dates.
- To take part in liaison with CLS over the calendar, but also to strengthen extra-curricular and other links.
- To draft and proof read publications and major letters such as the end of term mailing.
- To liaise with outside agencies as appropriate including, Social Services, the City Police and Barbican Residents.
- To attend meetings of the City's Education Safeguarding board.
- To sit on the Friends (Parents' association) and CLOGA (Old Girls) Committees ex officio and to liaise with the Old Citizen's Liverymen and the Guild of Scholars.

Operational

- To have overall responsibility for key events, such as: Prize Day, Carol Service, Leavers' Service.
- To sit on school committees and to sit on and/or lead working parties from time to time as required.
- To attend at Governors' Meetings and assisting the Bursar and Headmistress in the preparation of papers for BOG meetings.
- To liaise with Bursar, keeping school administration under review.
- To contribute to the marketing of the school.
- To share responsibility for beginning and end of term organisation with the other Deputies.
- To oversee the storage of schools cups and trophies.

THE CANDIDATE

Applications are invited from very highly qualified men and women who are graduates with a proven record of excellence in the classroom and strong pastoral experience in an academic school. The person appointed will need to be able to demonstrate excellent communication, management and people skills, a developed administrative ability and strong experience of pastoral care and safeguarding issues.

Candidates should also be able to prove that they fully understand the ethos and practices of an academic school where professional standards and expectations are high.

The appointment will be made without regard to gender, ethnic origin, or subject speciality.

THE SCHOOL

The City of London School for Girls is an independent, non-denominational girls' school which is administered by the Corporation of the City of London. It is a member of the [Headmasters' & Headmistresses' Conference](#) (HMC) and caters for pupils whose ages range from 7 to 18 years. The total number of pupils is about 730, approximately 90 of whom are members of the Preparatory Department. There are in the region of 150 girls in the Sixth Form each year. Entry is by competitive examination at 11+ and by testing and interview at 7+ and Sixth Form level. The school has a strong academic tradition and all girls go on to Higher Education from the Sixth Form. Approximately 20% of the girls in the Senior School are on means-tested bursaries, provided by Livery Companies, the City of London Corporation, corporate and private donors and the School

Achieving academic excellence is an important part of life at CLSG, but so too is the provision of a wealth of extra-curricular opportunities, broadening students' lives with new experiences and challenges. A highly supportive system of pastoral care is in place in which understanding, encouraging and inspiring individual pupils is a fundamental part. Our School is cosmopolitan in outlook and the staff and students make the most of all that London has to offer. We are committed to an active outreach programme, to an international outlook and to educating young women to be the leaders of tomorrow. Applicants for teaching posts at City should therefore be enthusiastic about getting to know students and providing guidance appropriate to their individual needs. Applicants should also be keen to invest time and energy in extra-curricular activities, and to exploit to the full the opportunities arising from being at the heart of the City of London and to contributing to the strong community spirit which is a prominent feature of the school.

CLSG's tradition and location create a unique atmosphere which is vibrant, confident and supportive. The student body reflects the diversity of London, and pupils commute into school from all over the Greater London area. Personal development is the goal for every girl.

Facilities and support for staff are excellent. iPads are available to teaching staff, and extensive computer facilities are available for integration into teaching practice. CLSG is currently deploying the use of mobile technologies across the school.

Outreach is a vital part of the school culture. CLSG works in partnership with a number of schools within and outside the City of London. The school is part of the East London Consortium as well as of the family of schools supported by the City of London Corporation, and currently sponsors the City of London Primary Academy Islington

Professional Development at CLSG

CLSG is thoroughly committed to supporting the professional development of staff and to making it an integral part of the School Strategic Development Plan. Staff learning is as important as pupil learning at CLSG.

CLSG has developed a unique model of professional development on Teaching and Learning with the support of Dr Chris Harrison at King's College London, on which the Deputy Head Academic and the Assistant Head Teaching and learning lead. Staff have a total of 6 full INSET days a year and the school finishes early on Mondays to

provide further professional development time. All staff are involved in cross departmental learning communities where they engage in professional reflection, experimentation and sharing of good practice. In recent years, the school has used these professional learning communities to embed pedagogical approaches including: AfL, Mindsets Theory and it is currently working on developing a Culture of Thinking using research from Harvard Project Zero.

The school is fully committed to embedding research as part of professional learning and in September 2015 appointed a Researcher in Residence. The Researcher in Residence supports members of staff who are working on small scale action research projects within the school. She has been the CLSG lead in a joint research project with CLS and Birkbeck University on improving working memory. The school also sponsors up to 5 members of staff a year to pursue MA courses in Education.

The school provides staff with training opportunities on leadership and pastoral issues, on which the Senior Deputy leads.

Within the East London Consortium and the family of City schools, there are frequent opportunities for collaborative professional development which the school has always taken a leading role in.

CONDITIONS OF SERVICE

Appointments are subject to satisfactory references, the receipt of an enhanced Disclosure and Barring Service certificate and medical clearance. This post is exempt from the Rehabilitation of Offenders Act. The School has a generous salary for this post which reflects the candidate's qualifications and experience.

A Staff Fee Remission Scheme is available to members of the teaching staff for children attending one of the three City independent schools. The rate is currently 50% of full fee for up to seven years and further details can be supplied to applicants invited to interview upon request.

The post-holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the school's Child Protection Policy at all times. If in the course of carrying out the duties of the post the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the school s/he must report any concerns to the school's Designated Safeguarding Lead (Deputy Head, Pastoral) or to the Headmistress.

On application please will you provide evidence to validate the contents of your CV which should offer a full employment history and full details of all educational achievements. You may be required to declare yourself to be in good health and you are required to declare criminal convictions. Confirmation of the appointment depends upon a satisfactory outcome to the usual statutory and medical checks. You should be aware that we may approach any previous employer as a child protection measure.

There will be two rounds of interviews and further details will be sent to short-listed applicants. The first round of long-list interviews will take place on Wednesday 27th June. Final interviews for short-listed candidates will take place on Wednesday 4th July.

The closing date for applications is 9.00am on Friday 22nd June.