

A photograph of Godolphin School, a large red brick building with a steep gabled roof and multiple chimneys. The school is surrounded by lush greenery, including trees and manicured lawns. In the foreground, there is a large garden bed filled with purple lavender plants. A curved stone path with brick edging leads through the garden. Several potted plants with colorful flowers are placed along the path. The sky is a clear, pale blue.

DEPUTY HEAD PASTORAL
GODOLPHIN SCHOOL

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Mission

Godolphin School exists to educate young women in an environment of excellence in academic endeavour, sport, the arts and personal development, celebrating diversity of community and thought, and respect for all. Godolphin encourages each girl to find her unique talents and abilities, develop her own perspective, and realise her full potential so that she will meet the opportunities and challenges ahead.

Vision

Godolphin will be the school of choice for girls in the south of England from 3 – 18 through the provision of exceptional education in a supportive and intellectually stimulating environment, unsurpassed in our commitment to educate the whole person. Determined to remain a modern and dynamic institution, Godolphin will honour the traditions of our founder, Elizabeth Godolphin, and build upon our founding ideals to secure the future of our School and our students for generations to come.

Values

Godolphin is a value-driven school with a Christian ethos, committed to our founder Elizabeth Godolphin's belief in the power of education to transform young women's lives and enable them to succeed in the future. As a school we foster and embody the values of excellence, integrity, open communication, respect for one's self and others, and service to our community.



General Information

Based in Salisbury Wiltshire, Godolphin has been educating girls for almost three centuries and is proud of its heritage. The legacy of this long history is the wealth of wisdom, experience and traditional values which underpin and inform the school as it operates today, very much in the 21st Century.

Godolphin has a clear, modern outlook and is dedicated to equipping girls and young women with the knowledge, qualifications and character to take their place and be successful in the increasingly challenging world that they will inherit. Staff at Godolphin understand the huge amount of pressure there is on young people today, especially girls, and strives to provide them with a safe, supportive but challenging environment where they can take risks, be supported in setbacks and receive encouragement every step of the way.

As well as achieving optimum academic results, Godolphin facilitates the development of confident, well informed and independent young women with a sense of adventure and a real zest for life. This is achieved through excellent teaching, exceptional pastoral care and a comprehensive programme of co-curricular initiatives. Godolphin believes that each individual girl has unique gifts and the school is dedicated to identifying and freeing those gifts so that all girls can thrive. The culture of friendship, encouragement, support and mutual respect within the school is empowering and individuality is celebrated very firmly in the context of an inclusive, supportive and dynamic community. Whether boarding or day, Godolphin girls have a strong sense of belonging.

Academic

At Godolphin the staff are passionate about their subjects and about sharing their knowledge with the students. There are several academic extension programmes, including Godolphin Bright Minds Programme and the Alpinists' Society. There is also a compassionate and supportive SEN department. The school uses baseline data to support assessment and progress. There is an established reporting schedule to provide regular feedback to students and parents. Our personal tutor system aims to support each student academically and pastorally. The school is investing in technology to enhance the learning environment and many classes use iPads and smart TVs in order to enhance progress.



2017 Academic Results

- ◆ 71.6% of A-level entries achieved A* to B grades
- ◆ 15.6% of all A-level entries achieved an A* grade
- ◆ Particularly strong results were returned in Art, Biology, Business, French, Food Technology, Geology, History, Music, PE and Physics which shows not only Godolphin's strength in STEM but also in the wider curriculum.
- ◆ Recent Higher Education destinations include Oxford (Classics), Bristol (Chemistry, Politics & International Relations, Philosophy & Theology, History), Bath (Natural Sciences, Modern Languages, Biochemistry), Newcastle (Biomedical Sciences), Exeter (History, Exercise and Sports Sciences, PPE), Warwick (Accounting & Finance), Bournemouth (Scriptwriting for Film & TV), Durham (Psychology), Hull York Medical School (Medicine), and Chichester (Musical Theatre & Acting for Film).
- ◆ At GCSE 82.9% of grades were at A*, A or B.
- ◆ Students currently take GCSEs in English and IGCSE Maths and up to 3 sciences.
- ◆ Some Fifth Year students take the AQA Level 2 Certificate in Further Mathematics
- ◆ Students have a free choice of languages - French, German, Spanish, Mandarin for native speakers, Latin and Greek GCSE for the most able in session time



The Elizabeth Godolphin Award: A skill-based professional and practical programme

The innovative Elizabeth Godolphin Award, named after our founder, is offered to students in the Sixth Form and Year 6 at Godolphin Prep. Promoting the qualities of independence, commitment and excellence, students are challenged to widen their focus. They choose from a range of practical activities to enhance their skills-set. This could be by facilitating a seamless transition from prep to senior school; by preparing themselves for higher education or a gap year; acquiring useful life skills such as interview techniques, event management, car maintenance or how to cook a meal for five for £5!

Wellness

As important to Godolphin as academic achievement is the wellbeing of the school community. The excellent pastoral system ensures girls have the support they need through the House system, the Health Centre and their tutors, teachers and Heads of Year. All staff receive regular training in mental health first aid and a school counsellor is available.

Challenge

Students at Godolphin are encouraged to challenge themselves and set a personal target each term to achieve this. Challenges vary from completing the Ten Tors Challenge and the Duke of Edinburgh Award to executing a perfect salute during a CCF parade; from mastering a complicated piano duet and performing it in public to singing a solo at an informal concert.

There are almost 100 Clubs and Societies for girls to participate in and these are complemented by the boarding activities programme offered at all levels.



Opportunity

As well as forming part of the curriculum, Art, Drama, Music and Sport are available to all girls at Godolphin through the co-curricular programme. Godolphin art has been exhibited at shows in London and Salisbury. Musicians have performed at the Royal Albert Hall and on the BBC Songs of Praise Senior School Choir of the Year competition. There are two major drama productions per year as well as several smaller productions and the school has its own theatre company – Portal. While embracing a “sport for all” policy Godolphin has secured national champion titles in lacrosse and equestrian and has representation in several sports at national, regional and county level.

Facilities

The traditional red brick buildings and oak panelled hall at Godolphin house exceptional facilities which are enjoyed by all the students, from 3 – 18. The indoor swimming pool and fitness suite are used by other schools and members of the community, as is the elegant Performing Arts Centre. There is a separate Sixth Form centre incorporating the Aroma coffee shop.

The school has published its Vision & Commitments, 1726 – 2026, which outlines an exciting and challenging programme of development providing enhanced and state of the art facilities encompassing the ever increasing demand for STEM subjects and a knowledge centre focussing on multi-media and ICT.



Godolphin Prep

The school operates a whole school approach. Situated on the same site, Godolphin Prep is an integral part of Godolphin and the Prep girls having access to all facilities at the school. These include the outstanding art department, swimming pool and sports facilities, science and IT labs and the Performing Arts Centre. Specialist teaching staff are shared between the Senior and Prep schools.

Transition to the senior school is made as seamless as possible and Year 6 girls in the Prep participate in a bespoke Elizabeth Godolphin Award programme, which prepares them for the change from prep to senior school.

Most girls move from Godolphin Prep to the senior school via the bespoke Godolphin 11+ Assessment process.

"A very special place to grow-up in"

Good Schools Guide 2015

"Here is a school where the girls achieve success without stress"

Tatler Schools Guide

"Thank you for everything you have done for our daughter – not only for the excellent exam results but for the wonderful young lady she has become"

Parent quote

"The quality of the girls' achievements in academic and extra-curricular activities is excellent. From the EYFS, and throughout the school, the girls are highly articulate and show a wide range of well- developed skills."

ISI Inspection



Boarding Information

Godolphin is a strong community with all students, both boarders and day girls (known as Sarums), belonging to a boarding house. From September 2018, the accommodation consists of three sections:

Walters (Lower School) – A standalone house for prep boarders and First and Second years (yrs. 7 & 8) in the senior school.

Cooper (Upper School) – A large house for girls from our Third to Fifth Year (yrs. 9 to 11) where greater independence is fostered within a supportive and happy environment. This accommodation is being refurbished over the summer 2018.

Sixth Form Centre – This comprises a pastoral base for all Sixth Formers and all boarders (School House) alongside a recently renovated study centre (Jerred) where all day girls have a work area. Jerred is also home to the Head of Sixth Form. The Centre provides a genuine stepping stone between school and university or life in the workplace.

In line with our strategic plan, boarding has been restructured over the past four years and we are now looking to consolidate our boarding provision within the school as well as further develop the pastoral care for all our pupils. Approximately 55% of our students board on a regular basis of three to seven nights a week.

Summary of Role

The successful candidate will be a member of the Senior Management Team (SMT) and be responsible for Pastoral Care across the Senior School (Years 7 – 13). This includes overseeing the wellbeing of individual students and the provision of a safe, caring, friendly and stimulating boarding environment. He or she will work with the SMT, the School Nurse, Heads of Year and House staff as well as liaising with individual staff members to promote the students' wellbeing. The post holder needs to be visible around the school and must continually review and improve our pastoral provision, maintaining excellent standards and supporting all pastoral staff.

The successful candidate will ideally have extensive experience of working in a boarding environment and be able to demonstrate that they are an effective team member, who can help to promote pastoral care within the School. The post holder will have duties at the weekend and have responsibility for the boarders' activities and social events. This is a wide - ranging role encompassing all areas of school life and it is essential that the post holder is a strategic thinker, capable of winning the respect of the students, staff and parents.

Person Specification

- ◆ An exceptional graduate with proven management and teaching experience
- ◆ Experience of working in a boarding school, ideally as a Houseparent or similar
- ◆ Appropriate knowledge of the legal requirements for Safeguarding Children
- ◆ Be committed to and be able to articulate the value of an all girls' education
- ◆ Hold considerable pastoral experience and show an understanding of issues relating to teenage girls
- ◆ Demonstrate an awareness of current research, trends and debate on issues pertinent to pastoral care, mental health and wellbeing
- ◆ Be able to work effectively as a member of the SMT and respond positively to change
- ◆ Possess excellent interpersonal skills
- ◆ Be confident with written and spoken English and have assured presentation skills
- ◆ Show initiative and imagination coupled with integrity, honesty and a good sense of humour

Core Competencies

- ◆ Proven experience of working at a senior level
- ◆ Ability to use discretion at all times
- ◆ Excellent verbal and written communication skills
- ◆ Excellent ICT skills

Line Management

Your line manager will be The Head

You will have the Line management responsibility for the Housemistress team, Heads of Year, Graduate Assistants, Medical Centre and the School Shop

Main Duties and Responsibilities

We are looking for an enthusiastic, self-motivated individual to join our senior team. The following list gives a flavour of the role but is not exhaustive. It may evolve over time and be amended after consultation with the post holder.

General:

- ◆ Work with other deputies to ensure the smooth running of the day to day life of the school
- ◆ Deputise for the Head when required
- ◆ Assist the Head in the appointment of new pastoral staff
- ◆ Work closely with the School catering firm (Chartwells) and meet regularly with the catering manager. Ensure that students' views are expressed via a food committee, house committees etc.
- ◆ Support the school admissions and marketing department by meeting prospective parents, visiting feeder schools and other events as required
- ◆ Chair for Housemistress meetings, Care List meetings and any other pastoral focus groups
- ◆ Attend Head of Department meetings and Curriculum Strategy Group
- ◆ Manage the timetables for the graduate assistants
- ◆ Tutor to a small group of students
- ◆ Teach a reduced timetable of up to 0.4 (most subjects considered)
- ◆ Promote and safeguard the welfare of children and young persons within the school community
- ◆ Act as Deputy Designated Safeguarding Lead and be familiar with outside agencies concerning students' welfare as appropriate



Safeguarding and Compliance:

- ◆ Promote and safeguard the welfare of children and young persons within the school community
- ◆ Act as Deputy Designated Safeguarding Lead and be familiar with outside agencies concerning students' welfare as appropriate
- ◆ Develop a confident knowledge of all matters relating to the NMS and the ISSRs within the context of ISI
- ◆ Ensure that boarding handbooks are compliant with regulations, up-to-date and pragmatic
- ◆ Ensure correct practice is in place to maintain safe practice in line with Health and Safety procedures and contribute to Health and Safety meetings

Boarding:

- ◆ Take the lead on the boarding strategy for the school
- ◆ Take an overview of the management of the Houses, visiting on a regular basis and monitoring standards
- ◆ Promote leadership opportunities for the boarders
- ◆ Liaise with approved Guardianship agencies as required

Pastoral Care:

- ◆ Report to the Board of Governors on pastoral matters
- ◆ Be responsible for all pastoral policies within the school – writing and updating as necessary. To include: international students, guardianship, equal opportunities, behaviour, anti-bullying, eating disorders etc.
- ◆ Overall responsibility for collating students' pastoral feedback
- ◆ Be responsible for the smooth running of the Medical Centre and liaise closely with the School Doctor and line manage the School nurses
- ◆ Editorial responsibility for all pastoral literature, such as House newsletter and School letters to parents on boarding matters
- ◆ In discussion with SMT, organise appropriate talks and literature for parents and girls on pastoral topics and maintain the pastoral section of the website

Co-curricular and weekend programme:

- ◆ Be responsible for the development of a wide-ranging extra-curricular programme as well as social events for the girls at the weekends.

Pupil involvement:

- ◆ Liaise with the Senior Deputy regarding all matters of discipline and behaviour
- ◆ Take responsibility of girl's appearance and deal with uniform issues
- ◆ With the Academic Deputy, be responsible for a comprehensive induction of all new girls

Application Process

For an application form, please visit www.godolphin.org/employment

Please do not send a curriculum vitae. Your application, including the names of two professional referees and a covering letter should reach the HR Administrator Mrs Judy Wilson, Godolphin School, Salisbury, Wiltshire SP1 2RA by 9am on **Thursday 18th January 2018.**

You can email your application to wilsonj@godolphin.wilts.sch.uk

Longlist Interviews will be held on Thursday 25 January 2018

Shortlist Interviews will be held on Tuesday 30 January 2018

Please note that the school is closed between 22 December and 4 January 2018.

Godolphin is committed to safeguarding the welfare of children and young people and expects all staff and students to share this commitment. The successful application will be subject to enhanced clearance through the DBS

December 2017



Godolphin School
Milford Hill, Salisbury
Wiltshire SP1 2RA