



DURHAM HIGH SCHOOL FOR GIRLS

Independent Day School
Church of England Foundation
GSA – c450 girls (aged 3-18)
www.dhsfg.org.uk

**INFORMATION FOR THE POSITION OF
ASSISTANT HEAD (PASTORAL)**

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September 2018

Durham High School for Girls
A Company Limited by Guarantee. Registered in England and Wales No. 6257502
Registered Office: Farewell Hall, South Road, Durham DH1 3TB. Registered Charity No.
1119995
Headmistress: Lynne Renwick

AIMS OF THE SCHOOL

- To create a friendly, caring community based on Christian principles where every individual is valued
- To develop the potential of every girl in all areas of her life
- To encourage academic excellence and a life-long love of learning

QUOTE FROM THE GOOD SCHOOLS' GUIDE

'Top flight single sex school (the only all girls' school in Durham) with all the trimmings. "A fantastic school - I recommend it to everyone I know" enthused a parent.'



Durham High School for Girls

INFORMATION ABOUT THE SCHOOL

Durham High School was founded in 1884 by the Church Schools' Company and in 1910 the school's governing body took over and formed an independent school for girls.

The school is a Church of England Foundation and takes seriously its role as a Christian school which welcomes girls of all faiths and none.

The presence of the University and the Cathedral in the heart of the city as well as strong professional and commercial interests ensure that Durham is a thriving community and a centre of intellectual and cultural excellence. Pupils come not only from the city of Durham but also from a very wide surrounding area.

In the 1960s the High School moved to its first purpose-built premises on the edge of the city adjacent to the new Durham University colleges. This began a period of building and expansion which continues to the present day. Recent developments include the Rainbow Hill Nursery, a Science, ICT and Library block and most recently a new building incorporating classrooms for Mathematics and Geography with a purpose built Performing Arts Suite and Music practice rooms.

Durham High School provides a continuous education for girls from 3 – 18, with c450 girls currently on roll.

The Junior School works very closely with the Senior School. Virtually all Year 6 pupils progress to the Senior School. In the recent inspection Junior House achieved 'excellent' in all areas including EYFS.

The school enjoys a very good reputation locally both for its academic results and for its friendly, caring atmosphere. Classes are small and the pastoral care of pupils is given a very high priority.

The academic standards are very high. The school has consistently topped the County League tables in both GCSE and A level. In 2015 we were the top performing school in the North East (Telegraph A*-A 2015). In 2017, 64% of GCSE entries achieved A* and A with 59% achieving 9-7 on the new grading. At A-Level 38% of the entries achieved A* or A. Pupils invariably obtain a place at the University of their choice; a substantial number win places at Oxford and Cambridge and other Russell Group universities.

The School is keen to widen access as much as possible. There are means-tested bursaries, including some free places, to enable as many girls as possible to attend the school from a wide area. There are also academic scholarships available at 11+ and 16+ together with scholarships in Music, Performing Arts and Sport.

There is an extensive extra-curricular programme with huge enthusiasm for a very wide-ranging number of sporting activities including the traditional girls' sports of hockey, netball and tennis, as well as aerobics and cricket.

The musical life of the school is extensive and of a very high standard. A large proportion of girls take lessons in an instrument and/or voice. There are four choirs, orchestras and there is also an outstanding Drama Department which stages a number of plays every year, including the School's annual production which is performed over three days at Durham's Gala Theatre.

The opportunity to serve both the immediate and wider community is an important part of school life. Other extra-curricular activities include: a Duke of Edinburgh's award scheme with large numbers of girls taking part, including achieving Gold Awards; Young Enterprise; Debating; and numerous trips and visits abroad. A recent initiative was a 'World Challenge' trip for Sixth Form pupils to Vietnam in 2015 and to Sri Lanka in 2017.

The school enjoys excellent relationships with its parent body and there is a thriving Parents and Friends' Association. There is also an active Old Girls' Association and the school is working very hard at present to ensure that there is regular contact between the school and its alumnae.

Durham High School for Girls as a Church of England School

The school is a Church of England foundation with strong links with the Diocese of Durham and Durham Cathedral.

Church of England schools are inclusive and distinctive. As such, we welcome girls of all faiths and none. Religious faiths are valued and respected and we have a significant number of pupils who practise faiths other than Christian. At the same time we strive to be a distinctively Christian school as outlined below.

Christian Values

All staff are expected to be sympathetic to and supportive of the Christian ethos of the school and to model Christian values. As an Anglican priest, the school-based Chaplain has a key role to play in the life of the school.

Applicants are encouraged to familiarise themselves further by viewing the website at www.dhsfg.org.uk to obtain a sense of the work and atmosphere of the school.

MAIN FINDINGS OF THE ISI INSPECTION REPORT 2015

Press release from January 2016

Durham High School for Girls is celebrating the glowing report received this week following an inspection by the Independent Schools' Inspectorate (ISI) in December.

The inspectors' main findings are that 'the School provides an excellent atmosphere for learning that is particularly suited to able girls, enabling them to achieve highly in both academic subjects and a wide range of sporting, musical and other activities'.

Headmistress, Lynne Renwick, said: 'we are particularly delighted that the inspection team judged as 'excellent' the contribution of teaching, the quality of the pupils' achievements and learning and our pastoral care.'

This excellent report comes as the High School has topped the government's GCSE and A level league tables in the North East, confirming its reputation as one of the best in the country. Four Sixth Formers have recently been offered places at Oxford and Cambridge Universities to read Chemistry, Chemical Engineering and Classics.

The School's extra-curricular provision was also described by inspectors as 'excellent'. Girls are currently busy rehearsing the musical 'Loserville' to be performed in Durham's Gala Theatre later this month and the U14 netball team has just qualified for the National Schools Netball Finals.

Educating girls from Nursery through to Sixth Form all on one site, Durham High is very much a family school. The inspectors noted that 'throughout the School, relationships between the staff and pupils are warm, based on mutual respect. Pupils appreciate the generous support their teachers provide.'

* *See school website for full Inspection Report*

THE ROLE OF THE ASSISTANT HEAD (PASTORAL)

The Role

The Assistant Head is a member of the Senior Management Team as well as a member of the Management Team. The Assistant Head reports directly to the Headmistress and works closely with the Deputy Head, Assistant Head and Pastoral Heads.

Qualities of leadership and management abilities are crucial to the smooth running of the school.

General responsibilities include:

- meeting with the Headmistress daily and with the rest of the SMT weekly;
- sharing policy and decision making at all levels;
- suggesting improvements and developments where appropriate; and
- sharing responsibility for the smooth running of the school and for good relationships at all levels amongst members of the immediate and wider school community.

The Assistant Head also

- is line manager for all pastoral Year Heads and the School Counsellor;
- supports the Head of Sixth Form and PSHE Co-ordinator; and
- keeps up to date with new legislation for compliance.

Responsibilities for Staff

- organisation of and participation in the appraisal programme, advising the Headmistress on priorities for individuals, department and whole staff;
- working with the Senior Management Team, oversees staff development through school focused and off site INSET: advising on courses, interview practice etc.;
- keeping up to date with all aspects of school management, briefing the Headmistress on articles/books/courses etc.;
- interviewing prospective staff if required;
- liaison with Junior House staff, in relation to staffing, and pastoral care in general and fostering links between Junior and Senior House; and
- maintenance of good relationships and communication with administrative and support staff (Office, Bursar, Librarian, Catering etc).

Responsibilities for Pastoral Curriculum

Co-ordinator of Pastoral curriculum:

- oversight of the PSHE curriculum working with Pastoral Heads and PSHE staff;
- oversight of content of form time with Pastoral Heads;
- working closely with Pastoral Heads, Head of Sixth Form and HoDs to ensure individual needs of all pupils are met;
- working closely with outside agencies about the health and welfare of pupils; including school counselling service, Health Authority, Social Services; and
- Designated Safeguarding Lead in Senior House.

Responsibilities as Designated Safeguarding Lead

- co-ordinate action within the School and liaise with outside agencies;
- act as a source of advice within the School;
- ensure that all staff are familiar with School policy and procedure;
- encourage a culture of listening to children and taking into account of their wishes and feelings, among all staff;
- make Child Protection referrals, recording and reporting accordingly;
- organise training on Safeguarding within School and ensure all staff and volunteers receive regular updated training;

- ensure that appropriate procedures for recording and reporting incidents are used within School;
- provide appropriate feedback to members of staff on a need-to-know basis;
- monitor the daily practice of Safeguarding arrangements and remedy any issues without delay;
- meet termly with the Governing Body Safeguarding Lead and the Deputy DSLs to review the implementation of the School's Safeguarding Policy and practice;
- keeping whole school safeguarding policies and practice updated in accordance with ISI compliance; and
- liaising with the Designated Safeguarding Lead in Junior House on all matters of safeguarding policy and practice.

Responsibilities for Pupils

- with the Pastoral Heads, the welfare and general pastoral care of pupils; overall discipline; liaison with staff and parents;
- ensuring smooth transition at all levels especially between key stages;
- organising Welcome Day for Year 7 pupils and Transition Evening for Year 6 Junior House pupils;
- ensuring accurate pupil records are kept and key information passed on as appropriate;
- maintenance of accurate register of pupils' special circumstances, ensuring staff are aware of same;
- liaising with Learning Support Co-ordinator ensuring appropriate support for individual pupils;
- co-ordinating the work of the form prefects;
- support of pupils' in-school extra-curricular activities – games, music, drama etc.;
- taking regular assemblies; and
- responsibility for reviewing, drafting and implementing of all policies connected with pupil welfare eg Bullying, Safe-guarding, etc (including looked after children).

Responsibilities towards Parents

- establishing good relations with parents and prospective parents;
- communicating with parents about individual pupils, pastoral issues, etc.; and
- oversight of reporting system.

Governors

- attending social/school functions and sharing responsibility for welcoming Governors; and
- attending Education Committee and Health and Safety Committee meetings.

Planning, Budget and Finance

- oversight of the pastoral budget.

Administration and organisation

- responsibility for ensuring that the school's policies and practices are fully compliant with Government legislation;
- shared responsibility for the school during holiday periods with other members of the Senior Management Team; in particular, the Assistant Head should be available over the public examination results days for the day itself and the following day;
- all members of the Senior Management Team are expected to be in school each day until 5pm and sometimes later;
- other tasks and responsibilities as may from time to time be directed by the Headmistress; and

- Overseeing:
 - a. ensuring that all staff, both teaching and non-teaching, governors and volunteers are employed in accordance with safer recruitment procedures;
 - b. overseeing the management of the Single Central Register, working in conjunction with the School Administrator; and
 - c. overseeing visa applications via the UK Border Agency, working in conjunction with the School Administrator.

Teaching

The post carries a reduced teaching commitment.

PERSON SPECIFICATION

The candidate will

- actively uphold the Christian ethos of the school;
- have a real passion for the education of girls;
- be an educational practitioner with a proven record of at least 5 years' teaching;
- have experience of leading and managing people;
- have experience of developing a team;
- have empathy for independent education;
- demonstrate a commitment to raising educational standards and offering a breadth of educational experience;
- possess integrity and independence of thought;
- possess high level thinking skills, emotional intelligence and good judgement;
- have first class written and oral communication skills;
- possess a flair for acting as a high profile ambassador for the School in the local media and the wider community;
- demonstrate financial acumen and business nous with an understanding of how independent schools are financed and budgets managed;
- show an awareness of major developments in educational thinking and trends;
- show a warm, open and approachable style with a good sense of humour;
- have energy, confidence, dynamism, stamina and an optimistic outlook;
- possess an undergraduate degree and appropriate professional qualifications with evidence of continuing professional development;
- be ICT literate with an understanding of the potential of new technologies in the service of education;
- be required to complete on-line Safer Recruitment Training; and
- complete Level 3 training in Safeguarding and update every two years.

Applications are invited from those working in the maintained sector, as well as in Independent Schools.

Remuneration

The salary will be negotiable depending on qualifications and experience.

Membership of the Teachers' Superannuation Scheme are available.

METHOD OF APPLICATION

Please complete the application form (available from the School's website) and submit this with a covering letter outlining your reasons for applying and what you feel you can bring to the post. This should be addressed for the attention of the Headmistress and sent by e-mail to recruitment@dhsfg.org.uk

Closing date for applications: Friday 13 April 2018

Interviews will be held: w/c Monday 23 April 2018

The successful candidate will be expected to take up the appointment from September 2018.

DBS

Durham High School for Girls is committed to safeguarding and promoting the welfare of children. The successful applicant will be subject to an enhanced DBS disclosure.

SCHOOL CONTACT DETAILS

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South Road
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