

Epsom College in Malaysia

JOB DESCRIPTION

DEPUTY HEAD (Pastoral)

THE ROLE

Epsom College in Malaysia (ECiM) are seeking to appoint an exceptional visionary and motivational leader, with a proven track record of working within boarding communities. Reporting to the Headmaster, the Deputy Head (Pastoral) will provide compelling leadership and vision to ensure the school can continue to deliver in developing our pastoral care and cultures, enhancing the pupil experience for both day and boarding students. The post-holder will be responsible for leading the strategic direction of our pastoral care, whilst ensuring every individual pupil is valued and encouraged to develop their full potential in all areas of school life.

You will work closely with the Deputy Head (Academic) to ensure the academic experience of all boarding pupils is developed, strengthening links between the academic and boarding life of the school. The post-holder will have a significantly reduced teaching allocation in order to ensure the strengths of boarding at ECiM are developed, and to promote and facilitate a diverse range of inclusive, engaging, co-curricular student opportunities. You will play an important role in recruiting boarding pupils, working with the Admissions and Marketing department to actively promote the opportunities provided at ECiM.

As the DSL the Deputy Head (Pastoral) will play a significant role in ensuring the safeguarding and wellbeing of all our boarding pupils.

The successful applicant would be expected to teach a reduced timetable (up to 10 academic lesson p/w). The Deputy Head (Pastoral) is expected to live on the College site and undertake weekly and certain weekend duties on a rota basis with other members of the Executive Leadership Team.

PERSON PROFILE

The holder of this post will be flexible and enthusiastic, and enjoy working within a team with all members of the school community. He/she will demonstrate an affinity and understanding of the ethos of the school. An open mind, being receptive to new ideas and challenges, and a willingness to contribute to all areas of school life will be essential alongside a concerted focus on self-improvement. The post would be suitable for experienced boarding housemasters/mistresses (or colleagues with relevant boarding school leadership experience), either from the UK or internationally, looking for the next step to the Deputy Headteacher role. The successful holder of this post will need to demonstrate that he/she has a genuine interest in the care and development of children and young people, as well as a commitment to safeguarding. The ability to work both independently and effectively as part of a team and be willing to

contribute to the whole life of the College, with a supportive understanding of the ethos of independent education, is vital.

Deputy Head (Pastoral): General Responsibilities

- To deputise, with the Deputy Head (Academic), for the Headmaster in his/her absence.
- To be the Designated Safeguarding Lead for all Child Protection matters and related safeguarding issues, and to undertake appropriate training as required.
- To be the main point of contact with police, social services and other agencies in any issue relating to Safeguarding Children.
- To plan and deliver annual staff (and Governors) INSET on safeguarding issues, including bullying, cyber bullying and on-line safety.
- To take full responsibility, delegated from the Headmaster, for the pastoral welfare of all pupils in the College.
- To record and file in a separate, secured and confidential manner, records of all Child Protection incidents.
- To liaise with the Head of Prep School, where appropriate, in relation to the welfare of pupils at the Prep School.
- To lead on promoting positive behaviour amongst pupils.
- To act as direct line manager for all House masters/mistresses (HMMs) and, via them, all pastoral staff.
- To be part of the Executive Leadership Team & the Senior Leadership Team.
- To produce termly and annual calendars of events.
- To Chair the HMMs Committee.
- To Chair the Medical Committee.
- To support and inform parents in their role as main carers, coordinating the production and distribution of all pastoral information to parents prior to their children starting at ECiM.
- To oversee the PSHE Programme (delegated to the member of staff responsible for PSHE schemes of work) and work closely with the Head of PSHE to promote the wellbeing of pupils.
- To plan and oversee the schedule of Parent Pastoral information events.
- To assist with the coordination of College duty rotas (for boarding responsibilities, meal duties etc.).
- To establish contact with appropriate welfare agencies.

Deputy Head (Pastoral): Specific Responsibilities

- To ensure compliance with the (UK) National Minimum Standards for Boarding.
- To develop School policies in line with the Every Child Matters (ECM) agenda, ensuring regulatory compliance and staff INSET.
- To coordinate and monitor the provision, range and quality of activities provided for pupils at ECiM (in conjunction with other designated colleagues).
- To be the College Educational Visits Co-ordinator (EVC), or (should this become a separate appointment) to oversee the work of the EVC.

- To promote the views of pastoral staff to ELT, SLT and Governors.
- To Chair meetings of certain pupil councils/committees and feedback proposals to/from ELT and SLT.
- To plan all new parent/pupil induction events, including the production of staff joining instructions.
- To assist in the development of the College's Strategic Development Plan with particular emphasis on pastoral issues and Houses.
- To assist the staff in accordance with ECiM pastoral policies and procedures.
- To devise and lead on the Senior School PSHE programme.
- To provide appropriate risk assessments for whole school events as required by the Headmaster.
- To support the Marketing Department in the marketing of ECiM, especially in relation to pastoral matters.
- To oversee the work of the College Shop, including quality assurance of uniform, leading on any uniform changes and dealing with Shop-Parent interface.
- Annual updating of relevant pastoral policies, including the Child Protection, Anti-Bullying and Safeguarding Policies.
- To work with the Headmaster and Deputy Head (Academic) in the production of an annual forecast of events in order to assist with pastoral and academic management of pupil time.
- Member of the Governors' Education and Pastoral Committee.
- To chair the Charity Committee.
- To train and support all pupil College Counsellors.
- To oversee the development of the College's Peer Group support system.
- To introduce and oversee the 'Pupil Voice' programme.
- To conduct regular audits of bullying incidents.
- To develop a programme of outside PSHE speakers for pupil and parent meetings.
- To carry out any other reasonable duty when requested by the Headmaster.

Essential Criteria

Qualifications and Attainments:

- Strong A-levels (or equivalent) and a good degree in an appropriately related subject;
- A PGCE / QTS or other suitable teaching qualification (or experience);
- Evidence of recent CPD/ In-service training, with experience of accreditation (ISI/COBIS/BSA etc.) an advantage.

Experience and knowledge:

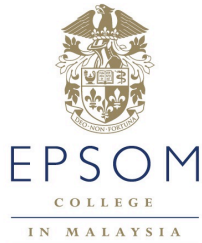
- Successful experience as a boarding HMM (preferably with 5 years in that position), or Head of Boarding, or significant relevant leadership and management responsibility within a UK or International Boarding School;
- Awareness of the UK National Minimum Standards for boarding;
- Ability to lead and influence others;
- Proven track record in line managing a team of staff;
- Excellent interpersonal and communication skills;
- Excellent academic subject knowledge;
- Desire to contribute effectively to pastoral life at ECiM;
- Evidence of the capacity to contribute to the broader life of the College.

Personal Profile:

- Demonstrate ability to motivate staff to embrace change;
- Able to inspire colleagues and boarders to bring new/innovative ideas to the team;
- Able to develop Boarding to achieve the highest standards to ensure all pupils reach their full potential;
- Possesses an open mind that is receptive to new ideas, approaches and challenges;
- An individual capable of tackling pastoral issues in a calm and professional, yet robust, manner.

Desirable Criteria

- DSL experience/awareness (have a strong understanding of safeguarding regulations and accreditations);
- Knowledge and experience of the ISI Inspection process, particularly in pastoral/boarding and compliancy matters;
- Experience of safeguarding leadership;
- Evidence of relevant experience outside the classroom;
- Ability to teach one of the subjects on the ECiM senior school curriculum (age range 11-18);
- Passionate about teaching their subject - an excellent classroom practitioner for themselves and others;
- Experience of teaching within an international boarding environment;



- Able to develop Boarding to achieve the highest standards to ensure all pupils reach their full potential;
- Excellent ICT skills;
- Highly organised with sound planning skills;
- A record of good health and attendance, and smart personal appearance;
- A positive role model for young people;
- Current First Aid certificate or the willingness to gain certificate upon appointment.

Application Process

All candidates must submit an application form and cover letter outlining your suitability for the role, addressed to the Headmaster.

Applications close at 12 noon, GMT, Friday 27th November 2020.

Successful short-list candidates will be invited to take part in an initial Skype interview in the w/c Monday 30th November 2020.