

Bedford Modern School

Deputy Head (Pastoral)

Required for September 2017

Our School

Bedford Modern School (BMS) is an independent co-educational day school. There are in excess of 1200 students in the School from age 7 to 18. With a thriving Junior School and dynamic and successful Sixth Form, the School finds itself in a strong position. The School benefits from being part of The Harpur Trust, with its long established place within the town.

The School is located on the outskirts of Bedford with commanding views of the Bedfordshire countryside. It is very accessible to major road links and to the main train line, London St Pancras being only 37 minutes from Bedford. The facilities are excellent: a separate Junior School, dedicated Sixth Form building, faculties clustered throughout the School and extensive and impressive sports facilities.



Our Students



Our priority is the happiness of the students - happy because there is a common sense of being involved, supported and successful. It is a particularly friendly, happy and supportive school community. BMS is an unpretentious independent school.

Pastoral care of the individual is at the heart of what we are as a School. Our Common Rooms (from Year 7 upwards) give a unique feel to our day school and provide a warm environment in which to make friends. The relationship with the family is crucial and it is this triangle of respect which we seek to develop and nurture: school-student-family.

The School is proud of the pro-active and caring approach the pastoral teams take. Every student is in a tutor group of approximately 20 in Years 7 to 11. Tutor groups meet for registration and pastoral sessions every day. The tutor is the main point of contact for students and parents. Aside from the tutor, the Heads of Year (and Senior Sixth Form Tutors in the Sixth Form) are expected to know all the students in their care; moreover, possess a pastoral, co-curricular and academic overview on the students' lives.

We provide effective wrap-around care with a Breakfast Club opening at 7:30am through to After School Care which closes at 6pm daily. The School also employs three nurses, counsellors and a Welfare Liaison Manager (WLM). The WLM provides an essential link between the School's pastoral team and agencies and organisations outside of the School.

The School is committed to developing the resilience and emotional intelligence of all its students. This is developed across the curriculum; most specifically, we have Enrichment lessons for Year 9 and above which focus on everything from stress, mindfulness, relationships through to physical wellbeing. This essential part of the curriculum plan complements the tutorial and PSHEE programmes.

Our Provision

At BMS there is a wide and varied curriculum that is responsive to the needs of students and parents. The School offers a premium education appropriate to both boys and girls where the intellectual needs of each student are a priority. Individuals are assessed at entry and those with particular gifts or learning needs are identified and monitored. Students are encouraged to maximise their academic potential whilst optimising their participation in the diverse and inclusive Co-curricular Programme. The School enjoys a reputation both locally and regionally for excellence in the Performing Arts and Sport.



Our Community and Environment

The School is committed to broadening access through our Bursary scheme and enhancing our multi-cultural and socially mixed community, and, as such, we learn to respect and support one another. Friendships which develop are long-lasting and relationships between staff and students are warm and natural. With a 250 year history, our 21st Century co-educational provision ensures that students are fully prepared for the modern world. That said, the School must develop and evolve; capital development, sensitive to all in harmony with the environment is imperative for our future success. Our fee strategy is competitive, balancing the most cost effective operation whilst optimising the educational provision. We have a bold Vision, supported by a clear set of Strategic Aims and a measurable Implementation Plan.



Our Vision and Aims

Vision

To be the co-educational school of choice, with a national reputation for our exemplary standards.

School Aims

Individual The individual is at the very heart of who we are and what we do. By developing their skills and character we will support everyone to be the best they can be.

Well-being Every interaction with us builds a lifelong sense of mutual fulfilment and engagement.

Modern Our innovative forward-thinking approach to excellence in education allows us all to flourish in a rapidly changing world.

Environment Market-leading and inspiring environments are created through sustainable investment in our facilities.

Community We work together as a caring, unpretentious community to develop tolerance and respect for ourselves and the wider world.

The Opportunity

After 33 years of dedicated service, Ian Grainger, Deputy Head Pastoral, is retiring and therefore the School is seeking to recruit a replacement. We are looking for someone who has the willingness to embrace our exceptional ethos and atmosphere, with the drive, charisma, character and determination to develop pastoral care in an ever changing environment.

The post would suit someone already in a pastoral management position, who is looking for a large and significant Deputy Head role, or someone wishing to use this as a step towards headship. Teaching subject specialism is not important; however, the successful candidate will be an excellent teacher and will contribute to the School's extensive Co-curricular Programme.



The Leadership Team

The School is led by the Headmaster who is responsible for the whole school, including the Junior School. He is supported by three deputies: Senior Deputy Head (responsible for staff welfare and development, organisation and the oversight of the Co-curricular Programme), Deputy Head Academic and Deputy Head Pastoral. The Leadership Team also comprises the Bursar, Head of Junior School, Director of Sixth Form and Director of External Relations.

The Role

Job Purpose

Reporting to and assisting the Headmaster and the Governors in the leadership, management and development of the students to ensure that they all benefit from the highest attainable quality of education and achieve their potential, whilst receiving the best possible pastoral care.

Role Summary

This important post requires a teacher of the highest calibre who seeks promotion to a senior position within a leadership team. The Deputy Head (Pastoral) will work within the School's ethos and will make her/his own significant contribution to the School's development. In doing so the post holder is expected:

- To ensure that, as far as possible, both the School as a whole and each individual student have access to and receives the best possible pastoral care, relevant to their own needs.
- To be responsible for the implementation of the School's pastoral philosophy, and for the development of pastoral strategies.
- To focus on the individual's needs, balancing academic and co-curricular demands.
- To be the Designated Safeguarding Lead (whole school role).
- To ensure all pastoral policies are up to date, accurate and deliverable.
- To ensure discipline is upheld across the School.
- To continue to develop knowledge of national developments in pastoral matters and disseminate such knowledge appropriately.
- To share in the general process of formulating school policies, leading on student and pastoral issues.
- To attend most, if not all School functions, especially when students are present.

Line management responsibility for

- Heads of Year
- Student Welfare Liaison Manager
- Head of PSHEE
- Head of Careers
- Site Supervisors
- Senior Nurse

Main duties and responsibilities

Functions

- Chair Heads of Year meetings
- Attend Governors' Meetings (when required)
- Attend Leadership Team meetings
- Attend Co-curricular Committee meetings (when required)
- Attend Curriculum Committee meetings (when required)
- Link with external pastoral agencies
- Attend Compliance Committee meetings (when required)

Organisational

- To deputise for the Headmaster, Senior Deputy Head and Deputy Head (Academic) if all are out of School
- Co-ordinate arrangements for Parent/Tutor Evening
- Be responsible for all documentation relating to pastoral and disciplinary issues
- To have overall responsibility for morning registration and late attendance of students
- To have overall responsibility for the running of assemblies
- Assist with the entrance procedures and arrangements in liaison with the Admissions Manager including Open Day

Students

- Advise the Headmaster and Leadership Team on all pastoral issues
- Advise the Senior Deputy Head on pastoral issues relating to serious disciplinary matters
- To be responsible for the appearance and conduct of the students
- Take overall responsibility for the management of School Monitors, their selection and training
- To foster student links between the Senior and Junior Schools
- To assist the interviewing and selecting of new students
- To liaise with the Police, the LADO, Social Services and other external agencies as required

Parents

- Liaise/meet with parents/guardians on more serious Safeguarding/discipline matters

Staff

- Act as line manager for Heads of Year on pastoral philosophy and issues
- Liaise with and direct the Head of PSHEE
- Liaise with and direct the Site Supervisors
- Liaise with and direct the Head of Careers
- Liaise with the School Nursing Department, Counsellors and the Student Welfare Liaison Manager
- Organise the allocation of Form Tutors and Assistant Tutors
- Ensure all staff are appropriately trained in all Safeguarding matters

You may also be required to undertake such other comparable duties as the School/Harpur Trust requires from time to time.

Person Specification

	Essential	Desirable
Qualifications	Good Honours Degree from a recognised university PGCE	Master's Degree or equivalent
Experience	Pastoral support/leadership Notable teaching record Pastoral middle management Co-curricular activities Management of discipline	Senior management Inspection process Performance management of staff
Skills	Sensitive to welfare and pastoral issues A positive attitude towards children and young people Excellent oral and written communication Ability to work collaboratively, to work under pressure and meet deadlines Able to prioritise during challenging periods Be decisive and clear in complex situations Understanding management of change	IT capability to a good level
Knowledge	Latest issues in education Safeguarding issues and principles Issues relevant to the Independent Sector	Health and Safety issues Counselling services Medical support in schools Performance management processes Continuing professional development
Personal competencies and qualities	Emotionally intelligent Decisive Sound accurate judgement Calm Listening skills Diplomacy and tact Problem solving abilities Resilience and ability to cope with pressure and work hard The desire to undertake continuous professional development Positive, enthusiastic, energetic, flexible with a 'can do' attitude Approachable, open and honest A sense of humour and a genuine interest in delivering positive outcomes for young people	Inspirational Super human

Teaching Staff Benefits

Teachers enjoy many benefits from working at Bedford Modern School. Students are engaged, articulate and interested in the world. They possess a sense of fun mixed with a real commitment to their studies, which makes them amenable and pleasant to work with. Most teachers possess their own dedicated teaching room and departments are well-funded and furnished. The staff here are professional and talented and the School is friendly and welcoming; priding itself on its relaxed nature and ambience.

The School recognises and has a dedication to providing staff the opportunities to develop. A generous INSET budget allows staff to attend courses both directly relevant to their subject and also to develop more widely both professionally and personally. There are many opportunities for internal progression within academic, pastoral and co-curricular spheres.

Staff are encouraged to participate in working groups to review and develop current school policy and practice whilst also sharing good practice both within and outside school. Our robust performance management scheme supports staff and encourages them to develop further. The School welcomes NQTs and they are supported and mentored through the Independent School Teacher Induction Panel.

As an independent school we offer 35 term time weeks with generous holidays. Our salary range is competitive and nearly 10% above the national teachers' pay scales. All teaching staff have the option to be part of a medical insurance scheme and are automatically enrolled in the Teachers' Pension Scheme.

Staff who choose to send their children to BMS (subject to usual entrance requirements) are granted a significant remission in fees. Relocation expenses may be available dependent on circumstances.

At Bedford Modern School we are keen for teaching staff not just to contribute to the life of the school itself, but to also benefit professionally and develop as teachers in their time working at the school. The aim is that, whenever teachers leave Bedford Modern School, they leave as better teachers with new skills and ideas that they have developed through working here.

Process and Key Dates

To apply for the role of Deputy Head (Pastoral) please send a letter of application to support a fully completed **application form** with names of two referees to:

The Headmaster
Bedford Modern School
Manton Lane, Bedford MK41 7NT

Please mark the envelope 'FAO Human Resources' in the top left hand corner.

Applications are welcome by email to hr@bedmod.co.uk



- Closing date: Friday 03 February 2017 at 09:00
- First round interviews: Thursday 09 February 2017
- Final round interviews: Thursday 23 February 2017

The Harpur Trust Charity is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be subject to an enhanced DBS check. This post is exempt from the Rehabilitation of Offenders Act 1974.



bedmod.co.uk

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Bedford Modern School is part of the Harpur Trust