



ST. EDWARD'S
OXFORD

Candidate information
for the position of
**DEPUTY HEAD
WELFARE**





From the Warden

Thank you for your interest in joining St Edward's – or Teddies as we are also known. Not many schools have such a positive nickname, which reflects the warmth of our community and the affection which pupils, staff, parents and friends have for the School. More than anything else, we want our pupils to be happy and fulfilled in their lives at Teddies and beyond, and we are looking for someone who will share our determination to ensure that St Edward's is the leading school for pastoral care.

St Edward's is flourishing. We have a dynamic and forward-thinking management team, a talented and vibrant Common Room, rising academic results, momentum in sport and in the arts, exceptional new buildings, and a major programme for investment and growth. As a result, the school roll has increased by 22% since 2020 - vastly outstripping the independent sector, which grew by just 1% in the same period. We continue to see a huge increase in demand for places: applications to St Edward's have more than doubled since 2021 and they continue to rise.

That success gives us great confidence in the future of our exceptional school, even in the current economic and political climate. We also have enormous strength in our friendly and welcoming community, and we benefit every day from our location in the beautiful and inspiring university city of Oxford.

We want to appoint a Deputy Head Welfare to deliver outstanding pastoral support services for our pupils through a committed team and the pastoral networks in the school. The Deputy Head Welfare will be a member of the senior management team working on and sharing in the delivery of our whole school strategy to ensure that St Edward's leads the way in co-educational boarding, in educational innovation, and in the wellbeing of pupils and staff. This crucial role in the school will provide the successful candidate with essential experience of school-wide management of pastoral support and complex pastoral cases within a supportive and highly experienced team. You may also be interested in our advertisement for Deputy Head Pastoral on our website (www.stedwardsoxford.org/about-us/vacancies/).

I hope that the following information will motivate and inspire you to apply for this key role at St Edward's. There is much more to learn about the School and life at Teddies. Our [Working at Teddies booklet](#) and [Teddies TV](#) are good places to start. For specific information, or for an informal conversation about the role, please do not hesitate to contact the Sub-Warden, Clare Hamilton (01865 319238 / hamiltonc@stedwardsoxford.org) or me (01865 319328 / warden@stedwardsoxford.org). There is, however, no substitute for a visit, and I hope very much to meet you at interview.



JOB DESCRIPTION

Deputy Head Welfare

Reports to: Sub-Warden

Responsible to: Warden

Relates to: Pupils, other teaching staff, support staff and parents

Role Purpose

The primary purpose of the role is to lead the efficient running of pastoral support services, to ensure the delivery of excellent care for all pupils at St Edward's and to support the School's strategic pastoral objectives. The Deputy Head Welfare also leads the standardisation, review and update of pastoral processes for continuous improvement, to ensure compliance and to maintain inspection readiness. The Deputy Head Welfare will report to the Sub-Warden.

The Deputy Head Welfare deputises for the Deputy Head Pastoral in their absence and line manages the School Doctor, the School Counsellor, the Director of Wellbeing, the Head of Pupil Voice and Action (as a dual report with the Sub-Warden) and the Senior Nurse Manager. The Deputy Head Welfare also provides the overall line management of Matrons delivering regular training and providing support, advice and guidance alongside Housemasters and Housemistresses (HMs). HMs are the managers of the Matrons for all day-to-day matters relating to pupils' lives in the School; the Deputy Head Welfare is the line manager of the Matrons for all other aspects of their work.

Role Dimensions and Scope for Impact

The Deputy Head Welfare manages the work of the Director of Organisation and the Safeguarding Co-ordinator to ensure that the administration for all Tier 4 pupils is correct and that the related paperwork is compliant with the requirements of the United Kingdom Visa and Immigration service (UKVI).

The Deputy Head Welfare is a member of the Senior Management Team, which works co-operatively to ensure the effective running of the School and the realisation of the School's strategic objectives.

The Deputy Head Welfare will be a Deputy Designated Safeguarding Lead and will be a member of the School's Pastoral Steering Group (PSG) for the management and oversight of pupils with specific pastoral needs at any time during their school careers.



Principal Accountabilities

Developing culture

To support the Director of Safeguarding in ensuring that staff are aware of the safeguarding culture at St Edward's, most notably a culture of:

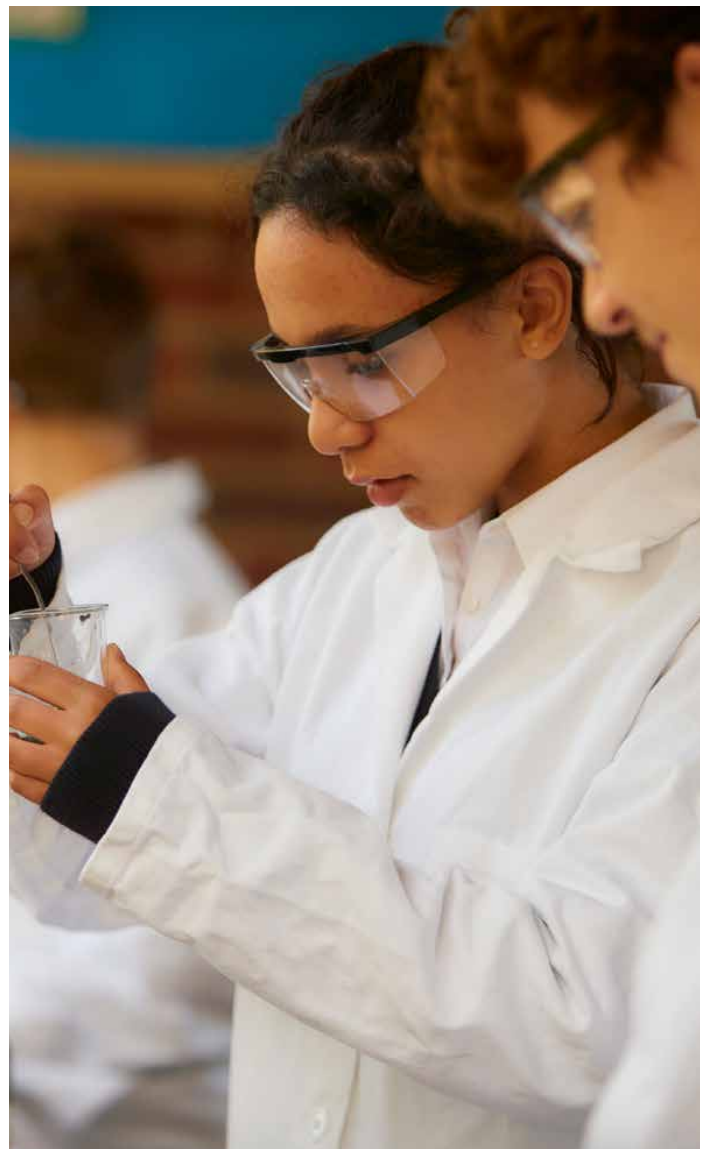
- Raising concerns and speaking up (however small the concern may be).
- Listening to children and to adults.
- Placing safeguarding as our top priority.
- Seeing safeguarding as the responsibility of everyone in the community.

Line management

- To organise frequent and regular meetings with all direct reports, at least fortnightly during term-time.
- To review and update the job descriptions for all direct reports, at least annually and more frequently if necessary.
- To deliver regular performance feedback, and to co-ordinate and conduct the biennial appraisal of all direct reports, together with the Sub-Warden during the first year and with the Deputy Head Pastoral thereafter.
- To provide new staff within the areas of responsibility with a suitable mentor and a formal programme of induction.
- To oversee the work of staff in delivering suitable provision in the boarding houses in line with the Independent Schools' Inspectorate (ISI) standards, Keeping Children Safe in Education (KCSIE) and the National Minimum Standards (NMS) for boarding, in collaboration with the Deputy Head Pastoral.

Line management of Matrons

- To deliver regular formal training, including induction for Matrons in their first year in role.
- To review and update the job description for Matrons, at least annually and as required at other times.
- Alongside HMs, to deliver regular performance feedback to Matrons, and to co-ordinate and conduct their biennial appraisal with the relevant HM and the Deputy Head Pastoral.
- To provide Matrons with a suitable mentor during their first three years in role.
- To oversee the work of Matrons in delivering suitable provision in the boarding houses in line with the ISI standards, KCSIE and the NMS.



Health Centre

- To deliver regular performance feedback to the Meliora Contract Manager for the continuous improvement of the School's outsourced services (School Doctor, School Physiotherapist and Head Injury Pathway).
- To deliver regular performance feedback to the Senior Nurse Manager and to coordinate and conduct their biennial appraisal.
- To assist the Senior Nurse Manager in the annual budget setting process and to drive efficiency whilst maintaining the highest standards of care.
- To review and manage Health Centre staffing and to maintain budget oversight, in collaboration with the Bursar and Senior Nurse Manager.
- To manage the continuous improvement of medical processes within Houses and to identify any training needs in house teams, in collaboration with the Senior Nurse Manager.
- To contribute to the construction and analysis of the annual pupil survey in all areas related to welfare, and to analyse the returns in relation to medical services.
- To work with the Health and Safety Manager and Senior Nurse Manager following any serious accident, illness or injury, to conduct and facilitate process reviews.
- To review and develop all medical policies annually and to ensure that they meet the Department for Education (DfE) guidance (NMS, KCSIE), for publication internally and on the School's website.

Counselling services

- To review pupils' feedback on counselling services in the annual survey and informally.
- To manage the budget for counselling services.
- To ensure that all counselling policies are reviewed annually and that they meet the guidelines of the National Institute for Health and Care Excellence.
- Periodically to review counselling hours and pupil numbers, in order to provide a termly report to the Governors' Safeguarding and Wellbeing Committee.

Pupil wellbeing

- To lead regular meetings with the Director and Assistant Director of Wellbeing and to attend all Wellbeing Curriculum Committee meetings.
- To liaise with the Director of Wellbeing on the development and delivery of the wellbeing curriculum.
- To ensure that all staff involved in the delivery of the Wellbeing Curriculum have suitable training.
- To liaise with the Director of Wellbeing and the Deputy Head Pastoral in organising parent-facing pastoral events delivered by Houses, at least three times per year.
- To deliver pastoral assemblies with the Deputy Head Pastoral, once per term.
- To attend all meetings of the Pastoral Advisory Committee for the development of pastoral policies and processes, and all meetings of the Pupil Pastoral Committee.

Boarding Houses

- Delivering fortnightly training meetings with Matrons, focussing on pastoral procedures and compliance (NMS, attendance and medical matters).
- Undertaking regular visits to each House (at least once per half-term) to ensure medical compliance.
- Attending regular meetings with the Director of Behaviour and Standards and the Director of Organisation.
- Assisting Matrons in preparation for mock inspections and routine checks for compliance with the NMS and the ISI inspection framework.

Training

- To co-ordinate and take overall responsibility for the appointment of Matrons and their allocation to Houses, working closely with the Deputy Head Pastoral and the HMs as the joint line-managers.
- To organise, convene and chair fortnightly meetings with the Matrons, together with the Health Centre Manager and the Domestic Bursar



Emergencies and major incidents under the direction of the Sub-Warden

- Set-up and day-to-day management of the School's incident management programme.
- Oversight and management of pupils leaving and returning early.
- Management of the staffing (other than by nurses and other medical professionals) of any overflow facilities from the Health Centre, in collaboration with the Health Centre Manager.
- Working with the Sub-Warden on all related communication with parents, through the Communications team.

Teaching and Learning

- A teaching load of 10-12 45-minute periods per week, potentially including the supervision of project work in the Sixth Form.
- Completion of documentation for pupils' university other applications, as required.

Other duties as a member of the Senior Management Team

- To represent the school at external meetings, events and conferences as requested and required.
- To undertake partnership work in collaboration with the Beyond Teddies team, and to facilitate the involvement in such work of all members of staff with pastoral responsibilities.
- To attend school functions and events as often as possible and to support pupils and staff in their activities and endeavours.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be specifically identified. You may therefore be required to undertake other tasks and duties commensurate with the grade and nature of the role and/or in the reasonable discretion of the School.

This job specification is current at the date shown. It will be reviewed from time to time by the Warden to ensure that it remains current, and the School reserves the right to make reasonable changes.

Knowledge, skills, experience and personal attributes

All staff at St Edward's are expected to embrace and demonstrate in their professional lives the School's values of integrity, kindness and courage.

Qualifications

High level of academic achievement (including a good degree)	Essential
Qualification in teaching and/or educational leadership	Desirable
A post-graduate teaching qualification	Desirable
Active membership of professional and academic associations	Desirable

Knowledge and understanding

Line management over a significant period	Desirable
Planning and managing budgets	Essential
A thorough understanding of the Deputy Head Welfare's responsibilities in relation to safeguarding and child protection issues and a clear commitment to delivering best practice in safeguarding	Essential
Understanding of the independent sector, including current trends and challenges	Desirable
An understanding of risk management	Desirable

Abilities and Skills

Ability to inspire through leadership and by example	Essential
A proven ability to operate at a strategic level	Essential
Outstanding communication skills, with the ability to relate sensitively to pupils, parents and staff	Essential
Collaboration and fostering a sense of teamwork and shared endeavour	Essential
Ability to run an inclusive and diverse team, valuing and promoting inclusion	Essential
Excellent organisation and administration skills	Essential
Ability and willingness to have difficult conversations when necessary	Essential
Excellent IT skills	Essential
Exceptional classroom practitioner across the age and ability range	Essential
Clear and engaging communication skills, on paper and in person	Essential
Ability to inspire confidence in pupils, parents and staff	Essential

Experience

Proven track record of initiative and innovation	Essential
Evidence of teaching a wide range of pupils, including the preparation of candidates for GCSE, A-Level and/or IB examinations	Essential
A proven track-record of working well in a team	Essential
A proven track-record of raising standards	Essential
Experience of understanding and meeting the needs of a broad range of pupils, including those with SEN and EAL	Essential
Experience in pastoral care and pupil wellbeing	Essential
Experience of teaching the International Baccalaureate	Desirable
Working in a boarding environment	Desirable
Working in a co-educational environment	Desirable
ISI inspection	Desirable

Personal attributes

Commitment to safeguarding children and young people	Essential
Commitment to professional development in teaching and learning	Essential
A flexible attitude to working hours appropriate to a full boarding school environment	Essential
Willingness to commit to the School's aims and values, and to be involved in its boarding community	Essential
Commitment to equality, diversity and inclusion and understanding how this applies to the role	Essential
Commitment to the use of current and emerging technologies	Essential
Enthusiastic and highly motivated	Essential
Emotional intelligence	Essential
Warmth and approachability	Essential
Ability to process information and to understand issues quickly	Essential
Enthusiasm and energy	Essential
Resilience and determination	Essential
The strength to push back if views and proposals need challenging	Essential
Commitment to personal and professional development	Essential
Calm under pressure, with the ability to prioritise	Essential
Personal confidence, with a manner that commands respect	Essential
Ambition and commitment to excellence	Essential

Confidentiality and Data Protection

In the course of their employment, staff may have access to confidential information relating to pupils and their families, or to the general business of the School, and they are required to exercise due consideration in the way in which they use such information. A strict code of confidentiality must always be respected and followed. The School is registered as a Data Controller with the Information Commissioner's Office (ICO) for the purposes of UK General Data Protection Regulation (UK GDPR) and staff must not at any time use the personal data held by the School or disclose such data to a third party. Staff should not act in any way which might be prejudicial to the School's interests.

Child Protection at St Edward's

St Edward's is committed to safeguarding and promoting the welfare of children and young people and we aim to create and maintain a safe environment for our pupils, where they feel respected and supported. We expect all staff to share this commitment and to become familiar with our policies and procedures for child protection and security. It is a requirement of the Children Act and Care Standards Regulations that all employees of the School must receive enhanced clearance from the Disclosure and Barring Service.

Health and Safety

The School is obliged, so far as is reasonably practicable to provide safe and healthy conditions and safe systems of work for all employees which prevent risk to health, safety and welfare. You are required by health and safety legislation to take reasonable care for your own health and safety and for the health and safety of others. Employees must not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare in pursuance of any of the statutory provisions.

About the selection process

The deadline for applications is noon on Monday 5th February. First round interviews will take place during the week beginning on Monday 19th February, with second round interviews during the week beginning on Monday 26th February. Governors will be involved in the second round of interviews. Preliminary online interviews may be conducted on Thursday 8th and Friday 9th February. The interview process will include an observed lesson.

Candidates should send a covering letter addressed to the Warden and a completed application form by email to wardenpa@stedwardsoxford.org. Application forms can be found on the School website: www.stedwardsoxford.org. For further information or for an informal conversation about the role, please contact Claire MacKenzie, the Warden's PA, by email (wardenpa@stedwardsoxford.org) or by telephone (01865 319 323).

For external candidates, references will be taken up after the short-listing process, unless the candidate explicitly requests a delay. Online and social media checks will also be made at this stage.

The interviews will seek to assess how well the candidate meets the requirements of the post and will include an assessment of the candidate's suitability to work with children. Any discrepancies or anomalies in the application form will be addressed at interview. As part of the verification process, a candidate's present and past employers may be contacted, whether their name is given as a referee or not.



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