



# APPLICATION PACK



## Director of Pastoral Care

Downside School is known for its strength in pastoral care and was referred to as “Best for Well-being” (UK) in *The Week Magazine*, Winter 2015/16 which also cited the following “the eight aspects of a Benedictine education ... are a blueprint for pastoral care”.

For January 2018, we are looking to appoint an inspirational Director of Pastoral Care, who is passionate about delivering a high quality service to the School and its pupils. Consideration will be given to a candidate who is available to start in April 2018.

## DOWNSIDE SCHOOL

Stratton-on-the-Fosse, Radstock, Bath BA3 4RJ

[www.downside.co.uk](http://www.downside.co.uk)





Downside School's vision - as a leading Catholic school - is to be a bright light in the world of education, illuminating the lives of young people and inspiring service in the world through experience of Benedictine culture. It will enable pupils and staff to develop their own identity through experience of a community with Christ at its centre.



# THE SCHOOL & BACKGROUND

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Downside, as a leading Catholic school, maintains an ethos that is just as strong today as it was when the School was founded in 1606. The core aspects of Benedictine education are as follows:

WELCOME  
LISTENING  
REVERENCE & HUMILITY  
TEACHING & LEARNING  
PERSONAL DISCIPLINE  
CONCERN FOR THE INDIVIDUAL  
BUILDING COMMUNION  
STEWARDSHIP OF GIFTS

The **eight aspects** provide a valuable perspective on the key qualities of a Benedictine education.

The Benedictine community of St Gregory the Great was founded at Douai, France, in 1606 by a group of English and Welsh monks who were in exile because of the penal laws in England against Catholics. The community received the protection of the Infanta Isabella Clara Eugenia of Spain and Portugal, the joint ruler of the Spanish Netherlands, and they were furnished with buildings by Philip de Caverel, Abbot of St Vedast's in Arras. By 1617 English Catholics were sending their boys across the Channel to be educated. The School has been in existence since that time, with the monks engaged not only in teaching but also in scholarly work, writing and lecturing, and in priestly and pastoral work.

Downside became a fully co-educational school, admitting boys and girls in all years, in 2005. Downside School is housed in magnificent buildings set in a 500 acre estate at the foot of the Mendip Hills, twelve miles south of the city of Bath. The Old House – formerly known as Mount Pleasant – dates from the 18th century; Isabella House was completed in 2007. The Abbey Church, partly designed by Giles

Gilbert Scott, lies at the heart of the School.

One of the notable aspects of our school is its love of scholarship, combined with a lively sense of tradition. While the school educates young people to thrive in the 21st Century, it also values individuality and character, as young people are guided to live together positively within the school community while achieving excellence academically, culturally, in sport and in the wider curriculum. Downside offers a Christ-centred education through which pupils can discover their true selves. As part of that project, staff act as role-models to the young people in our community, doing all they can to embody the values of the institution, living according to Christian values and working positively for the benefit of all. St Benedict refers to 'ora et labora', prayer and work; we aim at Downside to embody spiritual values in all that we do.

The School has excellent teaching, boarding and recreational facilities. There are purpose-built centres for the Sciences and Humanities, dedicated Music and Arts Schools, a 500 seat theatre, a comprehensive swimming-pool and sports complex, over 100 acres of playing fields with all-weather hockey, netball and tennis courts, six distinctive girls and boys boarding-houses and extensive buildings and classrooms set in rolling grounds and farmland.

As a national boarding-school, Downside takes pupils from far and wide but the boys and girls come principally from the South of England, London and the Midlands. Our classes contain a maximum of twenty pupils.

The School appointed its first lay Head Master in 2014.



# JOB DESCRIPTION

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## **Main Purpose of Job:**

The Director of Pastoral Care is a member of the Senior Leadership Team and is Chairperson of the Pastoral Group. The Director of Pastoral Care will embody Benedictine values in living out their role and will be a role model for staff and pupils.

## **Duties and Responsibilities:**

The Director of Pastoral Care will take responsibility for the School every fourth weekend.

Specific Responsibilities include:

### **Student Welfare:**

- To chair the fortnightly school council meeting and communicate their views to the SLT and pupils.
- To be in charge of disciplinary and pastoral procedures.
- To create and maintain an ethos of self-respect and respect for authority, which will obviate disciplinary procedures for the majority of pupils.
- To give permission for, and monitor, pupil absence, including exeats and other periods of absence.
- To be responsible for identifying and forestalling any threat to the welfare or success of the pupils in the school, wherever possible.
- To keep the Head Master and Deputy informed of all disciplinary incidents and be responsible for the recording of all such incidents.
- To be responsible for keeping parents and staff up-to-date on all initiatives to protect Downside pupils, by means of letters, personal communication and by producing and updating statements of school policy.
- With the Director of Studies, to devise procedures that will promote the achievement of the work ethos and
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academic targets in the School Development Plan.

- To deputise for the Designated Safeguarding Lead.
- To be responsible for line management of designated Middle Managers and the School Counsellor.
- To be the link person with outside agencies in relation to pastoral welfare issues.
- To lead and co-ordinate the induction programme for pupils.
- To assist the Leadership Team in the interviewing of pupils as requested.
- To oversee the tutorial system and the allocation of tutors.
- To oversee the allocation of new pupils to boarding houses.
- To organise, manage and oversee the delivery of the Social, Moral, Spiritual and Cultural (SMSC) Programme.
- To be the SLT lead for the management of the Health Centre.

### **Prefects:**

- To be responsible for the operation of the prefect system.
- To keep in regular communication with the Heads of School and their Assistants, to ensure that they are adequately briefed and are communicating their briefing effectively to the prefect body.

### **House Masters/Mistresses:**

- To act as intermediary between the Head Master and House Masters/Mistresses on all matters that concern the day-to-day pastoral care of Downside pupils.
- To manage the co-ordination of the House Master/Mistress team to enable them to achieve the school's agreed pastoral aims and objectives.

- To chair the weekly House Masters/Mistresses meeting and to be responsible for the liaison between them and the Head Master ensuring all key messages are communicated appropriately between both parties and that any concerns are addressed and managed.
- To oversee the good organisation of the Houses and to take action on any problem where the House Master/Mistress needs assistance.
- To assist the Head Master with staff interviews and to advise him on appointments when requested
- To chair the twice termly Welfare Committee Meeting.

#### **Parents:**

- To be always available for consultation by parents on pastoral and disciplinary matters, referring them if necessary to the Deputy Head Master or to the relevant House Master/Mistress.
- To be responsible for advising parents on any problem issue that cannot be settled by the House Master/Mistress.
- To be responsible for presenting the details of school policy to parents.

#### **Fire Security:**

- To attend the Fire Safety Committee Meetings and liaise with the Fire Safety Officer.

#### **Marketing and Admissions**

- To be an interface between prospective parents and the School, being available to meet and discuss parental issues in consultation with the Registrar.
- To inform the Director of External Communications about all changes in pastoral arrangements for inclusion in school publicity material.
- To represent the school, where possible, at feeder school events and exhibitions.
- In consultation with the Head Master and the Director of Admissions to allocate prospective pupils to houses.

#### **Boarding oversight:**

- To oversee the appropriate delivery of all boarding requirements and their appropriate administration.
- To co-ordinate staff provision and duties in the boarding houses to include emergency cover and weekends, when necessary.
- To co-ordinate and oversee all preparation in relation to boarding inspections and pastoral welfare issues in relation to ISI inspections.

#### **Governors:**

- To present to the Governors a termly pastoral report and report on overseas/residential trips.

#### **School:**

- To manage the school diary.

#### **General:**

The following duties are ones which all staff are required to perform:

- Observe health and safety procedures and work safely at all times;
- To be responsible for your own continuing self-development, undertaking training as appropriate to the working environment and location, and developments in your role;
- Promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact;
- Undertake any other duties as required by your manager in order to meet the changing needs and demands of the School and Monastery.
- Conduct yourself with professionalism, tact and diplomacy at all times as a representative of Downside.

This job description is provided to assist the post holder to know their principal duties. It may be amended in consultation with the holder without change to the level of responsibility or remuneration appropriate to the post.

**Data Protection**

In the course of employment at Downside, staff may have access to confidential information relating to pupils and their families and are required to exercise due consideration in the way they use such information. Staff should not act in any way which might be prejudicial to the School's interest. Information which may be included in the category covers both the general business of the school and information regarding specific individuals. A strict code of confidentiality must be adhered to at all times.

Downside is registered under the Data protection Act 1998 and staff must not at any time use the personal data held by the school or disclose such data to a third person.

# PERSON SPECIFICATION

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	<b>Essential</b> <i>These are the qualities of the ideal candidate</i>	<b>Desirable</b> <i>This information could be used to differentiate applicants</i>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Honours degree or an appropriate related discipline from a recognised university.</li> </ul>	<ul style="list-style-type: none"> <li>Leadership or management training (either an accredited course or INSET)</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Substantial experience of pastoral work in a similar setting.</li> <li>Previous experience of teaching.</li> </ul>	<ul style="list-style-type: none"> <li>Experience of teaching in a coeducational school.</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>Ability to teach one of the academic subjects offered at Downside.</li> <li>Good working knowledge of ICT</li> <li>Excellent oral and written communication skills.</li> <li>Ability to contribute significantly to the school's co-curricular programme.</li> </ul>	<ul style="list-style-type: none"> <li>Ability to teach across the age and ability range from year 7 to 13</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>Awareness of safeguarding and pastoral issues.</li> <li>Appreciation of the ethos of a Benedictine boarding school.</li> </ul>	<ul style="list-style-type: none"> <li>Good understanding of the ISI inspection framework and National Minimum Standards for Boarding.</li> </ul>
<b>Personal competencies and qualities</b>	<ul style="list-style-type: none"> <li>Ability to exemplify the highest professional standards at all times, to prioritise and be well organised.</li> <li>Ability to co-operate proactively, and to motivate and enthuse members of a team.</li> <li>Ability to provide creative and practical solutions to meet pupils' and the School's needs.</li> <li>Ability to listen actively and communicate ideas and information in a clear, concise and open manner.</li> <li>Ability to learn from experience and take advice from both peers and the individual line-manager.</li> <li>Calmness under pressure.</li> <li>Resilience, commitment and confidence.</li> <li>Ability to be flexible and adaptable.</li> </ul>	

# WORKING LIFE AT DOWNSIDE

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We are committed to high academic standards and constant development of the quality of teaching and learning. The Senior Leadership Team has implemented a new School Development Plan, named 'Downside 2020', which is an integrated, coherent educational strategy with key performance indicators and a reporting schedule so that we can track and monitor progress. We have implemented a Quality Assurance cycle, which allows us to monitor the quality of teaching and learning through lesson observations, learning walks, work-scrutiny and pupil feedback. Our tracking and monitoring systems are rigorous so that all pupils are supported in their learning, and colleagues are supported in their teaching.

**Working at Downside** is a truly rewarding experience. In keeping with our Benedictine ethos, Downside is a welcoming, caring community where each person is considered to be a valued member. Pupils are highly motivated, keen to learn and respectful of staff and their peers.

Our Induction Programme is comprehensive and fully supportive of all new staff, including the provision of training, where necessary. We are keen to support ambitious teachers, and CPD opportunities for individuals are identified in Faculty Development Plans and prioritised. Downside is a member of the **Canford Group**, which includes most of the main independent schools in the South West, and this is an ideal way to establish links with other schools. We are also closely linked with the other Benedictine schools in England and Ireland. We expect all teachers to engage fully in co-curricular activities and the boarding life of the school.

The hours are long but this is complemented by extended school holidays, polite and well-educated pupils, unique surroundings, a generous salary scale and complimentary daily lunch.

## **Pastoral responsibilities of teaching staff:**

Full time teachers are expected to be a tutor within the school. In this role, they provide support and guidance for a tutor group (typically 10 pupils), including 1 period of Benedictine Living and 2/3 periods of tutor time depending on the year group. Both Benedictine Living and tutor time have specific programmes, and are treated the same as an academic lesson.

Each tutor is assigned to one of the boarding houses and will be on duty one evening per week (7.20-9.00pm).

## **Co-curricular responsibilities:**

A full time teacher contributes 7 periods (Saturday afternoon counts as 3) to the co-curricular programme. This may include activities and/or sport, and teachers may be asked to support a specialist coach in games lessons and be responsible for the team when they play matches.



## WHAT OUR STAFF SAY, REMUNERATION & BENEFITS

*"Most of the pupils really appreciate what teachers do for them and that makes the long hours and full week which are typical of a boarding school so worth it. And the long holidays are great. I have worked in quite a few schools but nowhere have I felt so quickly 'at home' as at Downside."* **D Bryson, Director of Admissions**

*"I have such a wide range of activities that I undertake and the pupils and staff with which I interact mean that every day is different and very fulfilling. At Downside I can educate pupils above and beyond the curriculum in Geography and share my passion for different areas of this wide and varied subject. This has culminated in some exciting fieldtrips including this year's visit to Iceland. I have also been able to introduce Ultimate Frisbee to the School, take pupils out on Cross-Country runs across the beautiful Mendip Hills, and teach pupil survival skills in the Combined Cadet Force. Downside looks a little like J K Rowling's 'Hogwarts', with pupils zooming from stair case to stair case, but it has a calmness that belies the hardworking nature of the pupils."* **O Simper, Head of Faculty**

*'This is the fourth school I've worked in and, by quite a margin, it has the friendliest, most welcoming and helpful common room of them all. Add to that the well-behaved, biddable pupils, excellent food and glorious buildings, and you see why Downside is such a fantastic place to work.'* **J McNamara, Director of Music**

**Salary:** a competitive, above average pay scale, with additional allowances.

**Pension:** The school is part of the Teacher's Pension Scheme, which our contribution is 16.38%. Pension contribution rates vary for the employee (depending on salary) between 7.4% and 11.6%.

**Lunch:** We have an excellent catering facility, which offers all our staff a complimentary 3 course lunch.

**Childcare Vouchers:** Benefit from using a Childcare voucher scheme, available through our provider, Sodexo and save money (Tax and NI) through this salary sacrifice scheme.

**Health Cash Plan:** Access to a cash plan which allows you to claim money back towards the cost of check-ups and treatment for you, your partner and your children who are under 18.

**Recruitment Referral:** Introduce a highly skilled colleague and earn a bonus payment as a thank you from us.

**Employee Assistance Programme:** A free and confidential 24/7 support service, offering you unlimited access to advice and information, coaching and counselling where appropriate.

**Cycle Scheme:** All permanent staff have access to a cycle scheme which enables staff to purchase a bike tax-free through a salary sacrifice arrangement.

**School Fee Remission Scheme:** Fee remission is granted (pro rata for part time staff) representing exceptional value for a high quality independent education. This is also available through a salary sacrifice arrangement if individuals wish to enjoy additional savings.

**Career Development/ CPD:** We are committed to the continuing professional development of staff and will support training as required.

**The Weld Café:** A great addition to our catering facility - open to staff and pupils for hot drinks throughout the day and early evening.

# DOWNSIDE SCHOOL

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Registered Charity No: 1158507

<http://www.downside.co.uk/working-with-us/>