



Mill Hill

Instilling values, inspiring minds

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Mill Hill School

Deputy Head Pastoral
Commencing September 2018
Candidate and information pack





INTRODUCTION

The Chief Executive and Head, with the Governors of the Mill Hill School Foundation, is seeking to appoint a Deputy Head Pastoral at Mill Hill School with responsibility for pastoral care and boarding. The appointee will be a dynamic and collaborative educator with the academic credentials, pastoral vision and leadership qualities to inspire the Mill Hill community. A person of exemplary experience and quality is required who will bring imagination and innovation to the School's senior leadership team.

Established in the 19th century as a school for non-conformists, the Mill Hill School Foundation continues as a forward looking and liberally minded education establishment. All four schools within the Foundation share the goal of equipping pupils for life now and in the future.

The successful candidate will ideally take up the post in September 2018.

Closing date for applications: Friday 2 February 2018

Key facts

Co-educational
For ages 13-18

Mill Hill School
Foundation
3-18 year olds

Day & Boarding

120+ acres of grounds
and facilities

10 miles from
Central London

GCSE & A-level

2017 Academic Results

A-level: 43% A*-A; 67% A*-B
GCSE: 63% A*-A; 85% A*-B

THE SCHOOL

Mill Hill School

Founded in 1807, Mill Hill School is an independent co-educational boarding and day school with 715 pupils aged between 13 and 18, of which 275 are in the Sixth Form. The School is one of four in the Mill Hill School Foundation, which comprises Pre-preparatory, Preparatory and Senior Schools as well as an on-site International School.

We are situated in a magnificent 120-acre parkland campus on the edge of the North London Green Belt, providing a wonderful environment in which to work. The School is very much a community, particularly given the importance of boarding: we are unusual for a London school to be offering full and weekly boarding, with 180 boarding pupils.

Mill Hill School Foundation Ethos

The Mill Hill School Foundation educates boys and girls from 3-18, seeking to equip them for life, both now and in the future.

Our stimulating academic environment and numerous activities outside the classroom encourage learning and personal growth. We are committed to supporting the development of every pupil and believe that our friendly and supportive community helps this to happen. We seek as a Foundation to instil a love for learning which will last a life time whilst balancing this with a readiness to embrace change.

We are committed to the on-going professional development of all our teaching and support staff as well as the full induction and training of all new staff.



PASTORAL AND BOARDING LIFE AT MILL HILL SCHOOL

A distinctive feature of Mill Hill School is its House system, with all pupils, whether day or boarding, being members of a House. We have seven day houses with 545 day pupils, and four boarding houses with 180 boarders. The day houses are run by housemasters or mistresses, supported by senior tutors and tutors. Each house has its own space within the School for recreation, pastoral meetings and House assemblies.

Our boarding houses are made up of a diverse set of individuals who may live locally or travel from overseas, but come together as one community within the house. Whilst three of our boarding houses are co-educational, we have just opened a new boarding house for girls only. The boarding houses are shared between boarders from Mill Hill School

and Mill Hill International School with a close working relationship existing between the senior management of both schools. The appointee to the role of Deputy Head Pastoral will hold overall responsibility for the management of the boarding community across the Foundation.

With the quality of the pastoral care and boarding rated as excellent in the 2012 Integrated ISI inspection, and fully compliant in the 2015 Interim Boarding Inspection and the 2017 Regulatory Compliance Inspection, we continue to aim for the highest standards in this area of school life.



DEPUTY HEAD PASTORAL

The Role: key responsibilities

Leadership and Strategic Role

- To hold a role on the Senior Leadership Team (SLT) in which they are responsible for the strategic development of all aspects of pastoral care of pupils at Mill Hill School (MHS) and boarding across the Foundation, taking a lead in the development of the pastoral element of the School Development Plan and reporting to the Head
- To keep abreast of the current research, trends and issues relevant to pastoral care, mental health and wellbeing; and to be the lead within the School in developing a response to these
- To contribute to discussion on school wide issues and to work with the Head to develop school policy and strategy
- To be responsible for drafting and presenting papers to Foundation Deputies, SLT, Governors, including the writing of policies for sharing within the Foundation and with Governors
- To liaise with BSA, HMC; to attend conferences, and maintain links with other schools and organisations to ensure the Foundation remains briefed on developments within this area
- To support the wider life of the school through attendance at events within the School's cultural, sporting and Chapel programmes

Pastoral Care and Pastoral Teams

- To be responsible for strategic review of the pastoral systems within MHS and to be responsible for the implementation of new developments following assessment of need, and consultation with stakeholders
- To be responsible for the management of the pastoral teams, including House masters, House mistresses, House Parents (HMMs) and tutor teams, including their line management
- To have oversight of the development of the pastoral roles within the school
- To have overall responsibility for pastoral tracking and for collating pupils' pastoral feedback

- To work closely with the School Monitors and Prefects both to support them in their duties and to keep abreast of pupil views
- To maintain close links with the Medical Centre and School Counselling services

Behaviour and Discipline

- To be responsible for matters of good behaviour and discipline amongst pupils
- To oversee the behaviour management procedures within the school; to oversee their review when necessary and to be responsible for the effective introduction of any appropriate changes
- To be responsible for the operation of the School's rewards and sanctions arrangements

Foundation Responsibility for Boarding

- To hold the Foundation responsibility for boarding and to take the lead in developing the boarding strategy for the Foundation
- To take an overview of the management of the boarding Houses and to monitor standards
- To be responsible for matters concerning any boarding inspection
- To be resident on school site during term time

Safeguarding and Compliance

- To promote and safeguard the welfare of children and young people within the School community
- To have significant involvement in safeguarding issues
- To develop a confident knowledge of all matters relating to the NMS and the ISSRs within the context of ISI
- To have oversight of Foundation and School policies

Role with Staff and Parents

- To act as an adviser and confidante in support of the staff, whilst also taking responsibility for the maintenance of standards of discipline amongst staff
- To be involved in all academic and pastoral staff appointments
- To work closely with parents, referring serious issues to the Head as necessary
- To work with the School's Parent Association

School Wide Responsibilities

- To carry out the school wide responsibilities which lie with a member of the SLT
- To support the Head in the promotion of the school to prospective parents and pupils
- To promote effective links between the School and the local community
- To carry out teaching duties as required



PERSON SPECIFICATION

Successful candidates are likely to be able to demonstrate the following key qualities:

Person Specification

- Proven and highly successful experience in school leadership either as an outstanding House Master or Mistress, Head of Year, or Head of Department
- An interest in educational research and keeping up to date with current developments and ideas
- A visible and effective presence in the school community, setting an example in personal interactions between colleagues and pupils
- A collegiate and collaborative team player capable when necessary of fair and decisive judgement; with the ability to motivate, influence and inspire staff, pupils and parents
- A supportive style with others which is personable, approachable and tactful; appreciate skills and qualities in others and be committed to staff development
- Ability to think innovatively, strategically, and be able to problem solve; show initiative and encourage initiative in others
- A confident public speaker able to champion the pastoral life of School in a range of public forums
- An ability to handle a large volume of varied work with precision, and appropriate skills of prioritisation
- A sense of humour

Essential:

- Graduate with QTS
- Inspirational practitioner in any subject

Desirable

- Higher degree in management or educational leadership
- Experience of working in a boarding or residential environment
- Experience in marketing a school

Remuneration

There will be a competitive salary package for this role. The candidate must live on the school site; the role comes with a comfortable family house and garden adjacent to the grounds. Fee remission is also available at the Foundation.

The Mill Hill School Foundation and its staff are committed to safeguarding the welfare of children. The School is registered with the DBS and successful applicants will be required to complete successfully the Disclosure procedure at the Enhanced level. It is an offence for person barred from working with children to apply for this post.

The Mill Hill School Foundation is committed to Equal Opportunities and welcomes applications from all sections of the community.

HOW TO APPLY

Mill Hill School has retained the services of Anthony Millard Consulting Ltd to help identify the widest possible field of suitable candidates and assist in the assessment of candidates against the requirements for the role. An executive search exercise is being undertaken alongside the public advertisement of the post.

Closing date: Friday 2 February 2018 at 1600 GMT

**Visits to school/longlist interviews:
week beginning 19 February 2018**

**Shortlist/final interviews:
week beginning 26 February 2018**

Candidates wishing to apply should:

- Visit the AMC website, clicking on the link 'Apply Now (for current vacancies)' and complete the online form.
- Upload a CV and covering letter to complete the application process.
- If you encounter difficulty with the online procedure, please contact: nikki@anthonymillard.co.uk or telephone +44(0)203 4275414.
- For an informal discussion about the post please contact Fiona Hammans on +44 (0)7730 693350 or at fiona@anthonymillard.co.uk or Skype: fionahammans.
- Applications will be acknowledged and then evaluated against the selection criteria.
- The letter of application should contain the names, addresses, email addresses and telephone numbers of three referees to include your current and past direct line manager.
- Full references will be required for the short list interviews but will only be taken when AMC has received specific consent from candidates to do so.
- Short listed candidates will be required to bring original documentation, proof of identity and certificates with them to interview.

Anthony Millard Consulting

Anthony Millard Consulting was established in the summer of 2004 to provide the British education sector, both in the UK and internationally, with first class strategic and recruitment consultancy.

In addition to managing the search and selection of Heads, senior leaders, Bursars, Marketing and Development Directors advice is provided on governance, management structures, development planning, marketing / PR and fundraising.

Their clients range from well-known independent schools to state comprehensive schools, to public and private companies involved in education. These clients are located globally and a list of them can be found on AMC's website.

Further information is available at www.anthonymillard.co.uk

We have a sister company, AMC Teacher, which provides outstanding teachers to the world's top schools - www.amcteacher.co.uk