

# SEVENOAKS SCHOOL

## JOB DESCRIPTION



## Appointment of Deputy Head Pastoral

from September 2021







## The School

Founded in 1432, Sevenoaks enjoys a global reputation as a centre of academic excellence and a flagship school for the International Baccalaureate. A co-educational day and boarding school, it offers a stimulating, intellectually demanding and balanced education for over 1100 pupils from the age of 11 to 18.

Inspiring facilities, together with expert, enthusiastic and imaginative teaching, provide rich opportunities for students participating in lessons, and a wide variety of sports and the performing arts.

The school's international make-up and outlook promote the principles of tolerance and open-mindedness. About 390 pupils board in the seven boarding houses, and students originate from some 45 countries worldwide.

In 2018 Sevenoaks School was, for the second time in 10 years, awarded The Sunday Times Independent School of the Year. It was the second highest achieving large-cohort IB school in the world in 2018 and 2019, the top independent IB boarding school in the UK in 2018 and also the top fully co-educational IB school in the UK.

In 2018 the Independent Schools Inspectorate (ISI) awarded Sevenoaks School the highest grade – 'Excellent' – in both of the two

categories which formed the basis of the inspection: 'Pupils' Achievement' and 'Pupils' Personal Development'. The inspectors were most impressed by the outstanding attitude to learning and the genuine spirit of enquiry and contribution that characterised all aspects of the curricular and co-curricular programmes.

This excellence is achieved by bright, motivated students, inspired by highly qualified and dedicated teachers in well-resourced classrooms. The school has around 200 teaching staff, well supported by a large team of professional administrative and technical staff. A strong pastoral team of specialist tutors, boarding house staff and year heads give care and guidance, promoting student welfare and happiness. The mutual respect shared by students and staff generates a harmonious and purposeful atmosphere.

The school's strategic plan Horizon 2020 has reached fulfilment, and the school is now working on its successor Horizon 2032, which will mark the 600th anniversary of the school's foundation. This next stage in the ambitious development of the school builds on the success of Horizon 2020, which has helped us create a truly inspirational educational environment, widen access and diversity.

Our mission is to provide students with the knowledge, understanding and confidence to be world citizens, empowered to make



a difference. Our vision is to be recognised globally for our integrated, independent, co-educational and international education.

Our strategic priorities focus on strengthening our broad education, continuing to provide an inspiring campus for the future, and being a school for the community and a global leader in education.

The school has significant and growing connections with schools in the state sector, both at primary and secondary level. These, and other community service activities, are part of the educational ethos and curriculum of the school, for pupils, teachers and non-teaching staff. The school hosts a large number of activities for visiting local schoolchildren, and provides training and networking events for teachers. There are numerous sporting, musical, drama and other activities, aimed at pupils, parents and members of the public.

During school holidays, the school also offers additional day and residential programmes to its own and other pupils and may also hire out its facilities from time to time to other organisations. In particular the sports and performing arts centres are used to generate commercial revenue in addition to being major educational facilities for the school. All of these activities in addition to the lively day to day academic life of the school ensure that excellent use is made of the assets and facilities.

In 2019, we launched the Sevenoaks School Summer Programme, an exclusive academic enrichment course for bright, ambitious students aged 13-17 with a strong level of English. In the first year, we welcomed students from over 30 different countries. The academic side of the course involves four modules: Critical Thinking, Social Leadership, Creativity and Digital Skills, all of which are planned, organised and delivered by staff from Sevenoaks School.

Further information about the school can be found at: [www.sevenoaksschool.org](http://www.sevenoaksschool.org).

## The Campus

The school is situated in the Kent market town of Sevenoaks and has a prime position at the top of the high street. The 100-acre site, which includes a number of listed buildings and attractive gardens, is beautifully landscaped and adjoins the medieval deer park of Knole. London is only a 30-minute train ride away. Gatwick airport is only 30 minutes by car, and there are good transport links to other London airports and the Channel Tunnel.

The school has first-class resources and facilities, including a superb sports centre, The Sennocke Centre, and a state-of-the-art performing arts centre, The Space, which provides four outstanding venues for music and drama.





A world-class Science and Technology Centre and a Global Study Centre for the Sixth Form opened in 2018. An additional boarding house for boys, a contemporary building with light, modern facilities, opened in September 2019.

## Teaching at Sevenoaks School

Teaching here is immensely rewarding: we work in high-performing teams towards a shared endeavour. Everyone appointed to teach at Sevenoaks School is expected to engage actively in all aspects of our broad and well-rounded education.

We want all our pupils to enjoy their subjects, to be inspired by their teachers and to become independent, lifelong learners. Teachers are enthusiastic and well-qualified graduates. We have an exceptionally lively, talented and committed staff body. We welcome applications from experienced teachers and newly qualified teachers, but can also provide training including PGCE for those joining the profession at whatever stage. All new staff undertake a comprehensive induction programme. Sevenoaks is committed to supporting its staff with training and professional development tailored to staff needs and interests.

All teachers are involved in proactive pastoral care. All teachers participate in the co-curriculum and, as our outreach activities expand, contribute to our work with local

pupils and schools. Teachers at Sevenoaks are innovative and forward-thinking many are involved in the Institutes of Teaching & Learning, Higher Education and Professional Insight, and Service and Social Impact, shaping further development and initiatives for students and staff alike.

## Curriculum

At every stage, we offer a broad, deep and integrated curriculum. Every pupil is encouraged to be curious, creative, critically aware, and to develop his or her passion and talent to the full. Life is fast-paced, dynamic, and expectations are high. At the same time, the school seeks to cultivate in its pupils the habit of reflecting on their learning, and on how they contribute to society more broadly. Ambitious and principled, confident and compassionate, our pupils are prepared for leadership and teamwork in the wider world.

Regular assemblies, tutor group meetings and a programme of talks help the social and emotional understanding in our pupils. There is also a long tradition of voluntary service and local and international charity projects advances a core set of values across the student body.

In Years 7-11 all students take courses in critical thinking devised by the school. The Middle School Diploma, launched in Year 9 in September 2017, recognises the learning that takes place



both within and outside the classroom and is built around seven core values: creativity, independent learning, critical thinking, international understanding, collaboration, self-awareness and social responsibility.

All of the 450-plus Sixth Form students pursue the International Baccalaureate Diploma, a programme the school has delivered for over 40 years. The Diploma is the best preparation for university and for work in a world of global competition. Even more important, it genuinely develops a rich inner life in our students, opening their minds to connections and possibilities within and across the subject disciplines.

It is no surprise that our students leave Sevenoaks to study a wide range of courses in the UK and around the world. Each year all leaving students progress to the world's top universities, including up to 20% to Oxford and Cambridge, and about the same number to leading US and international universities. They do so with an enlarged capacity for independent thought and intellectual risk-taking, a strong appetite for learning, and equipped with the skills and personal qualities conducive to a happy and successful life.

## The Post

This is a vital role within the leadership team of the School, and one of a team of five Deputy

Heads (Senior Deputy Head, Academic, Co-Curriculum, Pastoral and Staff) who work closely together.

## Responsibilities

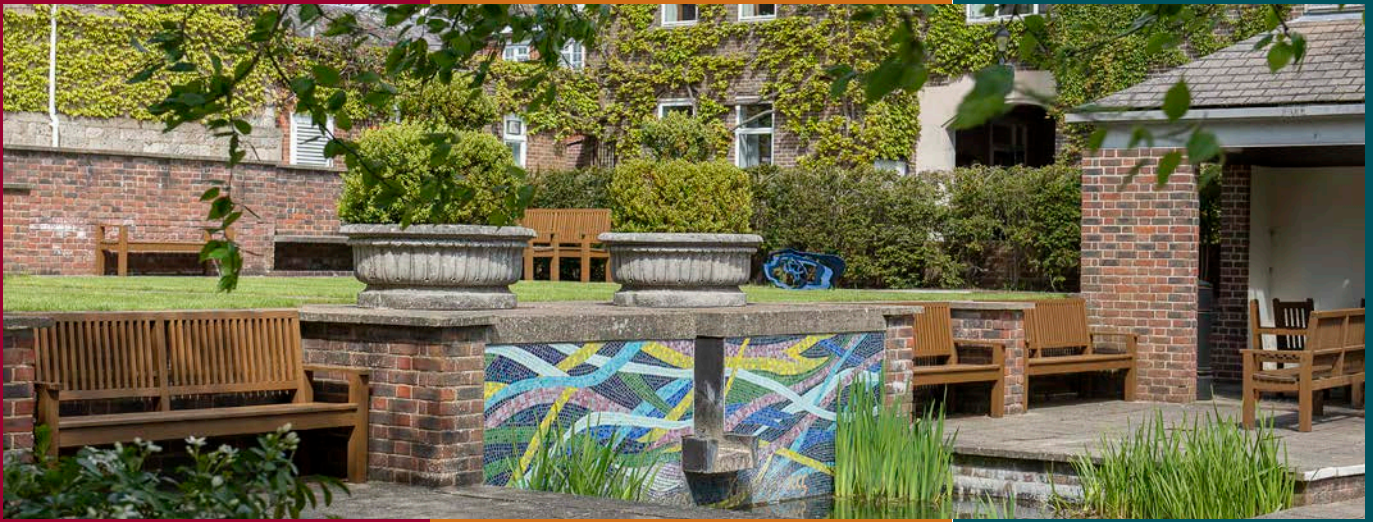
The Pastoral Deputy Head advises the Headmaster on pastoral policy and has overall responsibility for student welfare. The Heads of Section, Divisional Heads, the Head of Boarding, the PSHE Co-ordinator, the School Nurse and the School Counsellor report to the Pastoral Deputy Head.

This job description outlines core activities of the role.

### Leads the welfare and pastoral care of students:

- Oversees the pastoral welfare of pupils.
- Allocates (with the Headmaster and the Deputy Head) staff to the tutorial system.
- Monitors the workload and performance of Tutors, provides support and guidance including new Tutor Induction (with Divisional Heads).
- Liaises with Admissions, the Health Centre and School Counsellor.
- Is the Designated Safeguarding Lead (DSL).
- Is responsible for providing safeguarding training and updates to all staff.
- Leads the well-being committee.





- Oversees new pupil induction, new pupil guides (with Heads of Section).
- Chairs the Pastoral Committee meetings.
- Works with the Academic Deputy Head to oversee pupil progress.
- Is responsible with the Academic Deputy Head for the development of study skills, and production and use of student planners.
- Works with the Co-curriculum Deputy Head to oversee pupil participation in the co-curriculum.
- Is responsible for Prefects and School Councils.
- Oversees PSHE.
- Oversees Lost Property, liaising with Friends of Sevenoaks.
- Attends the Governors' Education Committee.

### Is responsible for Boarding, and:

- Oversees the quality of boarding provision and welfare of boarders.
- Allocates (with the Headmaster, the Deputy Head Staff and Head of Boarding) staff to the boarding houses; oversees induction of new boarding staff with relevant BHM and Head of Boarding.

- Monitors the welfare and performance of the boarding staff.
- Works with the Head of Boarding to ensure that facilities and activities are of a high standard.
- Ensures that Boarding Staff are kept aware of the needs and procedures of The Children Act and the National Minimum Standards in Boarding.
- Monitors boarding appraisals.
- Attends Matrons' meetings.

### Oversees the effective involvement of parents in pastoral care:

- Manages Y7, 9 and 12 induction arrangements and co-ordinates beginning of year meetings for these parents and those with a change of tutor.
- Organises Parents' Seminars on pastoral matters.
- Reviews information available on the website.
- Edits the New Parents' Handbooks.

Perform any other tasks as reasonably required by the Headmaster.



## Personal & Professional qualities

- Stamina, resilience and the capacity for sustained hard work.
- Strong moral compass and an ability to lead as a role model in the school community.
- Energy, drive, enthusiasm and warmth.
- Superb organisation skills with an understanding of how to maintain excellence in all areas of school life, including academic, pastoral and cocurricular.
- Exceptional intelligence with strong academic credentials.
- A track record as an accomplished and inspiring teacher.
- Intellectual curiosity, reflective teaching practice and a commitment to professional development.
- Excellent interpersonal and communication skills.
- Ability to work collaboratively with others, yet also take decisions as a leader when necessary.
- Previous experience of leadership within a school, along with experience as a line manager.
- A capacity for strategic thought, coupled with an understanding that some issues require urgent attention.

- An understanding of when to delegate and how to coach others.

Support of the many school functions is central to the role, and the successful candidate will be expected to build constructive relationships with parents, students, staff and governors, as well as other local contacts whom are important to the school.

This job description is indicative, not exhaustive. The successful candidate will understand the need for flexibility. It is possible that the successful candidate will aspire to Headship in due course.

## Information for applicants

Sevenoaks School has its own generous salary scale. Accommodation or relocation expenses may be available, and fee discounts for the children of members of staff are available (subject to the usual entry requirements). Further information about the school can be obtained from the school's extensive website: <https://www.sevenoaksschool.org/home>, including more about working at Sevenoaks <https://www.sevenoaksschool.org/working-at-sevenoaks>.

Applicants should complete the application form in full. Guidance for completion of the form is downloadable from our website. Note that Part 6 must show a complete history of employment, and should continue





on a separate sheet of the application form if necessary. Please submit the completed application form, covering letter and CV by e-mail or post to:

Human Resources

Sevenoaks School

Sevenoaks

Kent TN13 1HU

Tel: 01732 467740; email: [pa@sevenoaksschool.org](mailto:pa@sevenoaksschool.org).

Applications should be submitted as soon as possible and by midday on **Monday 25 January 2021**.

It is envisaged that first round interviews will take place on 1 and 2 February, and second round interviews on 8 and 9 February, but may

take place earlier. The school retains the right to interview suitable applicants and appoint before the deadline.

The post holder has a responsibility to promote and safeguard the welfare of children and young persons for whom he or she is responsible, or with whom he or she comes into contact, and will adhere to and ensure compliance with the school's Child Protection Policy Statement at all times. If in the course of carrying out the duties of the post the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, he or she must report any concerns to the school's Designated Child Protection Coordinator or to the Headmaster.