



**DAY WATERMAN  
COLLEGE**



# Day Waterman College

Vice Principal- Pastoral Care  
Information pack

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**VEREDUS**

## Contents

Welcome Letter from  
the Principal

03

The Advertisement

04

About Day Waterman College

05 - 06

About Ogun State College

07

Job Description

08 - 09

Person Specification

10

How to Apply

11

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# Welcome Letter from the PRINCIPAL

VICE PRINCIPAL - PASTORAL CARE, DAY WATERMAN COLLEGE, NIGERIA

Dear Candidate,

Thank you for your interest in the position of Vice Principal – Pastoral Care at Day Waterman College. I hope you will find the enclosed information helpful and that you will be encouraged to apply for the post.

This is a significant appointment for Day Waterman College as the school is at an important stage of its development in its pursuit to provide a world-class all round education.

Nigeria is an exciting and diverse country with many opportunities and very unlike the picture portrayed in the media. The people are welcoming, the climate is pleasant and the quality of life is of a high standard. The school campus is serene and the facilities first class. You will be bowled over by what you experience at Day Waterman College. It truly is a remarkable institution.

This is my second headship in Nigeria and I strongly encourage you to apply for this post. It is a once in a lifetime opportunity. You will not be disappointed.

I look forward to receiving your application.

Stewart J Cowden,

Principal

# The Advertisement

Day Waterman College

Abeokuta, Southern Nigeria

Vice Principal, Pastoral Care

**Start date:** January 2019 or earlier

**Competitive package** with performance bonuses



Day Waterman College (DWC) is a purpose-built, co-educational boarding school designed to accommodate 500 students aged 11 to 16. It occupies a magnificent 35-acre site, located in the peaceful area of Abeokuta, Ogun State, one hour's drive from south Lagos.

Founded by local philanthropist, the late Tayo Aderinokun, it opened in 2009 with the aim of providing a world class education to rival the leading UK independent boarding schools, to which many Nigerians have traditionally sent their children. Students follow the English National Curriculum at KS3 and KS4 and post 16 provision is being planned.

Having recently appointed a highly experienced Principal, who has led schools in both the UK and Nigeria, the Governing Body is now looking to appoint a Vice Principal, Pastoral Care to take responsibility for the welfare and safety of staff and students. Reporting into the Principal and the School Board, you will be responsible for:

- **the strategic development of all aspects of pastoral care of students at DWC**
- **the management of all pastoral teams, including Heads of Boarding, House Parents, Matrons, Heads of Year and Tutor Teams**
- **behaviour management procedures within the school and discipline amongst students**
- **boarding, including the development of the boarding strategy for DWC**
- **promoting and safeguarding the welfare of children and young people within the school community**

With direct experience of Pastoral Care provision in the 11-19 age range and an excellent understanding of all pastoral matters, you have at least five

years successful teaching experience at secondary level. You have a minimum of 4 years' experience in a senior leadership post, having led a team of people as a Head of Department, Head of Year or Head of Boarding or as a Housemaster or Housemistress. As a result you possess the ability to monitor and evaluate team members, lead a team, motivate others, and develop staff.

Equally strongly academically, you are an excellent communicator, you have a clear understanding of the British National Curriculum at Key Stages 3, 4 and 5, and have successfully led a curriculum area with demonstrable results.

Your strong organisational and administrative skills are matched by your interpersonal skills. You are able to deliver change whilst promoting positive relationships between staff, parents, governors and the community.

In return for your energy, passion and creativity, we offer you the opportunity to contribute to the development of an already successful college, enabling it to become one of the continent's leading schools. This is a "not to be missed" chance to achieve a significant and highly rewarding milestone in your own career. You will lead a highly committed team in which every member of staff cares and benefit from the support of an experienced Principal and a generous benefactor committed to providing first class facilities that provide extensive opportunities for student enrichment.



Surpassing the most demanding standards available anywhere in the world.

# About Day Waterman College

Day Waterman College is a modern, co-educational boarding school designed to provide an exciting learning environment for up to 700 students between the ages of 11 – 16. It provides a broad-based education of an international calibre to meet current and future global needs.

The College is set on 35 hectares of natural landscape in Asu, near Abeokuta, Ogun State, Nigeria. Facilities and equipment of outstanding quality have been provided to support the learning environment, including access to safe recreational areas.

DWC provides outstanding education that inspires leadership traits as it focuses on the individual child's ability to excel in the global world.

It is our firm belief that secondary education remains one of the most important phases of a child's educational journey because it is in secondary school that the most enduring relationships in a person's life are made; hence the cliché "Old Boys Network".

Given this background, it is therefore important that the experience of the child at this crucial period of life be solid, rewarding and pleasurable.

## History

Over the last two decades, there has been a marked deterioration in the quality of education available in Nigeria, and its immediate environs, as a result of massive direct government intervention in education.

Therefore, the major motivation for the founders of Day Waterman College was the desire to reverse this trend.

We believe that the Nigerian child should have the benefit of a high quality education while remaining in the local environment that allows them to maintain their cultural values and family affiliations.

We set out to provide such an environment. Day Waterman College opened in 2009 and has been growing year on year. It was founded by local philanthropist, Tayo Aderinokun.

## Curriculum

Whilst Day Waterman College provides a UK-based education programme, it is located within Ogun State and as such follows the directives issued from the Ogun Ministry of Education.

Therefore we are continually developing our curriculum provision map so that it integrates the Nigerian and British curricula into one comprehensive programme of study.

The College is designed to educate young people to become leaders who will be at the forefront of the rapid economic and social development sweeping through Nigeria. The curriculum it has developed aims to provide its students with the skill-set, knowledge and character to contribute and shape the future, and meet the many challenges that lie ahead.

All students receive a high quality education that not only caters for their diverse intellectual needs, but also guarantees that their emotional, social and spiritual needs are met.

The College offers world-class facilities in an environment with a natural, peaceful and focused setting.

At KS3 all students experience a broad and balanced curriculum covering the following focused subject areas: English, maths, sciences (combined in years 7 and 8, separate in year 9), religious education, information technology, history, geography, French, Spanish, Yoruba, physical education, art, design and technology, drama and music.

All of these will be a blend of British and Nigerian content. Additionally, students will study PSHE as well as civic studies.

The students at DWC transfer to a range of educational systems in Britain, America, Canada, South Africa and Europe and study towards a variety of qualifications and certifications including A levels, Foundation Diplomas, International Baccalaureate, SATs, High School Matriculation and European Baccalaureate.

**Day Waterman College seeks to provide a platform for education that will meet and in due course surpass the most demanding standards available anywhere in the world.**

- Tayo Aderinokun, Founder, 1955-2011.



## Guiding Principles

### Day Waterman College is committed to:

- Providing recognised international educational programmes through the National Curriculum, IGSCCE and International Baccalaureate to enable students to gain access to excellent universities or employment
- Incorporating the local culture and language in teaching and learning to foster integration
- Providing personalised learning while recognizing the individual needs of each student and encouraging creative and critical thinking. Identifying gifts and talents of the individual child and nurturing them
- Encouraging the development of the holistic student through participation in the arts, sports, technology, dance and music
- Providing a broad, balanced, inter connected curriculum and co-curricular programme for an outstanding learning experience
- Providing outstanding learning and excellent pastoral care in a safe, secure and enriching environment
- Regular communication with parents, valuing their feedback
- Educating students to imbibe the culture of respect; for self, for one another and the environment, ultimately leading to service to humanity
- Providing academic and active learning experiences through local and international excursions to encourage responsible global citizenship
- Providing opportunities to understand and celebrate diverse cultures and countries of the world
- Inculcating in its students, the importance of serving the community they belong to, with resultant effect of improving the global community while providing opportunities for less privileged students
- Provision of purpose-built facilities and highly qualified staff
- Continual reviews of its governance, teaching and learning processes and methodology to enable evaluation of performance against international best practice
- Promoting internationalism by recruiting staff from different nationalities
- Development of its students' moral, social and spiritual values



## Mission Statement

Day Waterman College provides outstanding education that inspires leadership traits as it focuses on the individual child's ability to excel in the global world.



## About Ogun State

Ogun State is regarded as a leading municipal in Nigeria. This is in recognition of its pioneering role in education, medicine, law, divinity among others.

On the other hand, it is famous for its strategic location as an integral transport route that connects with the rest of the country.

It borders Lagos state to the south, Oyo and Osun states to the north, Ondo State to the east and the Republic of Benin to the west.

Created in February 1976 from the former Western State, Ogun is an embodiment of outstanding traditional cultures which over time has been refined without distortions to make them more alluring. From Remo to Egba, Yewa to Ijebu, captivating marvels that would make a cynical visitor startle thrives.

The state's most popular travel spot is with Olumo Rock in Abeokuta. Legendary tales recalls that it protected the people of Egba against attacks during the frequent wars that characterised the ancient city for centuries.

Cultural features in Ogun State include Suna Cultural Hall not far from Ijebu-Ode which contain archaeological findings; Birikisu Sungbo Shrine at Oke Eri village and the Orisagamu Water Pot near Sagamu.

Ogun State is also home to the tombs of famous native sons and daughters such as Chief Obafemi Awolowo at Ikenne, Pastor S.B.J. Oshoffa at Celestial City, and Imeko and Madam Tinubu at Abeokuta.

The National Museum at Abeokuta was opened to the public in 2002 and has a photographic exhibition on Treasures of Ancient Nigeria, as well archaeological findings from Olumo Rock.

Madam Tinubu's Tomb Madam Tinubu's Tomb is a major tourist attraction in Abeokuta, Ogun State. Madam Efunroye Tinubu was a reputed adversary of the British colonial government during the colonial era. As punishment, she was banished from Lagos to her native Abeokuta.

She was a former slave trader who, when she realised the relative difference between domestic slavery and the inhumane treatment of slaves in Europe and the Americas, she became an active opponent to all form of slave trading.

She became the first Iyalode of the Egba clan and was able to build a small financial empire through trading in arms and salt. She is considered an important figure in West African history due to her political significance as a powerful female aristocrat of feudal Nigeria. She died in 1887.

Birikisu Sungbo Shrine is a popular tourist destination located in Oke Eri in the Ijebu Ode LGA.

The shrine is believed to be the burial site of the Queen of Sheba, one of the concubines of King Solomon.

Legend has it that the Queen of Sheba, an Arabian princess, migrated to Oke Eri in her old age where she died and was buried.

Ogun has one federal university: the Federal University of Agriculture, Abeokuta; and two state government universities: the Olabisi Onabanjo University, Ago Iwoye (formerly known as Ogun State University) and the Tai Solarin University of Education (TASUED) Ijebu Ode.

Ogun State thus has the highest number of registered universities in Nigeria (nine in all) with five new private universities also in the state.

Ogun state has two major government hospitals, The Federal Medical Center, Abeokuta and the Olabisi Onabanjo University Teaching Hospital, Sagamu.

Ogun State has produced many of the most important Yoruba politicians and musicians in Nigeria, including President Olusegun Obasanjo, Chief Ernest Shonekan, Chief MKO Abiola, Prince Bola Ajibola, Chief Kuforiji Olubi, Prof Ola Rotimi, Prof Olikoye Ransome Kuti, Fela Anikulapo Kuti, Prof. Wole Soyinka and Chief Obafemi Awolowo.

# Job Description

## ROLE PURPOSE:

The Vice Principal Pastoral Care reports directly to the Principal and the School Board and can be asked to act for the Principal when absent from the school.

The Vice Principal Pastoral Care supports the Principal in exercising quality leadership within the Day Waterman College (DWC) community.

The Vice Principal Pastoral Care assists in the development of the Day Waterman College ethos fostering of the college towards surpassing the most demanding standards available anywhere in the world.

The Vice Principal Pastoral Care has responsibility for the welfare and safety of staff and students.

The Vice Principal Pastoral Care works as a member of the College Senior Leadership Team (SLT), and is responsible for the management of the Heads of Boarding Houses, and other leadership responsibilities as allocated by the Principal.

## Duties and Responsibilities

The following reflects the role as it currently exists:-

### A: LEADERSHIP AND STRATEGIC ROLE

1. To hold a role on the Senior Leadership Team (SLT) and be responsible for the strategic development of all aspects of pastoral care of students at Day Waterman College (DWC), taking a lead in the development of the pastoral elements of the School Strategic Plan and reporting to the Principal.

2. To keep abreast of the current research, trends and issues relevant to pastoral care, mental health and wellbeing; of students within DWC and developing responses to these.

3. To contribute to discussion on school wide issues and to work with the Principal in developing school policies and strategies in line with current best practices.

4. To be responsible for drafting and presenting papers to the SLT and the Board, including the writing of policies for sharing within DWC and with Board members.

5. To liaise with Boarding School Association (BSA) and any other relevant organisation, such as Council Of British International Schools (COBIS); by maintaining links with other schools and organisations to ensure DWC remains briefed on developments within these areas.

6. To support the wider life of the school through attendance at events within the school's cultural, sporting and religious programmes.

### B: PASTORAL CARE AND PASTORAL TEAMS

1. To be responsible for strategic review of the pastoral systems within DWC and to be responsible for the implementation of new developments following assessment of need, and consultation with stakeholders.

2. To be responsible for the management of the pastoral teams, including Head of Boarding – boys, Head of Boarding – girls, House Parents, Matrons, Heads of Year and Tutor Teams, including their line management.

3. To have oversight of the development of the pastoral roles within the school.

4. To have overall responsibility for pastoral tracking and for collating pupils' pastoral feedback.

5. To work closely with the School Representative Council (SRC) Members and Prefects both to support them in their



duties and to keep abreast of student views.

6. To maintain close links with the Medical Centre and School Counselling services.

### **C: BEHAVIOUR AND DISCIPLINE**

1. To be responsible for matters of good behaviour and discipline amongst students.

2. 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.

3. To be responsible for the operation of the school's rewards and sanctions program and processes.

### **D: RESPONSIBILITY FOR BOARDING**

1. To be responsible for boarding and to take the lead in developing the boarding strategy for DWC.

2. To take an overview of the management of the Boarding Houses and to monitor and maintain them in line with BSA laid down standards.

3. To be responsible for matters concerning any boarding inspections and required for the college to be compliant and maintain BSA & COBIS accreditation.

4. To be resident on school site during term time.

### **E: SAFEGUARDING AND COMPLIANCE**

1. To promote and safeguard the welfare of children and young people within the school community.

2. To have significant involvement in safeguarding and child protection issues.

3. To consistently develop a confident knowledge of all matters relating to latest Minimum Standards for Boarding in the UK.

4. To have oversight of all school policies.

### **F: ROLE WITH STAFF AND PARENTS**

1. 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.

2. To be involved in all academic and pastoral staff appointments.

3. To work closely with parents, referring serious issues to the Principal as necessary.

### **G: SCHOOL WIDE RESPONSIBILITIES**

1. To carry out the school wide responsibilities which lie with a member of the SLT.

2. To support the Principal in the promotion of the school to prospective parents and students.

3. To promote effective links between the school and the local community.

4. To carry out teaching duties as required.

To be willing to undertake any reasonable assignment as may be thought necessary by the Board or Principal to ensure the smooth running of the college.

## **Safeguarding Children and Safer Recruitment**

- Ensure policies and procedures adopted by the governing board are fully implemented and followed by all staff
- Ensure staff and volunteers feel able to raise concerns about poor or unsafe practice in regard to children, and such concerns are addressed sensitively and effectively in a timely manner in accordance with agreed whistle blowing practices

### **Marketing and Publicity:**

- To ensure that all areas of the school's website are regularly reviewed so that the information presented is both current and relevant
- To manage the production of the school brochure
- To seek out opportunities to raise the school's profile locally, regionally and nationally by ensuring the school's representation at and participation in key events and initiatives
- To ensure that every opportunity is taken to advertise entry to the school as appropriate
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description
- Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers

### **Equal Opportunities:**

- Be committed to providing equal opportunities in the curriculum and pastoral care
- Value the needs of individual children and the diversity of their cultural backgrounds, providing equal opportunities in access to learning
- Be enthusiastic and motivated by the opportunities of a culturally diverse college population



# Person Specification

## Education and Training

- A relevant UK University Degree
- Teaching Qualifications/PDGE in specified field
- Strong Academic skills for KS 3 & 4
- Master's Degree (Optional but Desirable)
- A record of relevant continuous professional development
- Qualified Teacher Status (QTS) for at least 4 years in specified field

## Teaching, Leadership, Knowledge and Experience

- At least four to eight years recent successful teaching experience in the 11-19 age range.
- A minimum of 4 years successful experience in a senior leadership post.
- Direct experience of Pastoral Care provision in the 11-19 age range.
- Experience of promoting positive relationships between staff, parents, governors and the community.
- Leadership of a team of people to at least Head of Department or Head of Year level, or as a Housemaster or Housemistress.

- An excellent understanding of all pastoral matters.
- Responsibility for planning and managing change.
- Involvement in and support for co-curricular activities.
- At least 4 years experience working in a British Curriculum Key Stage 3, 4 & 5 school.
- Awareness of national developments in your own subject.
- An understanding of the value of consistent application of school policies.

## Job Related Skills

- Excellent communication and listening skills.
- Clear understanding of the British National Curriculum and recent changes.
- Strong organisational and administrative skills.
- A good level of IT competence and it's integration across the curriculum.
- Powers of diplomacy and persuasion.
- An inclusive manner, team player and the ability to develop team work.

- An ability to monitor and evaluate team members, lead a team, motivate others, develop staff, manage time effectively.
- An ability to see a task through from beginning to end.
- An ability to work to a budget.
- Excellent English and a strong understanding of common English

## Personal Qualities

- A commitment to living DWC's ethos and values
- An ability to meet deadlines
- An ability to empathise
- An ability to build and sustain positive relationships
- Firmness, resolve, resilience, reflection, tolerance, humility and patience
- Dedication, commitment and a positive outlook
- Capacity for hard work and handling stressful situations
- Calmness under pressure
- A sense of humour
- Being a positive role model



# How to Apply

If you wish to discover more about this exciting opportunity, need any further information or you wish to have an informal discussion please contact our retained consultant at Veredus:

John Carter Via email:  
[john.carter@veredus.co.uk](mailto:john.carter@veredus.co.uk) Or call **0207 932 4205**

To apply, you will need to complete an application form which can be sent out by our retained consultants at Veredus.

In addition you will need to submit a supporting statement, setting out the relevant experience, skills and competencies you will bring to the role and your vision for Day Waterman College.

Please quote reference **930583** with any electronic submission.

**Closing date for applications:**  
**Monday 25th June 2018**

**Shortlisting:**  
**Thursday 28th June 2018**

**Final Panel Interviews:**  
**Week commencing Monday 2nd July 2018**

**Please note** that final interviews will be held at Day Waterman College in Nigeria. Flights and accommodation will be provided.

**We look forward to hearing from you.**

