



RGS
WORCESTER

DEPUTY HEAD PASTORAL



Deputy Head Pastoral

This is an exciting opportunity to take on the role of Deputy Head Pastoral at a highly successful and ambitious co-educational day school in the heart of Worcester. RGS Worcester has seen significant improvements in its academic performance, alongside growth in pupil numbers, and successes in Digital Learning and Co-curricular activities. At the same time, the School has developed an Award-Winning Careers provision and provides leading Pastoral Care in what is a welcoming and friendly environment where each pupil can achieve.

This is a significant leadership role and a superb opportunity for a person with drive and ambition to make their mark.

The Senior Leadership Team

The Senior Leadership Team (SLT) at RGS Worcester currently comprises the Headmaster, the Senior Deputy Head, the Academic Deputy Head, Assistant Head (Academic), Assistant Head (Co-Curricular), the Senior Teacher (Pastoral and Welfare), the Senior Teacher (Timetable), the Senior Teacher (Director of Innovation) and the Director of Finance and Operations. The team meets on a weekly basis and influences the strategic direction of the School. The SLT reports to the Board of Governors, who are extremely supportive of all that is being achieved at RGS Worcester.

The role of Deputy Head Pastoral will provide the successful candidate with the opportunity to develop their career and work with a highly supportive leadership team, determined to see the School continue to develop. This would be the ideal training for Headship in due course.

Digital Learning

RGS Worcester makes full use of digital technology as part of the School's highly successful Digital Learning Programme (DLP). Full training is provided for staff and the DLP has been instrumental in ensuring complete continuity of learning for the pupils during the Covid-19 pandemic. RGS is an 'Apple Distinguished School' and provides training to staff in other schools as a Regional Training Centre.

RGS Worcester

Introduction

The Royal Grammar School Worcester is one of the leading independent co-educational day schools in the West Midlands. The RGS Senior School has approximately 900 pupils aged 11 - 18 years, including a Sixth Form of 250 students. There are a further 450 pupils aged 2 - 11 years in the two RGS Preparatory Schools, RGS The Grange (two miles north of Worcester City Centre in the village of Claines), and RGS Springfield (a two minute walk from the Senior School in Britannia Square). RGS Dodderhill with its 180 pupils joined the RGS Family of Schools in 2018 and is situated in Droitwich Spa, 5 miles North of Worcester. The Headmaster of the Senior School is also the Executive Head of the RGS Worcester Family of Schools and is a member of the Headmasters' and Headmistresses' Conference (HMC).

History

RGS was founded some time around 685 and lays claim to being the sixth oldest school in the world. The School has a rich history: RGS received its Elizabethan Charter in 1561 and was granted its 'Royal' title by Queen Victoria in 1869. From 1950 until 1983, the School was administered by Worcestershire LEA as a voluntary aided grammar school and the School reverted to independence in 1983. RGS became co-educational in 2002 and merged with the neighbouring girls' school, The Alice Ottley School, in 2007. The Senior School is now close to 50:50 boy: girl.

Facilities

RGS Worcester is situated a few minutes' walk from the centre of the City of Worcester and is convenient for rail and bus links. The School's older buildings are mostly pre-20th Century and five of them have been listed by English Heritage, the most notable being Britannia House, built in 1730, and the ruins of a Cistercian nunnery known as Whiteladies, dating from c.1240.

The School has superb facilities, which include a Sixth Form Centre, refurbished Science Block, Language Laboratory, Library, Fitness Centre, two Sports Halls, Dance Studio, Lecture Theatre, Art Block, Design Centre, Performing Arts Centre, a full-size floodlit all-weather pitch and several pavilions. Some of the playing fields are close by in the City centre and there are 50 acres of grounds at RGS The Grange as well as a new International Hockey Centre shared with Worcester Hockey Club situated between the two Schools. The School has use of the local swimming pool and shares a Boathouse with Worcester Rowing Club on the nearby River Severn. All classrooms are equipped with IT facilities and there are four bookable computer rooms. Each member of staff has the use of a laptop computer and iPad.

The Governors have invested about £14 million in facilities over the last seven years.





Location

RGS Worcester is located in the northern part of Worcester and is easily accessible from the City as well as surrounding towns and villages. House prices in the area are extremely attractive compared to other cities and are equally favourable both as a first-time buyer looking for a flat or small house and those seeking a family home. There is also a strong rental market. For those looking to move out of London, Worcester offers considerable property opportunity.

Worcester is a vibrant and beautiful city overlooking the banks of the River Severn. The extraordinary Cathedral reveals the great history and tradition of the City and sits alongside modern shopping and leisure facilities. Worcester boasts extensive cultural activities and sporting life including the Worcestershire County Cricket Club ground in the centre of the City and Worcester Warriors' Sixways Stadium a few minutes drive from the School.

The surrounding area offers the outdoors life with the Malvern Hills and many other locations for walking, cycling, canoeing, rowing and other outdoor pursuits. A few minutes out of Worcester, visitors find themselves in rural villages and surrounding countryside. With its excellent transport links to Birmingham and London, Worcester offers something for everyone and is certainly an extremely attractive place to work and live.

School Aims

The aims of the School are to reach a high level of academic achievement, to be a caring and civilised society within a well-disciplined environment and, by placing emphasis on a wide range of sporting, cultural and other activities, to extend pupils in as many ways as possible. Overall, the aim is to offer a balanced and challenging education, which will stand pupils in good stead in their future careers and within the community at large. Our School film 'Worcester is green' (available on our website www.rgsw.org.uk) gives a flavour of our pupil-centred approach.

At RGS we take great pride in providing support for every pupil and ensure that each individual feels a part of the RGS Family. We aim to guide and encourage our pupils to seize the many opportunities that life at RGS provides.

We delight in seeing happy children enjoying their time at school but we also realise that adolescence can bring with it challenges and pressures. We work to equip our young people with the confidence, strength and self-belief that will allow them to realise their potential and lead fulfilling lives, both during their time at RGS and beyond.

We achieve this through our comprehensive programme of personal development and our diverse pastoral team, which works to connect with each individual.

Curriculum and Academic Life

Pupils follow a common curriculum in Years Seven to Nine. Normally ten GCSE subjects are studied in Years Ten and Eleven, the option arrangements allowing a wide choice giving a balanced curriculum which does not prejudice subsequent career decisions.

The majority of Sixth Form leavers move on to Higher Education, gaining places at Russell Group Universities or top 25 ranked Universities, including a number to Oxford and Cambridge Universities. Each year a small number go to Drama, Music or Art Colleges. Some students opt for higher level Apprenticeships with companies such as Deloitte, Ernst & Young, the BBC and Jaguar Land Rover.

Pastoral Care

The strength of the pastoral care system and the pride pupils take in their school are distinctive features of RGS, as is the excellent spirit of co-operation between pupils, staff and parents. The Form Tutor is an important figure in each pupil's school life, and there are eight Heads of Year who act as team leaders and who each have an Assistant Head of Year to support them. There is also a Head of Lower School and Head of Sixth Form who each oversee their specific Sections.

Immense care is taken over pastoral problems, and communication between staff and parents is frequent and constructive. We are committed to safeguarding and promoting the well-being of all the pupils in our care, regardless of the age, gender, religion or beliefs, ethnicity, disability, sexual orientation or socioeconomic background. We provide a caring, positive safe and educationally stimulating environment that promotes spiritual, moral, social and cultural development.

The safeguarding and welfare of our pupils is our priority and we recognise that all staff, including temporary staff, volunteers and Governors, have a full and active part to play in protecting our pupils from harm. We ensure that everyone understands their roles and responsibilities in respect of safeguarding and is provided with the appropriate training to recognise, identify and respond to signs of abuse, neglect and other safeguarding concerns that we may have about pupils. Necessary steps are taken to prevent the employment of unsuitable individuals.

We also support the welfare and safety of all pupils by ensuring that safeguarding is included in the curriculum to help children stay safe, recognise when they do not feel safe and identify to whom they can talk if they have concerns.

We understand the crucial role that a school can play in identifying a safeguarding problem for a child and their family as it emerges, and that, by putting in place Early Help at this stage, we can





often prevent problems from escalating into something more serious. We have invested heavily in our Early Help provision as a School and we can offer dedicated one-to-one support from a member of our experienced and trained Pastoral Leaders as well as with our fully qualified Nurses, School Counsellors, or Relaxation Therapist.

Co-curricular Activities

RGS Worcester prides itself on its co-curricular provision. RGS Music is extremely strong with thirteen different ensembles, and over fifteen concerts each year, including performances in major venues locally and nationally. The breadth of the co-curricular Music provision is unusual with concerts ranging from informal 'tea-time' events to large orchestral and choral performances and staff often participate alongside the pupils.

In Drama there are opportunities both for musical theatre and serious drama. The School has its own theatre along with other performance spaces and both Music and Drama are part of a vibrant Creative Arts Faculty based in the Performing Arts Centre located in the heart of the School.

In Sport, nearly 20 different sports are offered and a 'sport for all' approach sits comfortably alongside pupils achieving Regional and National distinction. RGS is currently ranked in the top 40 independent schools nationally for sport. An ambitious Athlete Development Programme encourages pupils to aim high in their sporting pursuits and a vibrant House system provides competition in a wide range of activities.

There are many other opportunities for pupils including a large Combined Cadet Force (Army, Navy and RAF Sections) and the Duke of Edinburgh's Award Scheme for pupils from Year Nine onwards. Debating is a particularly popular and successful school activity in all Sections of the School. A wide range of Academic Clubs and Societies is available and all pupils are encouraged to participate fully to develop their interests and enjoy a well-rounded education.

Admission

Admission is by the School's own examination held in January, mainly at 11+, but also at 12+ and 13+. Pupils are also admitted into the Sixth Form on the basis of Assessments, GCSE results and school reports. Academic Scholarships and means-tested Bursaries are available at 11+, 13+ and 16+. Art, Drama, Music and Sports Scholarships are also available at 11+, 13+ and 16+ and for Textiles and Design Technology at 13+ and 16+.

'The Good Schools Guide' says:

'There's more than one pathway' could be another school strapline. 'They don't value one subject over another any more than they value academics over the extracurricular – my son loves sport and they consider that just as important,' said a parent. Likewise, while most take 10 GCSEs, they have no problem with some taking eight, nine or perhaps 11, with breadth beyond the core subjects meaning there's no straitjacket around options.

academically – results are as about as good as they can be without moving into hothouse territory, report parents. Pastoral care – a long-term strength of the school – has become even more of a focus, and extra-curricular has increased in both quantity and quality,

the real star of the show has been digital learning, it has developed at such a pace that the school was able to offer online lessons and assessments, as well as regular updates to parents, within 24 hours of the first lockdown. Now an 'Apple distinguished' school, RGS is frequently asked to present at conferences to show other schools how things can be done

'It was the school's digital learning programme that swung it for us,' said one parent – 'We didn't think it would be a factor, but when we saw it in action, it blew us away.'

Welcoming, unaffected and academically on the up and up, while still valuing the breadth of opportunities outside the classroom.

Pupils have the kind of easy affability, wit and willingness to talk that eludes many adults.

Certainly, the ISI is convinced; branding the school 'excellent in all areas' whilst these standards also characterised our conversations with both students and staff; reflective of an assurance, but not an arrogance, that only genuinely outstanding schools achieve.'

We heard how a year 7 pupil was recently unwell on the train and a sixth former scooped him up and brought him to the school nurse, then came back to check on him later in the day – that, say parents, is the RGS way.





Job Description

The Deputy Head Pastoral is responsible for the pastoral care and welfare of all pupils, and working in conjunction with the Headmaster, Senior Deputy Head, Senior Teacher (Pastoral and Welfare), Heads of Section and Heads of Year, will be responsible for upholding discipline, tone and morale across the School.

The specific duties within the Senior Leadership Team will vary according to the successful candidate's particular strengths and aptitudes. However, they are likely to include (but may not be limited to) the following:

- To have overall responsibility for the welfare and well-being of all pupils through supervising and line-managing the work of the Senior Teacher (Pastoral), and Heads of Section and Heads of Year to ensure consistency of approach and continuity between Year groups
- To have responsibility for the pupil disciplinary and sanction system and management of the school data-base in these areas
- To advise the Heads of Year on matters pertaining to pupil discipline and progress.
- To advise and support all middle and senior managers in dealing with pupils and their parents
- To drive EDI (Equality, Diversity and Inclusion) across the School
- To be a member of the Senior Leadership Team, and to advise the Headmaster and Senior Deputy Head about discipline and pastoral care policy and practice, Staff INSET, School Rules, School Policies and Procedures, Staff Welfare and Safeguarding
- To act as the School's Designated Safeguarding Lead (DSL) or a Deputy DSL, and to chair the termly DSL Meeting for all four RGS schools. The responsibilities for the role of DSL are stated in full in the whole school Safeguarding Policy and in Keeping Children Safe In Education, Statutory Guidance for Schools and Colleges (Annex C)
- To chair the Pastoral Management Meeting twice each term
- To ensure the continued provision of statutory Safeguarding training sessions for all staff at RGS Worcester
- To be responsible for dealing with all informal complaints and recording and auditing both formal and informal complaints
- To lead on, and take responsibility for pupil transition from other schools, specifically from primary schools, alongside the Admission and Lower School teams

- To embody and promote the highest standards of general conduct, manners, scholarship, concern for others, appearance and community spirit among pupils. Specific areas of responsibility will include managing and supporting the Heads of Section and ensuring they support their Heads of Year with: the induction of new pupils, allocating pupils to Form groups, monitoring of pupils' academic progress, marketing, production of relevant Section literature, record keeping, organisation of Parents' Evenings, dealing with difficult individuals and or classes, interviewing parents, Field Days, briefing the Senior Deputy Head and Headmaster about serious disciplinary incidents and registration
- To ensure staff involved in the pastoral care and wellbeing of the pupils are supported as needed so that the quality of the provision is first-class
- To be present at school during the public examination results periods
- To support pupils in their activities beyond the classroom by regular attendance at school concerts, plays and sports matches
- To advise on the appointment of Prefects and ensure the relevant training is conducted and their work supervised
- To be responsible for safeguarding training for staff induction and mentor new members of staff as required, and keeping logs of relevant training with the Pastoral Administrator
- To be involved in staff disciplinary matters and capability procedures when necessary
- To be responsible, alongside the Senior Deputy Head, for organising the Open Morning events at RGS
- To be responsible for the allocation of teaching staff as Form Tutors
- To be responsible, alongside the Senior Teacher Academic, for the allocation of staff duties
- To be responsible for the production and review (annually) of relevant school Policies and School Rules
- To be responsible for staff professionalism and discipline
- To deal with general complaints from the public
- To be responsible, in partnership with the Senior Deputy Head, for maintaining, reviewing and updating any relevant sections of the School's ISI Self Evaluation Form, and ensuring the School is fully prepared for ISI Inspection in their areas of responsibility
- To oversee the programme of assemblies, ensuring Year group and Section provision is meaningful, topical and purposeful
- To conduct regular informal observation of day-to-day learning and teaching around the School through visits to departments and discussions with teaching staff and pupils





- To participate in the relevant Governors' Committee, preparing reports and presentations as required
- To attend weekend fixtures and events as reasonably required by the Headmaster
- To have oversight of staff training and INSET for development of the pastoral care and wellbeing of the pupil
- To be responsible for the staffing of all pastoral activities as well as for their quality and to manage the appointment and subsequent supervision of specialist staff and outside agencies
- To approve all visiting speakers for events and talks, as required
- To co-ordinate and promote the pastoral focus of the school, leading on focus weeks, in-house conferences, and communication with stakeholders and the wider community, ensuring the RGS provision remains an independent school beacon for excellence.
- To work with the Learning Support department, as necessary
- To undertake teaching, in accordance with the job description for teaching staff
- To follow any other reasonable request as required by the Headmaster, Senior Deputy Head or Academic Deputy Head

The successful candidate will be a dynamic leader, committed to their own continuous professional development and to that of all colleagues. They will wish to make a significant contribution to RGS Worcester's continued development as a first-class school.

More specifically, they will possess the following experience, qualifications, knowledge, skills and personal attributes.

Experience and qualifications

- A track record of successful middle or senior leadership experience in a state funded or independent school environment
- A strong personal academic background with the intellect and charisma to inspire the whole RGS community

Knowledge and skills

- Strong pastoral instincts and a clear vision for what constitutes excellent pastoral care in a busy day-school community
- An understanding, preferably gained through experience, of current pastoral challenges for young people, important national developments in education, and of leading in a large community

- An understanding of how to link academic and pastoral oversight of pupils in an independent school context, and how to ensure that academic excellence, outstanding learning support and outstanding co-curricular pursuits are interwoven in the School's approach to pastoral care.
- Have excellent written and spoken English
- Have sufficient numeracy to interpret statistical data and manage budgets
- The ability to think strategically and at whole school level about how RGS can continue to evolve and develop
- Highly effective interpersonal and communication skills with the ability to build strong relationships with pupils, parents, staff and wider stakeholders
- Sound judgement skills and the ability to balance decisiveness and consultation
- Have first class organisational and administrative skills, with the ability to remain calm under pressure, work to tight deadlines and manage competing priorities
- Have the ability to work effectively as a member of a leadership team, to show initiative and imagination and to have the vision and the ability to inspire others
- Have a good working knowledge of common IT applications, with a clear understanding of the potential for IT in enabling more innovative and effective approaches to learning, teaching and school organisation

Leadership style and personal attributes

- A confident and collaborative team player with a positive and innovative approach to school development
- The ability to resolve conflicts in a sensitive manner, and to encourage and motivate
- A strong personal work ethic and sense of responsibility
- Be able to see through complex strategies from concept to conclusion
- Be efficient and able to manage a range of tasks and issues at the same time
- A sense of humour and humility
- Maintenance of high professional standards of attendance, punctuality, appearance, behaviour and positive, respectful relationships with pupils, parents and colleagues
- Be an experienced teacher, able to demonstrate outstanding outcomes, with significant leadership and management experience
- Have the necessary experience to support senior colleagues
- Have the warmth, empathy and patience required to deal with difficult situations fairly, calmly and with a proportionate response





- Have the capacity to think strategically and to convert strategic vision and ideas into policies and practice
- Have the charisma to lead, challenge, support and motivate members of staff
- Have the capacity to respond positively to change and challenge
- Have successful teaching experience across the secondary phase, up to and including A Level, with a track record of consistently enabling pupils to achieve high standards
- Have some experience of strategic planning or of curriculum evaluation

Deputy Head Person Specification

Essential

- A good Honours graduate with exceptional teaching ability
- A track record of achievement and ambition
- The ability to motivate and inspire others: both students and staff
- At least Middle Management experience
- A considerable work rate and high degree of administrative efficiency
- Excellent interpersonal and communication skills
- High emotional intelligence and sensitivity to deal with challenging pastoral and staffing issues
- A positive approach to problem solving
- A willingness to contribute to whole school development and improvement
- The ability to demonstrate exemplary written communication and ensure that any communication reflects the high standards of the School
- A willingness to work with optimism, good humour and commitment

Desirable

- Previous management experience in a similar high-achieving school
- An appreciation of the challenges facing Independent Schools
- Strong Pastoral experience
- Strong ICT skills and a willingness to embrace new technologies (including the School's Digital Learning Programme)
- Knowledge of current educational issues
- The ability to demonstrate real promise for further promotion to Headship in due course
- Adaptability and flexibility

Process of Application - Closing Date: Monday 21 February 2022

All candidates are required to apply via the TES online application form (no CVs will be accepted).

Early application is actively encouraged. Suitable candidates may be called for interview early and we reserve the right to close the position at any time.

Details of the salary will be available after interview and will reflect the importance of this post. RGS is currently a member of the Teachers' Pension Scheme and benefits include free private health insurance and re-location expenses for persons moving into the area.

Long List interviews will take place on 2, 3 and 4 March with Short List interviews taking place the following week.

RGS Worcester is part of a family of schools providing education that is supportive, challenging and inspiring. RGS Worcester is committed to safeguarding children and promoting the welfare of all children and young people and expects all staff to share this commitment.

The Governors of RGS Worcester are committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. Registered Charity No.1120644

Thank you for your interest in this post and we look forward to seeing you at RGS Worcester.



'Welcoming, unaffected and academically on the up and up, while still valuing the breadth of opportunities outside the classroom.'

- The Good Schools Guide



How to find us

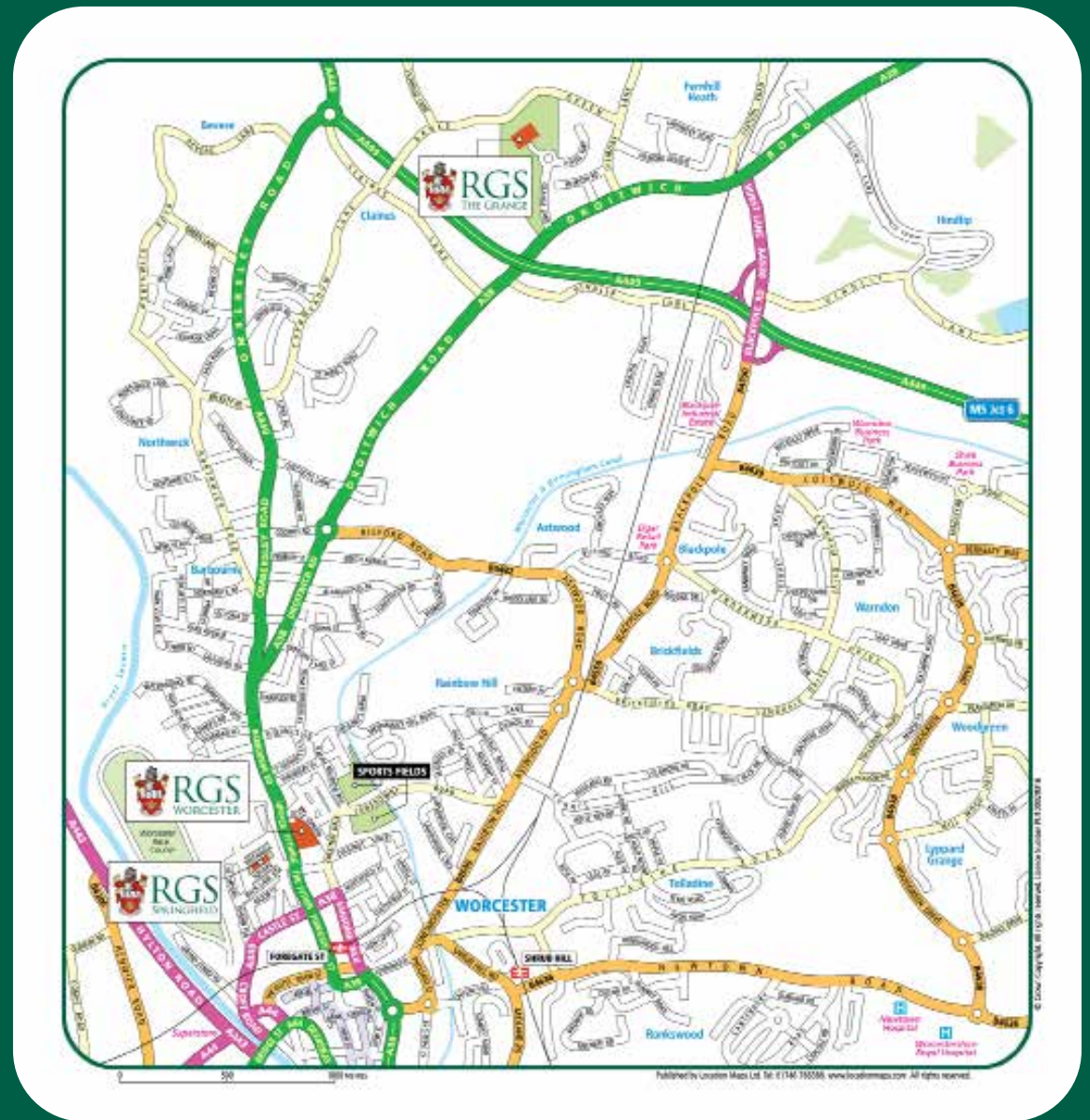
By Road:

The most direct route is via the M5. Leave at Junction 6 and join the A449. Travel through the first intersection until you reach a roundabout. Take the second exit into Ombersley Road, A449. Travel for 2 miles on this road which leads into Barbourne Road and then Upper Tything, A38. The entrance to RGS Worcester is on the left after the Little London turning.

By Rail:

The nearest mainline station is Worcester Foregate Street, which has a direct link to London Paddington and regular services to The West and West Midlands.

Exit the station and turn right. Keep to the right hand side pavement and follow the road out of Worcester for 5 minutes. RGS Worcester will be on your right hand side.



RGS Worcester | RGS The Grange | RGS Springfield | RGS Dodderhill

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