



HAMPSTEAD SCHOOL
Learning together Achieving together



Deputy Head – Pastoral Strategy

Recruitment Pack



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Dear applicant,

Thank you for your interest in this exciting post here at Hampstead School. The job profile and person specification are included in this document and more information about the school can be found on our website www.hampsteadschool.org.uk. All applications can be made on TES. A direct link to all our vacancies is also available on our website.

Requests for visits to the school and telephone conversations are welcomed - please contact Jocelyn Jorgensen-Kemp, HR Manager, to arrange (j.jorgensen-kemp@hampsteadschool.org.uk).

At Hampstead School, we are committed to promoting a diverse and inclusive community – a place where we can all be ourselves and succeed on merit. We offer a range of family friendly, inclusive employment policies, staff engagement forums, in-school facilities and services to support staff from different backgrounds. We are keen to explore part-time, job share or flexible working arrangements. Everyone is welcome – we are committed to inclusion across race, gender, age, religion, identity and experience.

Message from the Head

I started as Head at Hampstead in September 2020. Reopening the school in the midst of a global pandemic was a baptism of fire but staff, students and parents have been incredibly supportive. This is a remarkable school and it is a privilege to work here.

The past year has been made easier by my existing knowledge of the school, having started my career here as an NQT. My original stint only lasted four years, a length of time that pales into insignificance when compared to the years of service some have given, but after leaving I retained a strong connection to the school. Hampstead reflects – and has shaped – my educational values. It is a truly comprehensive school, seeking to serve its local community. It is non-selective in the truest sense; there are no ability bands, selection tests or restrictions based on gender or religion. If you live nearby, if it is your local school, there is nothing to stop you coming here. It is part of a strong local authority working to ensure high standards through co-operation rather than competition.



When Hampstead School gets it right then there are no caveats, no 'yes buts'. Success is not based on a selective admissions criteria or top-down interventions from an academy chain. Success is sustainable, ethically sound and based on an unwavering commitment to equality of access. I can honestly say that I would not have applied for any other headship.



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The School and its Community

Hampstead School is a London Borough of Camden maintained comprehensive school with 1330 students. The school, with an admission number of 210, is popular locally and oversubscribed.

Founded in 1961 (it is our sixtieth anniversary this year) as a mixed comprehensive school, visitors often comment on the mutual respect which is evident amongst students and between students and staff. This has been recognised; we are the first secondary school in London to be awarded the UNICEF “Rights Respecting School Award” at the highest level.

The diversity of our students is a real strength of the school. Over 80% of students are of ethnic minority origin, with over 60 different languages spoken. Around half our students have English as an Additional Language, with a similar proportion eligible for the Pupil Premium.

The school has been rebuilt over the past five years as part of the Priority Schools Building Programme; our facilities are now world class.



Our Ethos

We expect staff and students to *Think Big, Work Hard and Be Kind*, principles underpinned by the value we place on ambition, critical thought, effort and compassion. This culture is fostered in an atmosphere where the quality of relationships is crucial; our motto, ‘*Learning Together, Achieving Together*’, is reflected in the interactions that take place between staff and students every day.

The impact of this ethos, when combined with the highest expectations of achievement and a belief that every student can and will achieve, is seen in some of our successes and initiatives over the past few years. They confirm that Hampstead School’s reputation for creativity, innovation and inspiration is firmly rooted in rigour:

- One of seven UK schools recognised as an inaugural “Achievement for All” Ambassador School
- Arts Mark Award (Gold) from the Arts Council for England
- Sportsmark



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- International School Full Award
- Geography and History Quality Mark
- Sustainable Schools Award (Gold)
- Cultural Diversity Quality Standard (Gold)
- Stonewall Award
- National Champions in the Model United Nations national debating competition
- Our work with New Arrivals recognised as best practice and disseminated to all UK schools
- Enduring relationships with Future Leaders, Teaching Leaders and Teach First.
- Princes Trust kitemark (English)
- Diana Awards from the Prime Minister for our anti bullying and peer mentoring schemes
- Part of the National Association for Able Children in Education (NACE)

We are proud of what we have achieved, never complacent and retain a genuine and positive determination to become exceptional in all areas. We relish our challenges, being fortunate in our committed and enthusiastic staff, all of whom work together for the benefit of our students. A sign of success is that, within a stable workforce, nearly all who leave do so for promotion. Consequently, this creates opportunities to appoint new colleagues with new ideas, enthusiasm, and moral purpose.

More about this role

The Deputy Head (Pastoral Strategy) will facilitate strategic collaboration between our Heads of Year, Achievement Support Faculty (SEND), Student Support Centre and attendance team. They will act as Designated Safeguarding Lead and have oversight of the work of external agencies. They will lead on community development work and the evolution of our house system, alternative provision (internal and external) and mental health and wellbeing. They will raise standards of behaviour through whole-school policy and targeted interventions.

As Deputy Head they will also be crucial to the wider strategic leadership of the school, contributing to the school improvement plan and fulfilling other leadership responsibilities including the line management of faculty areas.

I am very excited about developing the school further and working with colleagues with differing strengths, but who all share an unwavering passion for education, and a commitment to improving the life chances of all our students.

If you are one of these talented people, we would love to hear from you.

Matthew Sadler – Head



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Job Profile: Deputy Head – Pastoral Strategy

Direct Reporting	Head
Responsible for	Direct reports as appropriate
Main Purpose	<ul style="list-style-type: none"> To work with the Head & Governors in shaping an outstanding and dynamic future for Hampstead School To develop and embed a proactive, inter-connected pastoral strategy To ensure safeguarding remains at the heart of everything we do To personify core educational values and moral purpose that is inclusive in relation to outcomes for all students To actively engender a high level of professionalism, shared sense of purpose and positive emotional climate in the school through integrity, adherence to standards, high visibility and interaction. To drive exceptional Teaching and Learning To optimise standards of student attainment and achievement and to monitor, quality assure and support student progress To create an ethos that expects and ensures the highest standards of behaviour
Operational & Strategic Planning	<ul style="list-style-type: none"> To assist the Head with the effective strategic leadership and management of the school and seek ways of improving organisational structures and functions based on rigorous self-evaluation, thereby ensuring that the school and the people and resources within it are organised and managed to provide an efficient, effective and safe learning environment
Curriculum Development	<ul style="list-style-type: none"> To lead on the development of appropriately broad, balanced, relevant and personalised curriculum To ensure appropriate pedagogies, assessment and reporting To maintain links with relevant external organisations
Human Resources	<ul style="list-style-type: none"> To ensure the efficient and effective deployment of staff To implement Performance Management, ensuring that appropriate national standards and resultant staff development needs are met To inspire colleagues by personal example, promoting loyalty, teamwork and intrinsic motivation.
Quality Assurance	<ul style="list-style-type: none"> To ensure the effective operation of quality assurance systems To implement target setting and target achievement procedures To establish compliance with standard operating procedures To monitor and evaluate provision in line with School procedures for evaluation against quality standards and performance criteria
Management Information	<ul style="list-style-type: none"> To systematically oversee the tracking and monitoring and intervention on student behaviour and progress To make use of analysis and evaluate data provided



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	<ul style="list-style-type: none"> To identify interventionist action on issues arising from data, systems and reports reviewing progress on the action taken To produce reports within the quality assurance cycle To provide the Governing Body with relevant information relating to performance and development
Communications & Service Orientation	<ul style="list-style-type: none"> To ensure vision ownership and engagement from staff To ensure effective communication/consultation with parents To proactively communicate with stakeholders outside the school and to actively promote the school's ethos when doing so To liaise with other external agencies including Camden Learning, the Local Authority and DfE. To lead the development of appropriate partnerships with external stakeholders To actively promote the school and its corporate wellbeing at every single opportunity
Management of Resources	<ul style="list-style-type: none"> To manage the available resources of space, staff, money and equipment efficiently in line with SFVS principles & due diligence To make recommendations for effective and efficient timetabling and space allocation
Leading pastoral strategy	<ul style="list-style-type: none"> To develop, promote and monitor school protocols linked to safeguarding, student wellbeing and other elements of KCSiE. To facilitate, monitor and optimise strategic collaboration between pastoral staff within school and external agencies beyond school. To monitor student attendance, progress and performance ensuring that interventionist strategies are implemented effectively To raise standards of behaviour through whole school policy and targeted intervention.
Additional Duties	<ul style="list-style-type: none"> As SLT to play a full proactive part in the life of the school community in implementing its vision, mission and ethos and support and expect staff and students to do likewise To be willing to undertake jobs as needs arise and rotate jobs on a cyclic basis under the reasonable direction of the Head in accordance with the STPCD Conditions of Employment for Deputy Heads.
<p>The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.</p> <p>The post holder is required to make positive efforts to maintain their own personal safety and that of others by taking reasonable care, carrying out requirements of the law following recognised codes of practice. The post holder is also required to be aware of and comply with policies on health and safety.</p> <p>This job description may be amended at any time in consultation with the post holder, Governing Body and/or Senior Management as required. Trade union representation will be welcomed in any such discussions.</p>	



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Person Specification: Deputy Head – Pastoral Strategy

Criteria		Essential	Desirable
Values and disposition	The ability to <i>Think Big, Work Hard</i> and <i>Be Kind</i> – and foster this in others	•	
	A commitment to an ambitious, inclusive, comprehensive education	•	
	High expectations and a relentless focus on improvement	•	
	A positive, proactive, creative, solutions-focused approach	•	
	A team player who recognises the importance of a collegiate ethos	•	
	Reflective, self-aware, and keen to listen and understand	•	
	A commitment to supporting wellbeing and work-life balance	•	
Experience	Exemplary classroom practitioner	•	
	Successful track record of raising standards as a senior leader	•	
	Evidence of impact at a whole-school level and across student groups	•	
	Experience of strategies to promote inclusion and positive behaviour	•	
	Experience of leading professional development and training	•	
	Experience of effective line management of colleagues	•	
	Experience in more than one school		•
	Experience of management of critical incidents		•
Knowledge and skills	Knowledge of contemporary educational issues and policy	•	
	Ability to engage with, analyse and act on data	•	
	An efficient, organised worker with good ICT skills	•	
	Strong communication skills in verbal, written & presentational capacities	•	
	Readiness to speak with candour about performance and standards	•	
	Strong and up-to-date knowledge of KCSiE and connected strategies		•
	Ability to articulate and implement a whole school vision		•
Equality, Diversity and Inclusion	Awareness of the equality, diversity and inclusion agenda	•	
	A commitment to furthering this agenda with all stakeholders	•	
	Experience in leading strategies to promote EDI within school		•
Qualifications	Qualified Teacher Status (QTS)	•	
	Legally entitled to work in the UK	•	
	Excellent record of punctuality & attendance	•	
	Additional training relevant to leadership responsibilities of SLT	•	
	Enhanced DSL training		•
	MA / NPQ / working towards further professional qualification		•

All candidates must have strong working knowledge of safeguarding practices and be committed to safeguarding and promoting the welfare of children and young people.



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Timeline of events for this post

Date	Event
Monday 10 May > Friday 14 May	Visits / telephone conversations on request
Wednesday 19 May @ 0900	Deadline for applications
Friday 21 May	Shortlisted candidates informed
Wednesday 26 May	Interview process – day 1
Thursday 27 May	Interview process – day 2

What can Hampstead School offer you?

“Staff really like working at the school. They feel valued and very well supported. Leaders have ensured that they have very good opportunities for training and development, to which they contribute. Many staff have moved on to promoted posts internally and elsewhere. This is an exciting, dynamic place to work, and its vitality greatly benefits the pupils.” (Ofsted)

Our employee package includes personalised training, a comprehensive package for NQTs starting a career in teaching, placement on Teaching Leaders programme for middle leaders, financial and professional support for MA degree programmes and National Professional Qualifications, and engagement in the wider programmes offered by Camden Learning.

We are keen to ensure a positive life-work balance. Staff are granted time-off for a range of personal days as well as access to a free 24-hour employee assistance package and annual flu jabs. We were the first school in London to achieve the Optimus Wellbeing Award for Schools and a staff working group continues to drive this important work forward.

Our location, minutes from Cricklewood Station and only a short distance from the transport hub in West Hampstead, mean that staff benefit from inner-London weighting but have flexibility in where they choose to live.

Benefits include, but are not limited to:

- 15% PPA time for all teaching staff
- Free access to a staff gym on site
- Employee Assistance Programme
- Annual flu jab
- In-house professional development programme
- TOIL days in recognition of twilight CPD
- Bespoke leadership development pathways
- Time off for personal days (e.g. nativity plays, graduations)