



Assistant Head Pastoral – Head of Middle School



Employment Status:	Full Time/Permanent
Required from:	22 April 2022
Job Location:	Senior School
Application Closing Date:	Friday 3 December 2021 at 0900
Longlist Interview Date:	Tuesday 7 December 2021
Shortlist interview Date:	Wednesday 8 and Thursday 9 December 2021



THE DEPARTMENT

All Assistant Heads at St Dunstan's College are part of the Senior School Leadership Team (SSLT). The SSLT consists of the Senior School Pastoral Leadership Team (Head of Lower School, Head of Middle School, Head of Sixth Form, chaired by the Deputy Head Pastoral) and the Senior School Academic Leadership Team, (Director of Studies and Assistant Head Co-Curricular, chaired by the Deputy Head Academic), and the Headmaster. The SSLT directs the strategic vision and has the operational oversight for the Senior School.

The Middle School comprises Year 10 and Year 11 with a Head of Year allocated to each year group and twelve form tutors. Almost all Middle School students will have joined the College in Year 7 or in the Junior School. The Middle School journey encompasses the academic trajectory of students' GCSE outcomes, their pastoral development, including safeguarding, and their contribution to the wider College community, through the co-curricular programme and beyond.

THE ROLE

This position is ideal for a dynamic, creative and energetic teacher with experience in school middle leadership, as a Head of Year, Head of Department or similar role. They will be adept at managing the expectations and demands placed on them by the Foundation Executive Team to whom they report as well as by the staff they manage, the students and parents. The Head of Middle School will approach the role with a sense of excitement and will relish tackling the challenge of ensuring that students in Years 10 and 11 enjoy the wide variety of co-curricular experiences on offer whilst maintaining the high academic standards held by the College. They will know that the best way to understand and predict student progress is through robust, regular tracking and analysis of academic data, and should enjoy working with data to underpin their academic planning for the Middle School. As a member of the SSLT, the Head of Middle School will embrace the strategic thinking required to create and deliver an ambitious and purposeful development plan each year. They will be a delegator without being a micromanager and will strike a healthy balance between developing a vision for the Middle School and putting in the work to turn the vision into reality.

The Head of Middle School will be a tactful and clear communicator, able to deftly balance the competing demands of teaching, managing their team of Heads of Year and tutors, running and attending meetings, and interacting with students and parents.

SSLT additional portfolios can be dynamic, so a willingness to embrace new challenges and lead and implement new initiatives, in addition to the core role, is essential.

Above all else, the Head of Middle School must demonstrate exemplary pastoral leadership abilities and be committed to providing outstanding pastoral care. They must have a compelling vision for an ambitious and exciting programme of pastoral development and enrichment for Middle School students to support their physical and mental development, as well as their academic outcomes.

JOB DESCRIPTION

Responsible to: Deputy Head Pastoral

Responsible for: 2 Heads of Department, Head of Year 11 and Head of Year 10, support staff as appropriate.

Purpose of the Role: Lead the Middle School (Years 10 and 11), ensuring appropriate pastoral and academic support is in place for all pupils. Represent these year groups and their needs on the SSLT, being also involved in Senior School Development Planning and being part of a team with operational oversight for the day-to-day running of the Senior School.

Strategy

- With the Senior School Leadership Team, help produce the Senior School Development Plan. Share responsibility for translating the vision for the Senior School into agreed annual objectives.
- With the Senior School Leadership Team, ensure the College's policies continue to meet the needs of Middle School students.
- Assist in preparation for ISI inspection when required.
- Develop and lead new initiatives, as required (within and beyond Middle School priorities).
- Communicate the vision for the Middle School and the strategy for achieving this vision with the Foundation Executive Team and Board of Governors, as required.

Admissions, Transition and Marketing

- With the Head of Lower School, ensure that Year 9 students are supported as they make their GCSE choices and transition from Lower School to Middle School.
- Work with the Admissions team and Headmaster in the 13+ admissions process, and in supporting students joining the College in the Middle School at other atypical entrance points.
- With the Marketing and Admissions teams, help organise and deliver Open Day events and contribute more widely to the marketing of the College both internally and externally.
- Ensure relevant marketing materials and publications are up-to-date and an accurate reflection of life in the Middle School.
- As a member of the SSLT, support the recruitment process at 11+ and 16+ (and vacancies in other atypical entrance points as they arise).
- With SSPLT, organise and deliver Induction Day for new students.
- With the Head of Sixth Form, arrange a programme of events to introduce Years 10 and 11 to life in the Sixth Form.
- With the Examinations Officer and Director of Studies, oversee Year 11 public examinations, and Year 10 and 11 internal examinations.
- With SSPLT, allocate students to tutor groups and arrange handovers during the summer rollover.

Leadership and Staff Development

- Line manage HoDs and support staff, as appropriate, including formal appraisal.
- With SSPLT and the Heads of Year 10 and 11, direct and support tutors as needed.
- Lead the Middle School Head of Year team, and through them, the tutor team. Guide and support tutors and Heads of Year in their professional development and needs.
- Support the Headmaster in the recruitment, deployment, motivation, development and appraisal of teaching staff. Ensure that Heads of Year and tutors in your section have a clear understanding of their roles and responsibilities.

- Conduct weekly learning walks of the tutor sessions, identifying good practice to share at tutor and Head of Year meetings.
- Lead by example: embody the competencies of Senior Leaders and Teachers at St Dunstan's College.

Pupils

- Oversee behaviour management within the Middle School and more generally, including monitoring standards of punctuality, dress and appearance.
- Track and monitor student progress through the Middle School through the College Student Tracking and Reporting System (STARS).
- Collate and analyse data obtained through the STARS process to report termly to SSLT on Middle School academic progress.
- Ensure that the Rewards and Sanctions system is consistently employed by staff, and that Middle School students are acknowledged for outstanding work and/or behaviour.
- Take responsibility for organising, developing and delivering events related to the Middle School, including start and end of term/year activities, the Arts Festival, Adventure Week and Science Week.
- Oversee and develop the pastoral curriculum as delivered through tutor time (PSHEE)
- Oversee the Middle School assembly programme.
- Oversee attendance within your Section and develop strategies for improvement.
- Liaising with outside agencies when required (including CAMHS, GPs, Hospitals, Children's Services, etc) to ensure adequate and appropriate Multi Agency information sharing.
- Coordinate benchmark and trial exam data, compare to CEM data and scrutinise value added across the Middle School.

Teaching and Learning

- Provide a professional role model for others by clearly demonstrating through practice the Principles of Excellent Teaching and Learning.
- Teach a subject offered by St Dunstan's College, on a reduced timetable, and be an active member of the academic department you join.
- Engage with the Forder Programme of co-curricular activities.

Training and Professional Development

- Have a full understanding of the College's Safeguarding policy and procedures.
- Attend safeguarding training as required.
- Ensure the safeguarding and wellbeing of students in accordance with College policies.
- Regularly review your own practice, set personal targets and take responsibility for your own development.
- Engage fully with the College probation and appraisal programme.
- Assist the new staff induction programme to ensure that all new staff are welcomed and appropriately briefed to undertake their responsibilities in the Middle School.
- Deliver staff Continued Professional Learning as required.

Administration

- Chair regular, minuted Head of Year meetings and ensure Heads of Year hold regular, minuted tutor meetings.
- Attend weekly SSPLT meetings and SSLT meetings.
- Ensure safe and confidential record-keeping and ability to rapidly retrieve information.

Safeguarding Responsibilities and Pastoral Care

The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The College cannot employ people to carry out teaching work or be involved in management positions if they are prohibited from carrying out relevant work. The College also cannot employ people to provide childcare in our early or later years provision if they are disqualified from doing so. The College will therefore carry out appropriate checks on the successful applicant.

This role is a teaching role involving extensive contact and responsibility for children.

The successful applicant must:

- Always ensure College safeguarding expectations and priorities are met by understanding and complying with the College Safeguarding Policy at all times.
- Consult with appropriate members of the Pastoral team should you have concerns of student wellbeing, safety, or behaviour, and follow College record keeping and referral procedures.
- Maintain good order and manage the learning and wider behaviour of students at all times and in all contexts, via the appropriate use of both rewards and sanctions in line with School policy.
- Fulfil the responsibilities of being a Form Tutor if required.

PERSON SPECIFICATION

THE FOLLOWING EXPERIENCE AND SKILLS ARE ESSENTIAL/DESIRABLE:	ESSENTIAL	DESIRABLE
A good degree in your teaching subject, or a strongly related discipline	X	
A Master's degree in your teaching subject or in education		X
Teaching experience 11-18	X	
Experience in pastoral care (either as a tutor or a more senior position)	X	
Safeguarding experience		X
Experience in school middle leadership including experience of being a line manager	X	
A teaching qualification	X	
A track record of improving student attainment	X	
Discretion and confidentiality	X	
A strong work ethic and high levels of personal organisation	X	
Experience in organizing and running large-scale events		X

THE PACKAGE

Salary	Competitive
Pension	Teachers' Pension Scheme & APTIS schemes available
Benefits	<p>Tuition fee remission (which is means tested and capped) and no registration fees*</p> <p>Private Health Care Insurance (50% paid by employer) with reduced health club membership</p> <p>Health care cash plan</p> <p>Free lunch and beverages, during term time</p> <p>Staff Accommodation (subject to availability; competitive market rate) Free off-road parking</p> <p>Salary Sacrifice Schemes</p> <p>Season Ticket Loan</p> <p>Free winter and summer social events</p> <p>Annual flu immunisation</p> <p>Use of College leisure facilities including gym, tennis courts and pool*</p> <p>* Conditions apply</p>