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**Appointment of Deputy Head (Pastoral)**

Applications are invited for the post of Deputy Head (Pastoral) upon the retirement of long-serving colleagues. This post will offer an exciting leadership opportunity to a dynamic, well-qualified, experienced and forward-looking candidate.

**St Margaret’s School for Girls**

Founded in 1846, St Margaret’s School for Girls is the oldest all-through girls’ school in Scotland and the only single sex school in Aberdeen. Today, it provides an exceptional all-round education to around 370 pupils aged 3-18. Recognised by The Sunday Times as the Scottish Independent School of the Year 2020, the school enjoys a fine reputation for academic excellence, is committed to extending access and offers a challenging and enriching education within a warm and inclusive environment. Further details may be found on our website: [www.st-margaret.aberdeen.sch.uk](http://www.st-margaret.aberdeen.sch.uk).

**Deputy Head (Pastoral)**

The Deputy Head (Pastoral) will be a member of the Senior Leadership Team, which will also include the Head, the Head of Junior School, the Deputy Head (Academic) and the Bursar. Reporting to the Head, the Deputy Head (Pastoral) will focus on the leadership of pastoral care, guidance and wellbeing of pupils. The specific remit of the successful candidate may vary according to their specific strengths and experience, but is likely to include the following:

* Leadership of the pupil support team and senior school form teachers.
* Taking the role of child protection co-ordinator for the whole school; conducting basic child protection training for all new staff and arranging full child protection training by external providers at regular intervals.
* Further developing and maintaining a confidential on-line tracking and monitoring system for pupil wellbeing.
* Monitoring and ensuring appropriate recording of wellbeing concerns.
* Liaison with external agencies and services as appropriate to support the wellbeing and pastoral care of pupils.
* Leadership of senior school pupil induction.
* Leadership and development of the Personal and Social Education programme.
* Developing and reviewing school policies relating to anti-bullying, diversity, behaviour, child protection and wellbeing.
* Developing systems for the monitoring of pupils’ progress in conjunction with the Deputy Head (Academic).
* Overseeing the training and duties of the prefect body.
* Making a significant contribution to the school’s quality assurance, self-evaluation and improvement planning processes.
* Contributing to meetings of the School Council with respect to matters such as pastoral care, wellbeing, safeguarding and diversity.
* Contributing to activities relating to the marketing and promotion of the school.
* Deputising for the Head as required.
* Sharing in SLT cover during school holidays.

**Person specification**

It is likely that the successful candidate will demonstrate evidence of the following skills, qualifications and experience:

* A strong academic record and degree in a relevant academic discipline; registration or eligibility for full registration with the General Teaching Council of Scotland.
* A strong teaching portfolio together with experience and success in pastoral care perhaps as a head of year or similar role, or as an existing senior leadership team member in another school.
* An up-to-date knowledge of developments in safeguarding, wellbeing and pastoral care.
* An understanding of the nature of an independent girls’ school and a commitment to meeting the intellectual, personal and social needs of girls of a range of backgrounds and abilities.
* The ability to work with calmness and good cheer when under pressure; to be capable of discussing issues and ideas constructively and sensitively, and of working loyally as part of a team.
* Well-developed communication skills both orally and in writing and the ability to relate well to girls and parents individually, in small groups or in larger gatherings.
* A strong commitment to the professional development and welfare of staff and the ability to lead in-service training when required.
* Well- developed organisational, administrative, time management and problem-solving skills, with a high degree of digital literacy and an eye for detail. Numeracy skills should be sufficient to interpret statistical data and to manage a budget.

**Teaching commitment**

* It is expected that the successful candidate will teach approximately 10 periods each week and will contribute to the extra-curricular life of the school.

**Remuneration and benefits**

* St Margaret’s School operates its own salary scale which is above the national pay scale. The salary for this position will be dependent on the qualifications and experience of the successful applicant.
* Subject to satisfying eligibility criteria, the successful applicant will be automatically enrolled into the Scottish Teachers’ Superannuation Scheme, but will have the right to opt out.
* Daughters of staff who attend the school will be eligible for a 50% remission on school fees.
* St Margaret’s has an Employee Assistance Programme which offers free and confidential advice on both work and personal issues.

**Application process**

* All appointments are subject to receipt of a satisfactory PVG Scheme Record or Scheme Record Update from Disclosure Scotland.
* Applicants should write a letter of application to the Head, Miss Anna Tomlinson, and send this with a full CV and completed application form to St Margaret’s School for Girls, 15-17 Albyn Place, Aberdeen, AB10 1RU or [recruitment@st-margaret.uk](mailto:recruitment@st-margaret.uk).

**Closing date for applications**: Friday 15th January

**Start date**: Monday 2nd August