



NORTHAMPTON  
HIGH SCHOOL

GDST  
GIRLS' DAY SCHOOL TRUST

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## **Information pack for the appointment of Deputy Head (Pastoral)**

**Full time, permanent, for September 2023**

# Welcome to Northampton High School

November 2022

Dear Candidate,

I am delighted that you are considering applying for the role of Deputy Head (Pastoral) at Northampton High School. This is an exciting time to join the school and to play a part in shaping the strategy which will take us on the next stage of our development. As the new Head, in post since July 2022, I am pleased to introduce you to the school, of which I am so proud.

The school mission statement is we believe in our girls, and they believe in themselves, and it was this which drew me to apply for the role. I already knew the school by reputation and the phrase was of particular significance as it chimed perfectly with my personal vision of education: simply, that happy girls learn best. Even better, I have discovered since my arrival that these words are more than just a strapline: they are the lived experience of the school as well as an ideal to which we constantly aspire.

I believe passionately in the power and importance of an all-girls education. I think it is vital that our girls grow into young women in an environment where they are free from stereotypes, and are able to find and develop their talents and interests to the full. We work hard to ensure that all our students have those opportunities, and feel confident to operate outside their comfort zones, helping them to be completely comfortable in their own skin.

This is made all the easier because I love coming to school. I think that work should be fun, for staff as well as for students, and there is a real joy here which comes from a sense of shared purpose. The school's ethos means we are open to ideas and engaged with the world. Our students know their own minds and are keen to discuss their opinions. Indeed, we are actively engaged in developing our diversity, equality, and inclusion agenda. This makes Northampton High a very warm and welcoming place to spend time.

That's not to say that our students are the finished article. I also want our girls and young women to enjoy getting to know themselves and to learn to love what they find when they do. This involves understanding and celebrating their strengths: not brushing off compliments but rather acknowledging the fruits of their hard work that deserve praise. They, and indeed the school in general, need to learn to blow their own trumpets. They also need to learn self-compassion: by understanding their weaknesses and forgiving themselves for them they will become more resilient and robust. With that in mind, our students are highly personally ambitious, and the staff support them in that. We are proud of our outstanding pastoral care where every girl is known and looked after.

Just under an hour from London yet nestled in beautiful Northamptonshire countryside, Northampton High is a lovely place to live and work. We are 144 years old, and yet a forward-thinking, imaginative, and vibrant school. Numbers are sound with just under 500 pupils from 2 – 18. We remain selective, but selection is based on character and all-round potential as well as academic prowess.

November 2022

The main responsibility of our new postholder will be to build on and embed firmly a sustainable wellbeing strategy for students and staff. Post-Covid developments in mental health disorders mean that pastoral care and safeguarding in schools is more challenging than ever and experience as DSL or close involvement in a pastoral care team will be vital.

The role of Deputy Head (Pastoral) at Northampton High is highly visible and much respected, which may suit someone who already has senior leadership experience and is looking for the next step before headship. I anticipate that the successful candidate will be someone with a forte in identifying problems, supplying solutions, and managing change. My relationship with them will be key: we will work closely and, together, set the tone for a team that laughs a lot, is always mutually supportive and shares a clear vision for the future of the school. You will bring your varied experience, creativity, and vim to whole-school planning and decision-making and, most importantly, ensure that the needs of the girls and staff are kept at the centre of developments.

I hope that this introduction serves to whet your appetite for the school and the role. Please speak to Anna Gates, our HR Officer, if you would like to find out more or to discuss the post informally at any stage. I very much look forward to receiving your application and hope to meet you in the near future.

With all best wishes,



May Lee







## Northampton High School, GDST

### Our school

Northampton High School is a leading independent girls' day school and one of the oldest girls' schools in the country, with a tradition of pioneering in girls' education going back to its foundation in 1878. We are an all through school (ages 2-18) with around 500 pupils across the nursery, junior and senior schools, including a sixth form of about 100 students. Our school is situated in Hardingstone, just outside the town of Northampton, in a leafy site with extensive playing fields and spacious buildings that were purpose built when the school moved from the town centre in 1992. The transport links are excellent, with easy access from the M1 and Northampton rail station a short taxi ride away. The school is a popular choice in the local vicinity and girls also join us from areas further afield, such as Milton Keynes, Warwickshire and Bedfordshire.

The school is guided by its mission statement: we believe in our girls, and they believe in themselves. We tailor everything to the individual. This is the key to the success of girls at Northampton High School and the essential ingredient that makes the education unlike that offered anywhere else. The school embodies the 'learn without limits' ethos of the GDST.

Northampton High is an academically selective school, although our intake is broad across the range of students considered to be above average nationally. Our students are determined, sharp-witted, animated and curious. Public examination results are consistently excellent and students go on to study a wide range of subjects at prestigious universities, including Oxbridge, and a range of institutions for the Arts. We are confident that these outcomes come about because of our uncompromising emphasis on the highest quality in everything we do and our ethos of continual improvement for all, students and teachers alike. This is seen in our

commitment to developing a 360 degree understanding of each girl, sustained by particularly warm and supportive pastoral care that weaves its way through all aspects of school life.

Northampton High School maintains an excellent academic track record and provides outstanding facilities for art, drama, music, science and technology, as well as a wide range of indoor and outdoor sports. There has been recent investment in both the senior and junior schools, with refurbishments of the languages and humanities departments, an impressive Sports Centre with new gym and a separate fitness studio.

## **Our curriculum**

We offer an exceptional learning environment that is joyful, inspiring and individually focused, based on our limitless learning philosophy. The curriculum consists of an extensive variety of subjects and wider learning opportunities that develop creativity while offering stretch and challenge for every pupil.

GCSEs are the start of a four-year journey where pupils can delve further into their passions and discover more about who they are. This journey takes pupils through the two important GCSE years and also the exciting two years of Sixth Form, with students leaving to pursue a huge range of next steps. All pupils in Years 10 and 11 study the core subjects of English, English Literature, Mathematics and the three Sciences of Biology, Chemistry and Physics. Pupils will also choose at least one Modern Language from French, German or Spanish. The three sciences can be studied as separate GCSEs or as a Dual Science award. As well as these core subjects, pupils may choose up to three other GCSEs to study.

Our Sixth Form offers students a unique portfolio of courses and experiences which enable them to explore subjects that interest them and find new passions. Students choose 3 or 4 A Levels from a range of 23 subjects; their choices create a unique, bespoke programme which also includes their options from our extensive range of enrichment opportunities, designed to complement the A Level choices made. For full details on the A Levels on offer, as well as details on the other aspects of the Sixth Form, please see the Sixth Form Programme Guide.

As part of the curriculum, we have a wellbeing programme for all pupils that is delivered through our PSHE programme. The programme covers several key topics:

- Personal Social Health Economic Education (including Sex and Relationships Education at the appropriate point)
- Preparation for Life (including Careers and Financial Guidance)
- Citizenship and Values
- Economics

Our Sex and Relationships education programme is delivered as part of PSHE. It includes an emphasis on good health, self-esteem and making sound decisions and judgements in relationships of all kinds. It also includes education on how the body works.

All pupils are given the opportunity to be stretched and challenged, both in the curriculum and beyond. Our experienced teachers skilfully adapt lessons to ensure every pupil reaches their full potential every day. Our Confidence and Challenge (COaCH) Programme reaches beyond lessons in the Senior School to encourage pupils to develop and learn new skills, try new experiences

and build resilience. We nurture all our pupils' academic abilities, ignite their imaginations and continuously scatter their paths with opportunities.

## **Our pastoral care**

Pastoral care is at the heart of the school's offering and there is a strong team of specialists with deep experience of everything from the changing nature of friendships in Year 7 to the nuances of university applications in the Sixth Form. There is a Wellbeing team, including the School Nurse, Nurse Assistant and Wellbeing Practitioner to provide extra layers of specialist support where needed and outstanding, modern pastoral care begins with the staff at the school who have a deep knowledge and appreciation of each individual girl.

## **The GDST**

GDST schools are experts in girls-only education and are members of a unique network which adds value to each school, student and member of staff. Networking opportunities with other staff across the Trust enable staff to share best practice and develop initiatives that benefit all our schools and students. In addition to supporting the work of individual schools in supplying excellent induction and development opportunities for staff, the GDST network provides access to an extensive training programme.

When a girl joins a Girls' Day School Trust (GDST) school, such as Northampton High, she becomes part of an inclusive community dedicated to girls and young women. We are pioneers in, and shapers of the future of, girls' education – empowering girls to fulfil their dreams. Our mission is to liberate the potential of girls and enable them to thrive, for the benefit of us all.

What makes this true?

- We are crusading for girls
- We are responsible for the life chances of 20,000 girls
- We are helping to create female leaders
- We have an amazing alumnae network, with access to inspiring leaders
- We spearhead many innovative initiatives within the schools
- We are passionate about girls-only education
- We want to change the narrative around girls and women, and help change the world
- We are confident and optimistic

# **JOB DESCRIPTION: DEPUTY HEAD (PASTORAL)**

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## **Job Purpose**

The Deputy Head (Pastoral) works closely with the Head, deputising when required and maintains a very high profile across the school community. The post-holder has responsibility for the pastoral welfare of the pupils, their conduct, and their emotional wellbeing. The post-holder also serves as the school's Designated Safeguarding Lead (DSL) and will teach within the department to which they were appointed.

The Deputy Head (Pastoral) will work closely with the Head and the Senior Leadership Team in guiding the strategic development and day-to-day operation of Northampton High School. The Deputy Head Pastoral's leadership and management skills are crucial to safeguarding all students and ensuring the happy and smooth running of the school.

By virtue of being one of the Deputy Heads, the post-holder is involved in all aspects of school life and leadership, including the formulation of whole school strategy, ensuring that the school meets its current needs and taking every opportunity to improve, enhance and further the school's educational provision. The post-holder will also oversee the school's readiness for inspection.

## **The Role**

The Deputy Head (Pastoral) is responsible for the pastoral welfare of the whole school (2-18). The Deputy Head (Pastoral) is responsible for the line management of the Heads of Year, some Heads of Faculty, Head of PSHE, Head of Houses, and the School's Wellbeing team including the School Nurse, Nurse Assistant and Wellbeing Practitioner. The post-holder is accountable to the Head.

## **Accountabilities**

### **Policy/Strategic direction and development**

- Assist the Head in translating the vision for the school into agreed objectives and operational and business plans, in line with GDST planning cycles, and take lead responsibility for the aspects of the School Strategic Development Plan (or equivalent) which relate to the pastoral education and welfare of the pupil, the House System, School Council, marketing and Junior/Senior school transition and liaison.
- Take lead responsibility for policy development and implementation in the areas of pastoral education, guidance, safeguarding, child protection, behaviour and discipline, anti-bullying, Prevent, British Values, links with parents and the community, Junior/Senior School transition and elements of the Governors strategy pertaining to pastoral.
- Keep policies under review and make recommendations of change to ensure that they continue to meet the school's developing needs.
- Lead on implementation and effective use of CPOMS to support excellent pastoral and safeguarding records/communication, and in all pastoral school systems.
- Take the lead in ensuring the school is ready for an inspection.
- Be responsible for the school's rewards and sanctions programme, including an overview of pupil discipline and uniform policy.

- Formulate and implement a vision for pupil voice, pastoral care and pupil and staff welfare.
- Maintain an overview of the school's Confidence and Challenge 'COaCH' programme of support for personal development, to include the management of guidance events as appropriate for different year groups.
- Oversee and support the promotion of all aspects of mental health and wellbeing, working closely with the School's Wellbeing team. This includes oversight of the Positive Project and Girls On Board initiatives.

### **Pastoral Care, Welfare of Pupils**

- Oversee the effective delivery of the school's pastoral system and management of any pastoral issues to maximise pupil welfare and learning.
- Ensure the Head is advised of significant pastoral developments and their implications for the work of the school, taking initiative as required.
- Be the School's Designated Safeguarding Lead (for which access will be made to relevant training and updates provided by the GDST and other external agencies to ensure knowledge of regulations, changes, and good practice).
- Working closely with the Head, other safeguarding personnel in the school and the necessary agencies on all child protection and all safeguarding issues.
- Have primary responsibility for the welfare of pupils in the school, regularly evaluating the quality and delivery of the school's pastoral provision.
- Assist and take a major lead in the day to day running of the school, with a particular emphasis on upholding discipline and standards.
- Ensure a culture of inclusion and an actively anti-bullying ethos.
- Oversee arrangements for pastoral staffing and oversee the quality of form tutoring.
- Oversee the delivery of dynamic, relevant, and enriching schemes of work for Personal, Social, Health and Economic. In addition, ensuring that fundamental British Values, attitudes and RSE are promoted throughout the curriculum.
- Oversee the work of any counsellors retained by the school and audit their effectiveness and purpose.
- Liaise with the Nurse on medical matters and promote the health and safety of pupils.
- Oversee Heads of Year in tracking trends in school such as attendance, behaviour, bullying and plan proactive responses for the school context on these issues.
- Organise and lead the school's programme of assemblies.
- Lead whole school initiatives for annual events such as Mental Health Awareness Day; Anti-Bullying Week; Internet Safety Week etc.
- Have oversight of House and Charity Events in the Senior School.
- Maintain and oversee Pastoral and DSL budgets.

### **Specific to Safeguarding and Child Protection**

- Serve as the Designated Safeguarding Lead in terms of the school's safeguarding policy, undertaking training as appropriate and ensuring that safeguarding and child protection policies are fully implemented and that the school is compliant with appropriate legislation and any guidance issued by the prevailing regulatory and inspection regimes.
- As DSL, ensure that all staff are appropriately trained in safeguarding and child protection issues.
- Liaise with the local authority, Northampton County Council, and other relevant agencies as appropriate in safeguarding and child protection matters, attending relevant meetings concerning specific pupils and issues of broader relevance.
- Manage the Deputy Designated Safeguarding Lead (DDSL) team across Juniors and Seniors and convene and chair regular meetings within school and attend external agency meetings as appropriate.



- Keep abreast of online safety issues, including social media, briefing staff on developments in this arena, monitoring pupils' use of social media and the internet, and meeting/communicating with parents on these issues.
- Lead on safer recruitment procedures.
- Provide the relevant reports to Governors on Safeguarding and Pastoral matters, including the discipline of the school.
- Use CPOMS effectively for secure safeguarding records, and in line with GDST policy.
- Monitor all children who are subject to child protection plans and maintain accurate and secure child protection plans.
- Engage fully with Supervision as part of DSL role.

### **Teaching and Learning**

- Provide a professional model for others, clearly demonstrating effective teaching, classroom organisation and display high standards of achievement, behaviour, and discipline; demonstrate personal commitment to quality and excellence, and resolution in achieving them.
- Take responsibility for the development and monitoring of a curriculum area(s) or whole school curriculum aspects(s) as agreed from time to time.
- Oversee and coordinate the tutorial programme to ensure the highest levels of tutoring.

### **Leadership and Management of Others including staff welfare**

- Lead by example, providing inspiration and motivation, and embody for the pupils, staff and governors, parents, and wider community the vision, purpose, and leadership of the school.
- Empower Heads of Year to develop their leadership to ensure outstanding pastoral provision across the school.
- Chair the meetings of the Heads of Year to maintain the consistently highest levels of pastoral care and student wellbeing.
- Support the Head in the recruitment, deployment, motivation, development, and appraisal of staff to make the most effective use of their skills and expertise and to ensure that all staff have a clear understanding of their roles and responsibilities.
- Take responsibility for the day-to-day line management of designated staff.
- Support the Head in developing working relationships with and between all the staff, maintaining confidentiality as appropriate.
- Take the lead on staff wellbeing, in consultation with the Deputy Head (Academic) and Head of Junior School.
- Mentor staff who may be experiencing difficulties in the classroom, or in their work and assist or lead on disciplinary and competency matters.
- Take responsibility for managing the school effectively in the absence of the Head.

### **Communications, Marketing and Pupil Recruitment**

- Oversee, schedule, and arrange the school's presence at transfer events at feeder schools.
- Promote the school at appropriate marketing and recruitment events.
- Work with the Director of Admissions and Marketing, arrange and schedule the activities for Open Mornings and other open events.
- Promote the School as a centre of excellence in pastoral care for girls and young women.
- Work with the Heads of Year, oversee the Pastoral parent forums and talks programme (including the parent information and coffee sessions)
- Contribute to the positive promotion and marketing of the school and the GDST in the local and wider community including engagement with the national and local press where appropriate.

## **Parent Liaison**

- Serve as the main link with any parental groups working in partnership with the school.
- Oversee all parental communications and respond to parental enquiries and concerns as appropriate.
- Take the lead on parental complaints by ensuring they are triaged appropriately, in liaison with other members of SLT.

## **Training and Development of Self and Others**

- Manage and coordinate inset for all staff and seek to ensure staff training meets strategic aims of school, departmental aims, and personal development aspirations.
- Manage and coordinate the whole school inset budget and oversight of all liaison with GDST on centralised training programmes.
- Develop and maintain a culture of high expectations for self and others.
- Regularly review own practice, set personal targets, and take responsibility for own development.
- Encourage all staff to be similarly active in their personal and continuous professional development.
- Lead groups of staff in developmental activities and evaluate outcomes.
- Lead and participate in the school's ECT/GTP/new staff induction programmes to ensure that all new staff feel welcomed and appropriately briefed to undertake their responsibilities.

## **Supporting the work of the GDST**

- Develop strong, positive relationships with GDST colleagues, contribute to collaborative work across GDST Schools and support other staff in participating in GDST work, in order to develop and share best practice.
- Be an ambassador for the School.
- Keep abreast of the news and local economy etc.
- Talk to parents - always make them feel welcome.

## **Other Duties**

- To strategically manage the school calendar, term dates and programme of events.
- To undertake emergency SLT remote support for evening and weekend trips and events, and during the school holidays.
- To act as Educational Visits Coordinator.
- To maintain a presence at school events, including events outside term time as appropriate.
- To undertake a proportion of a teaching timetable.
- To undertake any duty that may be reasonably assigned to the Deputy Head from time to time by the Head, including deputising for the Head in her absence.
- To share in responsibility for proofreading of external communications including letters and reports.
- To play a full part in all aspects of school life.

## Review and Amendment

This job description should be seen as enabling rather than restrictive and will be subject to regular review. The Head may ask you to undertake any additional responsibilities that may be deemed reasonable.

**Salary: GDST pay scale – Regional SLT Level 2 FPP, £66,651 - £78,475 per annum**

## Person Specification

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### Skills Required

Excellent interpersonal skills including the ability to relate well to people on all levels, to resolve conflicts in a sensitive manner, to encourage and motivate.	Essential
Ability to work effectively as a member of a leadership team, to show initiative and imagination, to have vision and the ability to inspire others.	Essential
First class organisational and administrative skills, with the ability to remain calm under pressure and work to tight deadlines, managing competing priorities.	Essential
Strong analytical and problem solving skills, combined with a proactive and positive approach to change management.	Essential
Effective and energetic in instigating and implementing change.	Essential
Able to see through complex strategies from concept to conclusion.	Essential
Able to maintain a high work rate and to juggle a range of tasks and issues at the same time.	Essential
High level of classroom teaching skills.	Essential
Excellent written and spoken English.	Essential
Sufficient numeracy to interpret statistical data and manage budgets.	Essential

### Knowledge Base

An awareness of recent important national educational developments.	Essential
Knowledge of the independent school inspection service (ISI).	Essential
A clear understanding of recent developments and initiatives in the areas of pastoral education, safeguarding and child protection.	Essential
A good understanding of the principles and construction of timetables.	Desirable

Good working knowledge of common ICT applications, with a clear understanding of the potential for ICT in enabling more innovative and effective approaches to learning, teaching, and school organisation.	Essential
An understanding of and vision for implementing the principles of personalised learning.	Essential

### **Qualifications/Attainment**

A well-qualified graduate with QTS or the equivalent gained through experience.	Essential
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### **Experience**

Successful teaching experience across the full age range 11 – 18, up to and including A Level, with a track record of consistently enabling pupils to achieve high standards.	Essential
Substantial and successful experience of pastoral leadership and management or other relevant substantial line management experience.	Essential
Experience of strategic planning or of curriculum evaluation.	Essential
Experience of safeguarding.	Essential
Experience of producing a school timetable.	Desirable

### **Attitude/approach**

A nurturing and caring approach to pastoral education.	Essential
A deep understanding of the evolving needs of girls and young women.	Essential
Personal integrity, honesty, energy, stamina, enthusiasm.	Essential
A good sense of humour and fun.	Essential
High expectations of students and staff.	Essential
A willingness to give generously of their time to support school events and activities.	Essential
Commitment to personal development and lifelong learning.	Essential
A commitment to and genuine belief in the core values of the GDST.	Essential

## **Application and Interview Process**

### **Closing Date for Applications:**

- 8am, Friday 25 November 2022

### **Interviews to take place:**

- 1st Round: w/c 28 November 2022
- 2nd Round: w/c 12 December 2022

Candidates should complete the GDST application form online with comprehensive details of qualifications and experience (including any periods of time out of employment, giving reasons for these), including the names, addresses, telephone numbers and email addresses of two recent professional referees. Applicants should also include a covering letter addressed to the Head, outlining their motivation for applying for the post. Applications which are not completed online via the GDST recruitment website will not be considered.

The selection process and interview questions will relate to the details given in this job profile, and in the separate job description and person specification. There may be a practical task as part of the recruitment process; this will be associated with the role and any required preparation will be communicated in advance of the interview. You will be asked to explain any discrepancies or anomalies in the information you have provided either on the application form or in your covering letter, as well as any issues arising from references, which we will take up in advance of your interview.

Reasonable UK travel expenses will be reimbursed on request.

The GDST is committed to diversity, inclusion and real change: a family where every individual is valued, respected and included.

Northampton High School and the GDST (Registered Charity No. 306983) 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.

Further information about the school, our safeguarding policy and the application form can be found on our website at:

[www.northamptonhigh.co.uk](http://www.northamptonhigh.co.uk)

## **Salary and Benefits**

- Competitive salaries and pay progression
- 36 weeks school year (across 3 terms, with a two-week half-term break in the autumn)
- Membership of the GDST flexible pension scheme (18% employer contribution and flexibility to generate a pay top-up of up to 10% of pensionable salary in lieu of pension)
- BUPA private medical insurance
- Access to extensive professional development opportunities



- An employee assistance programme via Health Assured, offering free 24 hour confidential counselling, wellbeing support and advice services
- Training grants for qualifications
- Free life assurance benefit
- A discount of up to 50% on fees for children at GDST schools
- Free lunches during term time (equivalent to at least £740 per year)
- Interest free loans for training, computer purchase loans and travel season ticket loans
- A Cycle to Work scheme
- Good transport links and free parking
- Competitive terms and conditions of employment

### **Terms and conditions of the post**

The GDST offers attractive salaries and pay progression, when compared with the education sector generally, and has its own pay and grading structure, and system of career progression. Leadership and teaching excellence are recognised and rewarded in our schools – please see the link below to download salary details.

<https://www.gdst.net/careers/rewards-and-benefits>