



Recruitment Pack

Deputy Head (Pastoral)

Required from September 2018

Employment Status	Full Time • Permanent
Employment Location	Framlingham College Prep School (Brandeston)
Application Closing Date	Midday on Wednesday, 7 th February 2018
Interviews Week Commencing	Monday, 19 th February 2018

Framlingham College is 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.



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Welcome from the Headmaster

Dear Applicant,

Thank you for your interest in the position of Pastoral Deputy at Framlingham College Prep School.

After the retirement of our current Deputy Head, Mr Robin Sampson, in the summer of 2018 we will be looking to appoint an engaging and dynamic pastoral leader to fill this new and exciting position in our leadership team.

We are a high quality independent boarding and day school set in stunning surroundings near the market town of Framlingham, Suffolk. The school is absolutely thriving and, while we are understandably proud of our impressive academic record, we know that long term success is built on broader qualities and values. We celebrate difference and encourage pupils to communicate respectfully, to work well together and, above all, to care for those around them and the world beyond. We value kindness, citizenship and service every bit as highly as academic prowess and all round talents. Framlingham College Prep School is a happy, nurturing school where we aim to develop independent, well mannered, positive individuals who stand out from the crowd in all the right ways but also

know the value of the team. The young men and women who move on from the Prep School do so as confident, well balanced youngsters, all-rounders in every sense.

I do hope that this pack will give you a brief flavour of Fram and do visit us either via the school website or in person if you would like to know more. We are always excited about enthusiastic, like-minded professionals joining the Fram family and very much look forward to receiving your completed application.

Best wishes,



Matthew King
Headmaster, Framlingham College Prep School



How to Apply

Before applying, you are strongly advised to read through the Application Guidance Notes (available on our website). If you have a disability or long term illness that otherwise prevents you from meeting any of the essential criteria listed in the person specification, please contact us to discuss whether a reasonable adjustment can be made.

Applications will only be accepted from candidates completing an Application Form in full. CV's will not be accepted in substitution for completed application forms in the absence of good reason. CV's may be submitted in addition to the application form in order to supply additional background information. Applications should be received no later than **Midday on Wednesday, 7th February 2018**. The Interview stage will take place during the week of Monday, 19th February 2018 and you will receive confirmation of the exact interview date if you are shortlisted for interview.

Please send your completed application form to:

The HR Department, Framlingham College, College Road, Framlingham, Suffolk. IP13 9EY

You can also email your application to: **hr@framcollege.co.uk**

All information within your application will be treated confidentially.

References

All successful appointments at Framlingham College Prep School are subject to receipt of two satisfactory references and all applicants will undergo child protection screening, including checks with previous employers and the Disclosure and Barring Service. Further information can be found within the Application Guidance Notes.

Job Information

Reports To:

Headmaster

Job Location:

Framlingham College Prep School, Brandeston Hall, Brandeston

Pension:

Teachers Pension Scheme

Benefits

The successful candidate will be eligible for the following benefits upon commencement of employment:

- Competitive rates of pay;
- A free lunch each day when the kitchen is operational;
- Free parking for all employees;
- Auto-enrolment into the Teachers pension scheme including free financial advice from an adviser;
- Professional development and ongoing CPD through internal and external training;
- Personal Accident Insurance;
- 24/7 access to our Employee Assistance Programme;
- Childcare vouchers available through the BusyBees provider;
- Complimentary membership of Fram Leisure, which includes access to the swimming pool, gym, tennis and squash courts;
- FramSoc membership, which includes free or discounted admissions to seminars in the College Theatre or Chapel;
- Cycle to Work scheme;
- Discounts with many local businesses within Framlingham;
- Family Swimming Sessions at Fram Leisure.

Job Description

The Pastoral Deputy is responsible for the management and strategic development of pastoral provision at Framlingham College Prep School and for the welfare of all children within the school and the boarding house. The Pastoral Deputy will ensure consistently high standards of pastoral care throughout the school.

1. Pastoral Leadership and Management

- Line Manager to the Head of Boarding, the Head of Lower School and the Head of Upper School.
- Chairing of Pastoral Steering meetings and attendance at Boarding meetings, SMT, Senior Executive meeting (on rotation) and the Governor Welfare Group.
- The development and implementation of the School's key pastoral policies.
- Taking a lead in the provision and delivery of pastoral INSET for all staff.
- Staying abreast of pastoral innovations and developments relating to pastoral care and safeguarding.
- To work alongside the other deputies to manage the awarding of cups, prizes, colours, responsibilities and badges at assemblies and end of term presentations.
- Ensuring healthy communication with parent body on all issues relating to discipline and behaviour.
- Nurturing, through leadership, core values like citizenship, kindness, resilience and endeavour.
- Reporting to Governors on pastoral and safeguarding issues.

2. Behaviour and discipline

- Responsibility for whole school discipline and standards (e.g. behaviour and dress) in and outside the classroom.
- Taking a lead in matters surrounding or involving bullying.
- Sanctions and rewards, overseeing, recording and awarding.
- Maintaining central records for discipline and bullying.
- Supporting the Head with all serious disciplinary issues.

3. Pupil Welfare

- Monitoring pupil well-being and stress and considering solutions.
- Monitoring the daily, weekly and termly routine of day and boarding pupils.
- Ensuring pupil voice through tutorials, council, and well-being surveys.
- To monitor pupil health and ensure the very best medical provision .

- To maintain communication with the kitchens and catering manager regarding food and meals.
- Monitoring attendance and registration of pupils.
- Taking a lead in all matters of online safety within the school.

4. Pastoral Provision

- Allocation of staff to the pastoral structure of the school.
- Overseeing tutorial programme, ensuring all children have a voice and are listened to
- Ensuring the effective running of a School Council.
- Taking the lead in the provision of PSHE within the school.
- Managing leadership and teamwork programmes throughout the school and prefect system in Year 8.
- Working alongside the Head in leading and managing the prefect group once appointed.
- Running the assembly programme and nurturing the spiritual life of the school.
- Supporting the Chaplain in all issues relating to worship and chapel.
- Overseeing the induction process for new pupils.

5. Safeguarding

- To be the Prep School's Designated Lead for Safeguarding and to take a lead in all safeguarding matters. (Please refer to the College's Safeguarding Policy on our website at www.framcollege.co.uk/policies)
- To ensure effective recording of pastoral and safeguarding issues using MyConcern.
- To ensure effective communication within the school regarding pastoral and safeguarding issues.
- Communication with all relevant agencies on the school's behalf.
- Overseeing (With the Co-Curricular Deputy) the induction process for new staff.

6. The boarding house

- Line management and support for the Head of Boarding in managing a successful boarding team and a safe and happy boarding house.
- Ensuring the National Minimum Standards for Boarding are maintained in the Boarding House.
- Acting as the link between the Head of Boarding and Operations Director in ensuring the

highest standards of physical provision are maintained in the boarding house.

7. Charity and events

- Overseeing fundraising within the school and the organisation of related events.
- Organisation of formal dinners, socials, discos and other pastoral events.
- Organisation of the Leavers' Programme (with the Head of Year 8 and Deputy Co-Curricular).

8. Compliance and Inspection

- Provision, monitoring and regular review of the School's key pastoral policies.
- Ensuring regulatory compliance in all areas relating to safeguarding and pastoral life at school.
- To take the lead in seeking excellence in all areas of Inspection relating to personal development.
- Completion of sections of SEF pertaining to pastoral and personal development.

Expectations of Senior Managers:

In addition to and alongside the above, all senior managers are expected to:

- provide effective leadership and management, enabling the College to enhance the quality of teaching and learning, with a view to supporting the College Mission Statement and optimising the achievements of individuals and groups of pupils.
- contribute to the strategic development of the College and to produce an annual Development Plan for their designated areas of responsibility.
- contribute to the school's marketing.
- attend any meeting as requested or directed by the Head.
- operate within the context of a full boarding school.
- assume responsibility for pupil and staff welfare, behaviour and discipline.
- attend and help to host relevant school events and services.
- to foster strong relationships between Prep and Senior Schools and work closely with the corresponding Deputy at the Senior School.
- to stand in for the Head and other deputies as required.

Person Specification

Professional Attributes	Essential	Desirable
Qualifications relevant to the post.	✓	
Experience of management and leadership.	✓	
Awareness of latest ISI inspection criteria and priorities.	✓	
Relevant and recent INSET.	✓	
Awareness of safeguarding issues, including legislation and good practice.	✓	
Experience of managing budgets.	✓	
Understand importance of maintaining appropriate documentation.	✓	
An effective classroom practitioner.	✓	
Experience of development planning and management of change.		✓
Experience working within an Independent School		✓
Experience working within a boarding school.		✓
Appreciation of the latest National Minimum Boarding Standards (& other relevant legislation).		✓
A high level of IT Literacy.		✓

Personal Attributes	Essential	Desirable
An empathetic manner with good listening skills.	✓	
Good interpersonal/diplomatic skills.	✓	
Ability to lead, motivate and manage others, and to work as part of a team.	✓	
Effective organisational, presentation, communication, and management skills.	✓	
Ability to prioritise, plan, monitor and evaluate.	✓	
Genuine respect for pupils, staff and parents.	✓	
Commitment to being involved in the life of a busy boarding school.	✓	
Empathy with the values and philosophy of the College	✓	
A commitment to personal development and lifelong learning	✓	



Further Information

Pastoral Deputy

PREP SCHOOL PASTORAL MISSION STATEMENT

- We treat all children as individuals celebrating difference but also teaching them how to be part of the team.
- We value citizenship, unselfishness, service and, above all, kindness in all we do.
- We prioritise the wellbeing and safety of all of our children and help them deal with life's highs and lows and the business of their own lives.
- We aim to build an inclusive community with a strong sense of family and in which all children feel listened to and valued.
- We want to build character in all our pupils, to help them to develop into well mannered, balanced and caring individuals who want to make a difference in their world

BOARDING AT FCPS

- The main building houses a thriving boarding house with a good mix of full, five day and flexible boarders.
- The after-school atmosphere is homely, safe and fun and numbers are thriving with activities diverse and facilities improving.
- Mr Marland, our Head of Boarding, lives onsite with his family and his team, including resident matron and junior staff help to build a real sense of community and family .
- We offer 24 hour boarding seven days a week.

LEARNING HABITS: ICAN@FRAM

We recognise the strong links between pastoral and academic life and the value of building character. We are currently developing the following learning habits at Fram:

- Being brave
- Being resilient
- Being independent
- Being inquisitive
- Being imaginative
- Being reflective

LEADERSHIP STRUCTURE

The leadership team meets weekly and consists of:

- Headmaster
- Academic Deputy
- Pastoral Deputy
- Co-Curricular Deputy
- Head of Pre-Prep
- Framlingham College Bursar (both schools)
- Framlingham College Operations Director (both schools)

About **Framlingham College Prep School** at Brandeston Hall

Framlingham College Prep School (FCPS) was established in 1948 and officially opened in 1949. The Hall, known as Brandeston Hall, was bought by the Society of Old Framlinghamians to remember those who fell in the two World Wars. The school is currently growing and now numbers just under 300 pupils aged from 2-13.

The great majority of our pupils move on to the Senior School, Framlingham College, which was founded in 1864 in memory of Queen Victoria's husband, Albert, Prince Consort, whose statue takes pride of place at the front of the College. The College itself enjoys an enviable location, looking across the mere to the 12th Century Castle and the historic parish church of St Michael's. The College enjoys a fine reputation as a fully co-educational school, large enough to enjoy the benefits of outstanding facilities and extensive grounds, but small enough to retain a friendly and caring atmosphere. The links between both schools are stronger than they have ever been and the Prep School enjoys the best of both worlds by retaining its independence, identity and Prep feel but also enjoying the use of enhanced facilities and exceptional staff from the College.

Framlingham College Prep School is a happy, nurturing school where children feel valued and inspired. We aim for our children to have the confidence to step up and be different, to be individuals, to create, to question and to invent. We try to celebrate the broadest range of talents so that every child can experience success and discover their passions and what makes them tick. But it's not just the children that are prioritised at Fram and happy parents are a crucial part of the learning partnership. With the flexibility of our extended days and our innovative Brandeston+ flexible boarding programme, we are better equipped than ever to build an education around the lives of busy families.

At a time when schools so often surrender their individuality in the face of rigid testing and regulation, we feel passionately that children should be able to carry on doing the stuff that children ought to be doing for as long as they possibly can. For that reason, a Framlingham College Prep School education remains every bit as diverse as it was when the school was established in its idyllic, rural haven nearly seventy years ago. From sports pitches to laboratories and from Art and Design to Music, Drama and Technology you'll find children confidently expressing themselves and discovering new talents. They work hard but always enjoy their learning and they carry that passion with them for life.



Our **Location**

Framlingham College Prep School is located in the idyllic neo-Tudor Hall beside the River Deben, approximately 3 miles from the Senior School at Framlingham in the village of Brandeston.

Just a few miles from Suffolk's Heritage Coast – embracing Aldeburgh and Southwold, amongst many other seaside locations – Framlingham College Prep School is about 30 minutes by car from the county town of Ipswich, 45 minutes from Bury St Edmunds in the west of the county and an hour from the city of Norwich in Norfolk. There are regular trains from Ipswich to London's Liverpool Street station. London Stansted Airport and Norwich Airport are each just over an hour's drive away from Framlingham.