



ROYAL
HOSPITAL
SCHOOL



JOB DESCRIPTION FOR THE ROLE OF
DEPUTY HEAD (PASTORAL)
FOR APPOINTMENT 1 SEPTEMBER 2018



KEY FACTS

Type of School: **Co-educational, boarding and day**

Age range: **11 – 18**

Number of pupils: **750**

Number of boarders: **450**

Teacher/pupil ratio: **1:8**

Religious tradition: **Christian**

Fees per term: **Boarding £7,795 – £9,995 and day £4,845 – £5,300**

ISC associations: **HMC, The Society of Heads and Boarding Schools' Association**



NAVIGATING SUCCESS

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THE ROYAL HOSPITAL SCHOOL

NAVIGATING SUCCESS

The Royal Hospital School (RHS) was founded in London in 1712 by the Royal Naval Crown charity, Greenwich Hospital, to educate the children of the Hospital's pensioners and prepare them for a life at sea. Many went on to become famous admirals, explorers and pioneers. The School is still owned by Greenwich Hospital, whose sole Trustee is the Secretary of State for Defence on behalf of the Crown. RHS is immensely proud of its historic, royal and naval links, and discovery, exploration and challenge continue to shape its ethos. The traditional values of loyalty, commitment, courage, respect, service and integrity have underpinned the School's core aims and philosophy from the very beginning. Three hundred years later, they are as relevant to the education provided now, as they were then.

Today the Royal Hospital School is set in 200 acres of beautiful Suffolk countryside overlooking the Stour Estuary and within an hour of London. RHS is a leading independent, co-educational boarding and day school providing a full and broad education, fit for the modern world.

RHS inspires pupils to have the courage to be ambitious for their futures and the commitment to pursue whichever path they choose. We challenge pupils of all academic abilities, steering them to look beyond the moment and beyond the confines of the classroom, and to approach life with an open and receptive mind. It is through thinking creatively and taking the initiative that they discover their influence, strengths and ambitions and establish the skills they need to pursue purposeful and fulfilling lives.

Everyone can achieve the most exceptional things but we are all different. That is why we focus on the individual, getting to know every one of our pupils and finding out what motivates them. By understanding a young person's strengths, and what he or she might find more difficult, we can help them to make the right choices at the right time.

It is this focus on personal challenge and individual guidance that enables pupils to develop into self-reliant, socially responsible adults with enviable open-mindedness and resilience, qualities which are so sought-after by employers and important in life.



SCHOOL MISSION, VISION AND AIMS

Our **Mission** is to understand each young person's strengths, to help them to make the right choices at the right time, navigating through their critical, formative years and ensuring their education becomes the foundation for their happiness and success.

Our **Vision** is to achieve national and international recognition as the school of choice for parents seeking an outstanding all-round and full education for their children, enriched by a unique naval heritage.

These are the **Aims** of the Royal Hospital School:

- to develop intellectual curiosity and academic confidence;
- to enable every pupil to fulfil their potential, grow into the person they wish to become and be prepared for life after school;
- to inspire leadership, adventure and self-discovery;
- to foster creativity and imagination;
- to provide a secure and nurturing community which promotes wellbeing, fitness and healthy competition;
- to instil the values of service, loyalty and commitment and uphold the School's unique and rich heritage;
- to cultivate a global outlook and environmental responsibility.



INDEPENDENT SCHOOLS INSPECTORATE 2015

In its most recent Independent Schools Inspectorate report RHS was rated 'Excellent' in every area and described as follows:

"The School has clear aspirations for its pupils. It seeks to promote the attributes of inspiration, challenge and leadership in its pupils. Pupils are encouraged to strive for academic excellence and to endorse the values of service, loyalty and commitment whilst upholding the School's unique and rich heritage. The School encourages leadership and a sense of adventure and self-discovery. A high priority is the promotion of service both within the School and to the wider community. The School aims to foster creativity and imagination within a civilised, caring, Christian community, based on high standards of behaviour, mutual respect, trust and courtesy between staff and pupils. The School cultivates a global outlook and sense of environmental responsibility. It aims to encourage pupils to develop fitness, wellbeing and enter into healthy competition."

For the full report please click [here](#).



PASTORAL EXCELLENCE

All staff are encouraged to take a deep personal interest in pupil welfare and understand that young people need to feel supported if they are to succeed academically and that excellent pastoral care must underpin a good academic education.

Here at RHS, regardless of whether pupils are day or boarding pupils, an incredibly effective pastoral network is designed to ensure that at every stage of the RHS journey our pupils are cared for, nurtured, supported, listened to and provided with all the appropriate guidance to help them develop in confidence.

Our house system is tailored to meet the specific needs of each age group. The junior, Year 7 house is run by an experienced team of staff with considerable expertise in dealing with this age group.

As pupils progress through the school the structures and routines in the houses change to meet the needs of the maturing young people until they reach the Sixth Form and take on positions of responsibility. In their final year, Nelson House is regarded as the pinnacle of their time at RHS – not only the place to focus on A Level study but also the perfect springboard to life beyond.

Each pupil has a house-based personal tutor – someone who is responsible for overseeing their academic achievements and pastoral welfare, and providing a link between teachers and parents.

The School is fortunate to have a large and well-resourced Health Centre that operates 24/7. Fully staffed by registered nurses, it also accommodates a daily doctor's surgery, a dental surgery and a wide range of specialist medical services including counselling and physiotherapy.

HOUSE SYSTEM

There is a strong house system providing excellent accommodation for 450 boarders and 350 day pupils. This mix of boarding and day has changed considerably over the past 10 years. In 2005 the school was made up of 660 boarders with just a handful of day pupils accommodated in the boarding houses. Consequently, there has been a period of constant review as the demographics have changed and an £18m investment programme into the boarding accommodation.

Today, pupils entering in Year 7 go into a junior house for both boarding and day pupils, which is a chance to get to know the whole year group and settle into life at senior school. From Year 8, there are three senior boys' and three senior girls' boarding houses to choose from, with four-bedded rooms for younger pupils and double or single studies for seniors. Raleigh, Drake and Cornwallis Houses provide superb facilities for day pupils in Years 8 to 12, the latter also with ad hoc boarding accommodation. In the Upper Sixth, boys and girls join Nelson House in single studies, where independent living is encouraged in preparation for university life.



SCHOLARSHIPS AND BURSARIES

Through its parent charity, Greenwich Hospital, the children of those serving or who have served in the Royal Navy or Royal Marines can apply for entry irrespective of financial means. Currently 101 naval children are supported by these Greenwich Hospital bursaries and discounts. In addition, the School works with the SpringBoard Bursary Foundation and other charitable partners to provide bursary places for children who would benefit from an independent boarding education.

The School celebrates and rewards excellence through scholarships (academic, sailing, music, art, design, sport and drama) and offers awards and exhibitions at entry level. These scholarships, exhibitions and awards confer a small discount on the fees but can be supplemented by means-tested bursaries, widening access to pupils who may not otherwise be able to afford an independent education.

For further information on the Royal Hospital School, please see www.royalhospitalschool.org.



TEACHING AND LEARNING

Pupils are not educated simply to pass exams but to enjoy the adventure of learning and to develop a lifelong appetite for knowledge. The curriculum is broad and balanced, combining the best of academic traditions with the latest technologies. The embedding of mobile technology into teaching and learning was completed in September 2015, with every pupil and teacher using an iPad in classrooms and for planning. The School is an Apple Regional Training Centre which provides teachers and technical staff from schools and colleges all over the region the opportunity to access expertise, training and best practice to support their use of technology in the classroom.

In August 2017, 90% of pupils achieved A* – C or 9 – 4 at GCSE with over a third of results graded at A*/A. At A Level, over 80% of pupils achieved A* – C with the largest proportion achieving A*/A for many years. Pupil success comes in many forms and post-school options for the leavers of 2017 range from studying at Oxford to higher degree apprenticeships to direct entry into the armed forces.

Excellent facilities include an art, design and technology centre, well-stocked reference and multimedia library, and ICT suites. Music, drama and dance play an important part in school life and this is emphasised by a £3.6 million Music School housing a 200-seat recital hall, 18 practice and specialist rooms, a technical suite and a 'rock room', sitting alongside the cathedral-proportioned chapel. The School has a strong musical tradition, and the band and choir have performed at the Royal Albert Hall, St Paul's Cathedral, St James' Palace, Lord's Cricket Ground and Twickenham Stadium, as well as touring in Europe, Sri Lanka, the USA, Canada and throughout the UK.



THE ROLE

The Royal Hospital School is seeking an outstanding and experienced individual to lead and influence the pastoral welfare of the School community. The successful candidate will be an inspirational teaching practitioner with strong leadership skills. He/she will be an ambitious “can do” person, with excellent organisational, interpersonal and communication skills. The ability to introduce fresh thinking and innovative ideas will be seen as a major asset. The successful candidate will have benefitted from experience in different schools, and will have made a demonstrable impact in pastoral areas and in positions they have held.

The role is to assist in the overall leadership and management of the School, as part of the Senior Management Team (SMT), with overall responsibility for all pastoral matters and to take a strategic lead in the further development of pupil welfare.

The individual will be expected to have a high level of emotional intelligence and a track record of establishing positive and effective relationships with pupils, parents and members of the school community. Experience of managing staff effectively, preferably as part of a senior team, will be essential.

The role may suit someone who aspires to lead their own school.



THE PERSON

The Deputy Head (Pastoral) of the Royal Hospital School will:

- Be educated to degree level and have a record of relevant professional development;
- Have a clear understanding of and a commitment to the aims of a large independent boarding and day school, showing flexibility and willingness to commit fully to the School during term time;
- Have experience of management, preferably as part of a senior management team, and may have aspirations to move on to headship;
- Have an appreciation of the whole school perspective on all matters;
- Have a proven record of successful management of people and command respect from pupils, parents and colleagues;
- Have strong presentational skills to pupils, parents and the wider school community;
- Have excellent interpersonal skills, a high degree of emotional intelligence and a proven ability to motivate, enthuse and drive forward individuals and teams to achieve successful outcomes;
- Be able to think creatively and strategically;
- Demonstrate the ability to identify and solve problems and show initiative;
- Be highly organised and able to use time effectively in meeting deadlines as well as making time to fulfil the role;
- Have stamina, resilience and a sense of humour;
- Be loyal and discreet with a proven record of working both independently and as part of a team;
- Have high personal and professional standards and an appetite for hard work;
- Have the ability to delegate, to plan, to communicate effectively and to solve problems;
- Have the desire to get involved in all significant aspects of Royal Hospital School life and be committed to the ethos and values of the School.



JOB DESCRIPTION

| Deputy Head (Pastoral) | |
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| Reporting to: | Headmaster |
| Main tasks: | <ol style="list-style-type: none"> Overall responsibility for the pastoral care of pupils and to advise the Headmaster on all matters relating to the pastoral care and welfare of pupils within the School. Responsibility for the School's compliance with National Minimum Standards. To lead and manage pastoral welfare plans with involvement of all stakeholders, including being the point of contact for external agencies. To advise Senior House Staff on pastoral/disciplinary matters. To provide advice and training on issues relating to adolescent and child mental health; this will include advice and guidance to both staff and parents. Responsibility for the screening and assessment of suitability for prospective pupils with particular pastoral needs. To be the point of contact and representative for SpringBoard, looked after and Greenwich Bursary pupils. Responsibility for particular oversight and interest in the induction and discrete support for pupils joining from significantly different cultural and socio-economic backgrounds. To lead and promote excellent tutoring across the school through the Heads of Year. To support the Second Master as the Deputy Designated Safeguarding Lead. Responsibility for the School's pastoral appraisal system for teaching staff and acting as the lead appraiser for all Senior House Staff. Responsibility for the line management and operation of the pastoral staff to include: <ol style="list-style-type: none"> Allocation of staff to houses. Provision for staff absence in houses and oversight of staff duty rotas. To appoint, train, manage and appraise house matrons and non-teaching house staff. Responsibility for the line management of the Health Centre staff. To participate in the process of selecting School Prefects and to assist with School Prefect training. Responsibility for the allocation of pupils to houses supported by the Assistant Head (Pastoral) and the Admissions Department. To represent the School from time to time at recruitment/marketing events. |

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| | 18. | Responsibility for the appointment and training of Peer Supporters and Peer Support Leaders. |
| | 19. | To meet the relevant Health & Safety requirements. |
| | 20. | To share daily duties with the Second Master and other members of senior staff, including 7-days a week availability to cope with emergencies, and undertake any further tasks as directed by the Headmaster. |
| | 21. | To contribute to the positive welfare of the staff community by ensuring staff are recognised for good work and feel valued, and to ensure RHS is a good place to work and can attract strong staff who are committed to the academic and boarding principles. |
| | 22. | To chair the following meetings and committees <ul style="list-style-type: none"> a. Senior House Staff meetings. (Weekly) b. Pastoral Committee Meetings. (Weekly) c. Heads of Houses Meetings. (Half termly) |
| | 23. | To attend the following meetings and committees <ul style="list-style-type: none"> a. Senior management meeting (Weekly) b. Strategy meetings c. Governors' Educational Sub-Committee (Termly) d. Any others as identified by the Headmaster |
| | 24. | Additional administrative tasks: <ul style="list-style-type: none"> a. Responsibility for pupils' hair-cutting arrangements. b. To contribute to the interview process for new teaching staff appointments, as directed by the Headmaster. |

ADDITIONAL INFORMATION

MANAGEMENT STRUCTURE

The Headmaster leads a Senior Management Team comprising the following:

- Second Master
- Director of Finance & Operations (Bursar)
- Deputy Head (Pastoral)
- Assistant Head (Pastoral)
- Deputy Head (Academic)
- Director of Curriculum, Teaching & Learning
- Assistant Head (Co-Curricular)
- Head of Sixth Form
- Director of Communications

THE BENEFITS

RHS is situated in a rural setting but with excellent links to London and Cambridge and well-served by nearby Ipswich. The community is incredibly welcoming and has an active calendar of activities including staff social events, regular opportunities to play sport such as climbing, cricket and football. There is also a staff social club which hosts events.

- RHS is a progressive, caring employer and it is fully committed to developing its staff.
- The School has a broad internal Inset programme, supports colleagues in a range of Higher Education qualifications and is an Apple Regional Training Centre.
- The School prides itself on the welcoming and inclusive staff community where 80% of teaching staff live on site. RHS has its own pay scale and children of staff are eligible for a generous subsidised fee remission subject to the normal admissions criteria, and childcare vouchers for early years learning through salary sacrifice.
- All members of staff have access to the School's sports facilities which include a brand new fitness gym, tennis and squash courts and a golf course.
- All three daily meals are available during term time.
- On-site facilities include NHS dental care, and access to laundry and dry cleaning.
- This post would be an appropriate stepping stone for one who aspires to go on to headship. There will be opportunities to work closely with Governors, to engage with the School's strategic development, to represent the School and crucially, to define and lead initiatives of one's own.
- Accommodation will be provided for the successful candidate. The Deputy Head (Pastoral) will work such hours as necessary to properly discharge his or her duties whether or not such hours are within normal school time. The Deputy Head (Pastoral) will be entitled to take reasonable holidays during normal school holidays but may be required to assist with occasional whole school duties during holiday periods.
- The post is pensionable through the Teachers' Pension Scheme.



HOW TO **APPLY**

TERMS & CONDITIONS

For a confidential discussion about the role please call our HR Manager on 01473 326200.

An information pack is also available by contacting the School at: recruitment@royalhospitalschool.org

Applicants should submit a copy of the School's application form along with a covering letter of no more than two sides.

The Royal Hospital School would like the successful candidate to commence employment for 1 September 2018.

The gross annual salary will be competitive and will be commensurate with the experience of the successful candidate. The conditions and expectations are outlined in the standard contract, job description (Teacher and Deputy Head (Pastoral)) and the Teacher's Code of Conduct.

INTERVIEW TIMETABLE

- The deadline for applications is **Wednesday 22 November 2017 at 17:00.**
- Initial interviews will take place at the Royal Hospital School during the week commencing **Monday 27 November 2017** (date to be confirmed).
- Final interviews and presentation will take place in the week commencing **Monday 4 December 2017.**

The Royal Hospital School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be subject to a DBS check and references.

NOTE: Although this document is designed to give a fair picture of the nature of the role and conditions of employment, it does not represent a legally binding contract. A separate contract of employment will be submitted for that purpose upon receipt of references and acceptance of a verbal offer made to the successful candidate.

