



FRANCIS HOLLAND SCHOOL
SLOANE SQUARE

Appointment of **Director of Pastoral Care**

Information for Candidates





FRANCIS HOLLAND SCHOOL SLOANE SQUARE

GENERAL INFORMATION

Francis Holland School Sloane Square is an independent selective school for about 570 girls aged 4 to 18 (GSA and HMC). There are around 165 Juniors and over 400 Seniors, including 100 in the Sixth Form. The School is located on a spacious site in a quiet area of SW1, very close to Sloane Square.

Pupils come from all parts of the London area with many of the Junior School pupils choosing to stay for the Senior School. Each member of staff is involved in the pastoral life of the School, normally as a Form Tutor, the Junior School having one form throughout and Years 7 to 11 having two or three forms per year. The Sixth Form girls are placed in tutor groups of about 8 girls. A very wide range of co-curricular opportunities are offered to the pupils, and all staff contribute to this vibrant dimension of the School.

Academic standards are high throughout the School and on leaving school, after A Levels, girls all proceed to higher education courses, sometimes after a gap year.

JOB DESCRIPTION

Francis Holland School seeks an outstanding individual for the post of Director of Pastoral Care.

The Director of Pastoral Care is a key member of the Senior Leadership Team which includes the Headmistress, Deputy Head, Director of Studies, Director of Pastoral Care, Director of Creative Enterprise and the Joint Heads of Sixth Form.

In collaboration with the Deputy Head, the successful candidate will lead all aspects of the pastoral life of the school. He/she will work closely with Heads of Section, Head of Learning Support, Head of PSHE, the Mindfulness team, the Head of Junior School and the school counsellors including the School Project Manager of Place2Be, to secure the best pastoral outcomes for our students. He/she is likely to have substantial experience of pastoral leadership and proven experience in managing a team in an academic environment. He/she will liaise closely with the other members of SLT, Section Heads, Heads of Department, and other teaching and administrative staff as required.

AIMS OF THE POST

- To support the Headmistress and Senior Leadership Team in providing the highest quality of pastoral care to the pupils in the School through leadership, teaching, guidance and personal example.

RESPONSIBILITIES OF THE POST

- To ensure that the wellbeing and safety of pupils are at the forefront of all decisions and action
- To lead and manage the School's pastoral teams effectively so that pupils, parents and staff are appropriately supported and guided
- To implement the School's agreed policies
- To maintain effective discipline through implementation of the School's agreed procedures
- To supervise and monitor some heads of department, appraising particularly heads of department in collaboration with other members of the SLT
- To manage any incidences of under-performance or capability in relation to teaching which might be linked to pastoral issues
- To keep up-to-date with educational reform and policy by ensuring an awareness of education initiatives and their usefulness
- To inform and liaise with the Headmistress and where necessary present information regarding new developments in pastoral care to staff and Heads of Departments
- To attend all staff meetings, Head of Department meetings, Head of Section meeting, Senior Leadership meetings and relevant review meetings
- To oversee the formulation of school and pastoral development plans (reviews and updates)
- To promote the general care of the school by demonstrating awareness of what is needed and responding as necessary
- To take assembly on a regular basis
- To attend public events and promote the School through supporting marketing initiatives
- To attend School evening events and Teacher Consultation evenings
- To be available for at least two days before and after the end of terms
- To teach a reduced (up to 0.4) timetable in any subject.

LINE MANAGEMENT RESPONSIBILITIES

- To line manage Heads of Section, Head of PSHE, Head of Learning Support, the Mindfulness Team, the School Counsellors and some Heads of Department
- To participate in the appointment of staff to departments in order to assess their potential as Form Tutors
- To take an appropriate part in the School's appraisal process.

SPECIFIC DUTIES, IN COLLABORATION WITH THE DEPUTY HEAD

- To be the School's Child Protection Officer and Designated Safeguarding Lead
- To take overall responsibility for the safeguarding of children at FHS
- To promote and safeguard the welfare of all pupils
- To deliver safeguarding training and ensure that staff are up to date on safeguarding advice and legislation
- To work closely with parents to support girls
- To liaise and communicate effectively with outside agencies, including social services and health professionals, and attend case conferences relating to both Junior and Senior School
- To prepare a safeguarding report for Governors' meetings and, where required, attend meetings to deliver the report and answer questions
- To oversee all aspects of pastoral care in the school, including monitoring School pastoral records on ISAMS
- To liaise closely with the school counsellors, including weekly meetings
- To liaise with Place2Be, including weekly meetings, and counselling staff at all levels
- To manage the Heads of Upper School and Lower School, including chairing regular meetings
- To liaise with and support the pastoral work of the Heads of Sixth Form
- To have regular meetings with Heads of Sixth Form, Upper School and Lower School which address whole school issues and initiatives
- To monitor and oversee events run by Section Heads, such as pupil induction days
- To visit Year 6 pupils in their prep schools as required
- To liaise closely with the Head of Junior School on pastoral matters
- With the Heads of Section, to plan tutor teams and monitor performance
- To create masterplans for Cause for Concern documentation, Form Captains and Registration Rotas
- To create a programme of Parent Talks throughout the year
- To update the Pastoral Section on the school website.

SCHOOL DISCIPLINE

- Working closely with the Section Heads, to uphold the Christian ethos and community spirit of the School through a positive atmosphere of courtesy, industry and kindness
- To encourage good behaviour and aspiration through the rewards system and reference to the code of conduct
- To uphold school discipline by overseeing the appropriate implementation of the sanctions policy
- With the Section Heads, to make arrangements for, and sometimes supervise, detentions
- Ensure pupils adhere to the uniform code and dress with consideration
- Monitor and update the uniform list, liaising with the supplier and responding to any parental enquiries
- Liaise with the Resources Manager in the creation of the student and staff planners and other relevant resources.

COMMUNICATION

- To support effective communication by forwarding minutes and action points of meetings and any other memos or information to the relevant members of staff
- To keep the Council (School Governors) abreast of developments in pastoral care
- To address various audiences about pastoral matters, including students, parents, staff, and governors.

STAFFING

- To support the Headmistress in staff recruitment, interviewing and observing prospective teaching staff, especially assessing their suitability as Form Tutors
- To develop and oversee the pastoral induction programme for new staff, in conjunction with the Deputy Head
- To oversee the induction for new pupils
- To attend INSET training and external courses to ensure continuing professional development.

This list of duties shows what is likely to be within the remit of the successful candidate. The exact responsibilities will depend upon the strengths and interests of the successful candidate, and may change over time. This is in addition to the roles and responsibilities described in the generic job description for teachers.

The 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 APPOINTMENT

Completed application forms must be received by **noon on Monday 25th February 2019.**

Interviews will take place on **Monday 11th March 2019.**

The School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening including checks with past employers and the Disclosure & Barring Service.

CREATIVITY | INNOVATION | ENTERPRISE



FRANCIS HOLLAND SCHOOL
SLOANE SQUARE



39 Graham Terrace,
London SW1W 8JF

tel: 020 7730 2971

www.fhs-sw1.org.uk