



DEPUTY HEAD PASTORAL
Required from September 2018

GORDONSTOUN
Broader experiences, broader minds

Dear Applicant

Thank you for your interest in the post of Deputy Head Pastoral at Gordonstoun.

We hope the information in this pack will give you an insight into our school and the high aspirations we have for our students.

The Gordonstoun motto – Plus Est En Vous – there is more in you – is as relevant today as it was when visionary educationalist, Kurt Hahn, founded our unique school in 1934. For more than eighty years Gordonstoun has been the world leader in character education, with a curriculum which, unrivalled in its breadth, helps every child to achieve their full potential.

With its mountains and forests, historic buildings and silver sandy beaches, our home county of Moray may be one of Scotland's best kept secrets, but it is no secret that the world today needs young people who have benefited from the education which Gordonstoun provides. It's an education founded on the simple ethos that it takes life skills, as well as academic success, to flourish.

As a leadership team, it is our determination that all our students should achieve their full potential and that all our staff are equally valued for the role they play in achieving that aim. In our community we have inspirational leaders, outstanding teachers, compassionate pastoral staff, skilled administrators and committed operations staff. Every time we recruit a new member of our team we look for someone who exemplifies our motto and who understands our unique ethos.

If you have any questions about the role, our School or any aspect of the recruitment process, please don't hesitate to get in touch.

We look forward to receiving your completed application.

A handwritten signature in black ink that reads "Lisa Kerr". The signature is written in a cursive style and is underlined with a single horizontal line.

*Lisa Kerr
Principal*

A handwritten signature in black ink that reads "Titus Edge". The signature is written in a cursive style and features a long, sweeping horizontal line extending to the right.

*Titus Edge
Headmaster*





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DEPUTY HEAD PASTORAL

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Gordonstoun has been leading the way in character education for more than 80 years. Our uniquely broad curriculum provides challenge in the classroom, at sea and in the mountains, on the stage and on the sports fields and enables students to discover the truth in our motto – *Plus Est En Vous* – there is more in you. Situated on the stunning Moray Firth with its sunny microclimate, the school offers a superb quality of life for staff and their families

The Deputy Head Pastoral is a key strategic position that will have the responsibility of reviewing pastoral structures within the school over the next two years. It is expected that the successful candidate will play a leading role in enhancing current pastoral structures and therefore, his/her own role may change to reflect broader developments with the delivery of pastoral care across the school.

The post holder is responsible to the Headmaster and, as a member of the Senior Leadership Team, is the Headmaster's key adviser on all matters relating to the pastoral care of pupils and the pastoral team.

The Deputy Head Pastoral is the Line Manager for House Staff, Head of Sixth Form, Sixth Form Co-ordinator, Wellbeing and Child Protection Co-ordinator, Year Leaders, Security Staff and the Healthcare Centre. She/he has an overview of all aspects of the pastoral life of the school, including welfare and discipline with particular reference to the school's ethos and the requirements of statutory bodies such as the Care Inspectorate and Education Scotland.

Principal Responsibilities

STRATEGIC

- To advise, support and guide the Headmaster; deputising in his absence with the Deputy Head Curriculum (DHC)
- Be a member of the Senior Leadership Team
- To lead on all inspections regarding Pastoral Welfare
- To manage all Pastoral Policies in the Senior School and where appropriate, liaise with the Head of Junior School
- To ensure that all Staff are up to date with their Pastoral Welfare responsibilities and that regulatory guidance is being adhered to.
- To participate in all pastoral recruitments
- To prepare reports and attend the Education Committee
- To represent the interests of the students in a pastoral context; in particular, to ensure that the principles of GIRFEC are embedded across the school
- To be up-to-date on all relevant pastoral matters
- To monitor and evaluate the care and welfare provision in houses and undertake relevant visits

STAFF MANAGEMENT:

- To oversee and support the work of the Year Leaders, House Staff, Wellbeing and Child protection Coordinator, School Counsellor and the Healthcare Centre in relation to Pastoral matters
- To chair meetings of the Pastoral Committee, HM Committee, Pastoral Team and Matrons
- To liaise with the Head of the Junior School over relevant boarding matters
- To liaise with the Finance Director over annual staffing requirements for Security and the Healthcare Centre and with relevant staff to ensure rotas for security cover and healthcare are in place; managing an agreed budget.
- To manage the Security Team
- To liaise with the Catering Services Manager regarding pupil matters
- To be involved in the recruitment of, and responsible for, the induction and monitoring of new House Staff
- To be responsible for the allocation of Tutors to Houses
- To liaise with the Deputy Head - Curriculum with regard to appropriate INSET opportunities and provision
- To oversee the management of the General Duty Teams and the Lower School Social rota

STUDENT MANAGEMENT:

- To be the 'Named Person' to all pupils in the Senior School. *The 'Named Person' will be a clear point of contact if a child, young person or their parents want information or advice, or if they want to talk about any worries and seek support.*
- To work with School Captains, as appropriate, around school
- To consult staff and students over uniforms and clothing matters and to chair the Uniform Committee
- To oversee the work of the Head of Sixth Form, for the training, operation and induction of the Colour Bearer body

ADMINISTRATION:

- To update and maintain all relevant documents, including the Code of Conduct
- To attend Calendar Meetings and take a pastoral overview of Calendar matters
- To prepare the Pastoral section of the School Development Plan
- To liaise with Care Inspectorate and be the nominated 'service manager'
 - To ensure that the School complies with all regulations.
 - To complete all administration as requested
 - To ensure the School is prepared for inspections and to progress any requirements or recommendations
- To deal with all requests from parents and pupils regarding school absence
- To liaise, as necessary, with all outside agencies relevant to the pastoral care and wellbeing of the students e.g. Social Services and Police
- To oversee and monitor the School's disciplinary procedures and sanctions

Conditions:

The salary will be at an appropriate point on the Gordonstoun Leadership Salary Scale and Teaching staff are eligible for membership of the Scottish Teachers Superannuation Scheme.

These notes are for general information only and the appointment will be subject to signature of formal conditions of employment. Candidates wishing to be considered for this post should complete the school's application form and submit a letter of application outlining why they feel they are suitable candidates for this post to the Headmaster or email to recruitment@gordonstoun.org.uk

The Headmaster
Gordonstoun School
Elgin
Moray
IV30 5RF

Telephone: 01343 837807
Fax: 01343 837989

Email: recruitment@gordonstoun.org.uk

The Closing Date for applications is **Tuesday 5 December 2017.**

Interviews will take place the week commencing **Monday 11 December 2017**

Please note our preference is to receive your letter of application and completed application form as email attachments (and not as embedded body text) sent to the above email address.