



CHARTERHOUSE

Information Pack

DEPUTY HEAD (PASTORAL)

Starting 1 September 2022



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Leadership at Charterhouse

The Deputy Head (Pastoral) will be an inspirational, innovative and ambitious individual, who will lead and develop the talents of all those within the School's caring pastoral environment. The appointee will bring a clear vision for imaginative and personalised pastoral care at Charterhouse, bringing deep knowledge of best practice in pastoral care and a nuanced understanding of the needs and priorities of young people through the lenses of our values.

This role is available as the current post-holder, Karen Davies, is commencing a new role as Head of Charterhouse Online from summer 2022. This is an excellent opportunity for an exceptional and creative individual to lead and manage all aspects of the School's pastoral community, building on the strong foundations laid as the school progresses towards full co-education.

The Deputy Head (Pastoral) is a key member of the School's Executive and Senior Leadership Teams, and the successful applicant is likely to aspire to Headship within five years.

Charterhouse is at a very exciting stage of its development. In September 2021 we admitted girls into the Under School (Years 9 and 10) for the first time as we expand the pupil roll over the next few years to around 1,000. This expansion is accompanied by a fully funded investment programme in facilities, including the building of two new boarding houses, new Science Centre, a modern Café in the centre of School, a Business, Leadership and Entrepreneurship hub, and a new Wellbeing Centre; with plans to develop our Art, Theatre and Music facilities further over the next few years. Our pastoral vision centres around a passion for all pupils feeling safe, secure and supported and a desire for preventative, proactive, 'eyes-on' pastoral care. In essence this can be summed up in the Charterhouse Value of Kindness.



Common Room in New Boarding House – opened September 2021



New Café ('Oak') – opened August 2021

The Role – Overall Purpose

The Deputy Head (Pastoral) is responsible to the Head, Dr Alex Peterken and, as a member of the School's Executive Committee (ChEC) and Senior Leadership Team, they provide leadership of all aspects of boarding, health, wellbeing and safeguarding in the School, in addition to the general responsibilities of a teacher at Charterhouse.

More specifically, the main responsibilities of the role can be described as follows:

Strategic leadership

- Assist the Head in shaping a vision and direction for the School, setting very high expectations for pupil achievement and welfare.
- Play a significant role in setting aims and objectives for the School and in formulating the Strategic Development Plan along with the Head, Director of Finance & Strategy, the Senior Deputy Head, the Deputy Head (Academic), the Deputy Head (Pupils & Community), Governors and other senior staff.
- Promote the values of Charterhouse in order that pupils acquire the values, attitudes, skills and knowledge needed to make a positive contribution to society and actively participate in the promotion of the School both intra- and extra-murally, as reasonably required.

Management and Leadership of Staff

- Line manage key pastoral staff (Assistant Head (Pastoral) [AHP], Director of Wellbeing, Designated Safeguarding Lead, Lead Nurse, Boarding Pastoral Assistants/Assistant Heads of House, with shared responsibility for Heads of Houses with the AHP and provide oversight on all pastoral arrangements for life in a busy boarding school, in close liaison with the Deputy Head (Academic) and all members of the common room.
- Ensure Houses develop and implement effective House Development Plans.
- Develop strategies to promote co-education within the School and enhance the School's reputation as a school national leader of co-education.
- Organise and manage the induction and mentoring of newly appointed Heads of Houses in conjunction with the HR Team.
- Carry out and contribute to regular reviews (appraisals) of Head of Houses and other colleagues where appropriate.

Pastoral care

- Take overall responsibility for the quality of the School's pastoral care of its pupils.
- Develop and implement strategies to raise pastoral standards.
- Encourage innovation and professional development in pastoral care.
- Develop policies and their implementation.
- Ensure that the School has all the necessary pastoral policies and procedures in place; in conjunction with the Deputy Head (Pupils & Community) and other deputies, to oversee the School's policies and procedures as well as to ensure that they are up-to-date, compliant and accessible.
- Advise the Deputy Head (Pupils & Community) on all aspects of external inspections of the School as they relate to pastoral matters.
- Attend Governing Body Committee meetings as required and report back on matters arising to the Head

- Provide day to day management of all pastoral matters.
- Oversee the use of AS Tracking in the School.
- Oversee the production of pastoral key performance indicators.
- Take overall responsibility for pastoral INSET.
- Provide oversight of the Heads of Houses and their boarding house teams, the Wellbeing Centre and the School's health centre and the safeguarding team.
- Plan for and deliver pastoral staffing, including liaising over finance and costs.
- Oversee the health and wellbeing of pupils, including liaison with the School Medical and Wellbeing Teams and ensuring the effective operation of the Welfare Management Committee.
- Maintain consistency in the treatment of pupils between Houses
- Oversee and implement effective behaviour management in the pastoral aspects of School life.
- Oversee the administration and supervision of drugs tests as necessary.
- Liaise with parents and guardians, and with any public bodies as necessary.

As a member of the Senior Leadership Team

- Represent the agreed values and vision of the SLT to the School community and be seen to be translating our vision and values into practice.
- Demonstrate and model constructive leadership behaviours.
- Participate in staff recruitment, when appropriate.
- Ensure sound budgetary and broader financial management in all areas for which you are responsible
- Promote, contribute to, and lead staff INSET or induction as may be required.
- Provide encouragement, support and assistance to colleagues at all levels.
- Organise, attend and assist with major School events as required.
- Contribute to the production of School and national publications as required.
- Meet prospective parents and contribute more generally to the recruitment of pupils, including visits to Prep Schools.
- Performance manage staff (leading professional reviews, capability and competency processes, as required).
- Conduct disciplinary investigations (staff and pupils) where required.
- Participate in the "on call" rota overnight during term times, and in the holidays.
- Work during school holidays as reasonably required.
- Attend School events (plays, concerts, matches) when possible.
- Attend Chapel services.
- Contribute to the School's continuing professional development programme, including co-ordinating training programmes, particularly where it relates to pastoral leadership and co-education
- Attend BSA, HMC, ISI conferences and courses for the purposes of keeping own knowledge and skills up to date.
- Chair relevant academic committees and working parties as required.
- Be responsible for the financial budgets relating to your accountabilities, including your forecasting, monitoring and management.
- Respond to reference requests as required (pupils and staff).
- Provide relevant input to site infrastructure projects, including the development of new boarding and other pastorally-related facilities.

Administration

- Oversee the preparation for all pastoral and safeguarding aspects of inspections.
- Oversee the updating of pastoral policies, procedures and protocols.
- Conduct House visits to check compliance with National Minimum Standards for Boarding.
- Ensure (*via* the Health and Safety Manager) House fire practices are carried out as required by law
- Organise the supervision of pupils on campus (eg House of the Week rotas etc).

Safeguarding

- Demonstrate the highest levels of commitment and compliance to safeguarding and promoting the welfare of children and young people.
- Provide oversight of the safeguarding team and act as a Deputy DSL.



Co-curricular Responsibilities

- Promote and assist with the development, delivery and supervision of academic and pastoral enrichment activities such as co-curricular projects and subject-related societies.

All teaching members of the common room

- The Deputy Head (Pastoral) is expected to teach a limited timetable (no specified subject).
- Teach (or be available for Private Study supervision or emergency cover) a set timetable per week.

- Accept and take on responsibilities within their department as reasonably required such as assisting with the setting and marking of internal examinations, entrance examinations and scholarship examinations/assessments as required, including the recording of results.
- Develop and share resources and good practice with the rest of their department, contributing to departmental meetings and the development of the on-line departmental handbook.
- Set and mark work in accordance with School and department policies, giving constructive feedback from appropriate tasks, and maintain accurate records of pupils' attainment and academic progress and writing assessments and reports on pupils as required.
- Attend meetings, such as staff meetings, INSET days, and Parents' Briefings and communicate with parents both at planned School events and where otherwise appropriate.



Person Specification

Relevant Experience/Knowledge & Technical Competencies

ESSENTIAL

- proven experience of leading and managing innovation and change
- proven experience of managing safeguarding of children in a senior school environment
- proven success in managing colleagues, developing an effective team and contributing to improving the quality of pastoral offering
- significant experience of the boarding school environment
- a strong track record in a middle- or senior-management post, ideally of a pastoral nature
- an outstanding classroom practitioner
- working with others to achieve goals by negotiating and allocating tasks, as well as motivating and supporting a diverse and highly skilled team

DESIRABLE

- recent senior leadership team experience

Qualifications

ESSENTIAL

- a good honours degree from a recognised university

DESIRABLE

- a teaching qualification

Personal Competencies / Skills - possess

- capable of leading the professional growth of a team
- the ability to balance broad strategic thinking with attention to detail
- the ability to listen and to reflect on information and advice before making decisions
- the ability to get on well with colleagues, parents, governors, the wider community and pupils in and out of the classroom, showing sensitivity, humour, decisiveness, flexibility, authority and warmth
- the ability to motivate and inspire others
- the ability to manage a substantial workload calmly, effectively and efficiently
- the gravitas and public persona needed to represent the School on public occasions
- the diplomatic and PR skills to deal with complex and contentious parent, pupil, staff and public concerns
- a creative, imaginative and positive approach to solving problems
- an outstanding written and verbal communicator, able to form warm and meaningful relationships with a whole range of people, from teenagers to politicians
- excellent skills with ICT
- good judgement of people and situations
- willingness to accept that the role will require a significant amount of work outside 'normal hours'
- the desire to contribute to the wider life of the School.



Appointment Process and How to Apply

We are creating an inclusive culture where all forms of diversity are seen and valued – for our pupils, for our staff. This is a culture that supports the enduring Charterhouse education provided to pupils in our global and multi-cultural environment. For this reason, we are particularly seeking applications from people who will increase the diversity of our senior leadership team.

Charterhouse has retained the services of Perrett Laver to help identify the widest possible field of suitable candidates and assist in the assessment of candidates against the requirements for the role. An executive search exercise is being undertaken.

Applicants should submit a CV (including comprehensive details of key achievements and responsibilities) along with a covering letter which outlines their interest in Charterhouse and fully addresses the competencies outlined in the job description and person specification. All candidates must also complete the application form.

For further information about the role or to send your completed application, please visit <https://candidates.perrettlaver.com/vacancies> , quoting reference 5435. The deadline for applications is 08:30 GMT on Thursday 6 January 2022.

The longlist of candidates will be determined on Wednesday 12 January 2022. Longlisted candidates will be invited to visit the School and have a first-round interview in the w/c 17 January 2022 and successful candidates will be invited to final interviews at Charterhouse in the w/c 24 January 2022.

Protecting your personal data is of the utmost importance to Perrett Laver and we take this responsibility very seriously. Any information obtained by our trading divisions is held and processed in accordance with the relevant data protection legislation. The data you provide us with is securely stored on our computerised database and transferred to our clients for the purposes of presenting you as a candidate and/or considering your suitability for a role you have registered interest in.

As defined under the General Data Protection Regulation (GDPR) Perrett Laver is a Data Controller and a Data Processor, and our legal basis for processing your personal data is 'Legitimate Interests'. You have the right to object to us processing your data in this way. For more information about this, your rights, and our approach to Data Protection and Privacy, please visit our website <http://www.perrettlaver.com/information/privacy/>

All successful job applicants will be required to undertake a Criminal Record check and to undergo child protection screening.

