



READING BLUE COAT SCHOOL

VACANCY INFORMATION PACK

DEPUTY HEAD (PASTORAL)



Closing date for applications: 09:00 on 18 March 2019

First interviews will be held during the week of 25 March 2019.

Applications may be submitted by CV or School Academic Staff Application Form, which can be downloaded from our website "Vacancies" page www.rbc.org.uk/vacancies/

This should be submitted with your letter of application, by email to recruitment@rbc.org.uk. If you choose not to submit an Application Form with your application, you will still be required to complete one if invited to attend an interview.

Contact for questions about the application process should be addressed to: Mr Ian King, HR Manager, Reading Blue Coat School, Holme Park, Sonning Lane, Sonning-on-Thames, RG4 6SU.



READING BLUE COAT SCHOOL

BACKGROUND

Reading Blue Coat School (RBCS) is a leading independent day school with 760 pupils. Boys aged 11 – 18 and girls aged 16 – 18. The School was founded in 1646 by Richard Aldworth, a merchant of The Skinners' Company and a Governor of Christ's Hospital. The School was established near St Mary's Minster Church in Reading and was originally known by its historic name of Aldworth's Hospital.

In 1947, Reading Blue Coat School moved to the magnificent 46 acre estate of Holme Park in the Berkshire Thames-side village of Sonning, four miles east of Reading, where it remains today. The ethos of the School derives from its Christian foundation and traditions, fostering care and consideration within the community. The School aims to provide a stimulating and friendly atmosphere in which each pupil can realise his or her full intellectual, physical and creative potential. Pupils are encouraged to be self-reliant and adaptable, and the School intends that they will learn the basis of good citizenship, founded on honesty, fairness and understanding of the needs of others. The curriculum provides a balanced blend of academic and non-academic activities that combine to meet these objectives.

The School employs in excess of 170 salaried staff, of whom about 50% are academic staff.

FACILITIES

The School enjoys excellent facilities and continues to invest in the site.

Key developments over the past five years include;

- the Richard Aldworth Building, a 25-classroom block that provides first-class teaching facilities for a number of major departments including English, Mathematics, Modern Languages, Classics, Geography, Art and a common room for Middle School pupils with views over the sports pitches;
- the Sixth Form Centre;
- a Psychology and Geology Centre;
- a riverside boathouse;
- an IT Centre;
- a Design & Technology Centre;
- a Drama Studio;
- and various other amenities have been completed.

The new buildings add to an already impressive list of facilities including the Sports Complex, the Science Centre, Reception and the Messer Building.

The Governors have further ambitions for the School and we have planning permission for the next phase in our development which will include:

- a new Grounds, Maintenance and Activities Centre;
- a new Performing Arts Centre.

ACADEMIC LIFE

The academic curriculum at Reading Blue Coat is based on the principle that all pupils should experience a broad and balanced range of basic subjects and skills. From Year 9 onwards, this range is gradually modified, by elements of choice, enabling both the interests and aptitudes of individual pupils to be reflected. Most lessons are taught initially in classes of mixed ability, although setting occurs in Mathematics and French in Year 7, Languages in Year 8 and Science in Year 10.



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Geology is also a thriving subject, with a new Geology and Psychology Centre supporting the increased levels of interest.

In Year 11, all pupils take qualifications in English, Maths and Science (all IGCSE) and a Modern Foreign Language. They also take three GCSEs from a broad range of eleven subjects. All pupils take a GCSE in Religious Studies in Year 10.

In the Sixth Form pupils can choose from a range of 24 subjects, including subjects most will not have studied before, such as Economics, Government and Politics and Psychology. Enrichment opportunities in the Sixth Form include the Extended Project Qualification (EPQ), visiting speakers and the School's own UP (university preparation) programme. Reading Blue Coat School always seeks to stretch and challenge pupils and the School's Learning Support Department ensure that pupils with specific learning needs are supported effectively.

The School's Learning Research Group ensures a sustained focus on developing teachers and pedagogical enrichment. 2017 academic results were impressive; the A Level results were Blue Coat's best ever with 82.7% achieving A*-B and at GCSE the School has achieved 90% A*- B five years running.

Virtually all Year 13 leavers proceed to degree courses at universities of which approximately 70% go to the Russell Group of universities. Each year, four or five students attain places at Oxbridge. In 2017 just under 90% of students achieved places at their preferred university.

PASTORAL

Pastoral care focused on the individual is at the heart of the School. Reading Blue Coat's pastoral structure is based around the tutorial system within the framework of four houses: Aldworth, Hall, Malthus and Rich. All pupils are part of a tutor group that is overseen by a member of staff who is responsible for their well-being and the development of their character and intellectual curiosity. The School prides itself on mutual respect, tolerance and courtesy, and all activities seek to strengthen these values. The house system enables pupils to take part in activities that foster the development of these ideals through music, sport, drama and public speaking.

SPORT

Reading Blue Coat has an enviable reputation both locally and nationally for the high quality of its sporting teams. Sport plays a key role in developing every pupil's potential – physical fitness and skill, teamwork and learning how to win and lose. Sports are coached to a very high level while providing for, and encouraging, those for whom participation rather than excellence is important. Major sports are rowing, rugby, netball, football, cricket, tennis and athletics. Other sports include golf, squash, cross country, climbing, weight training, touch rugby, shooting and archery.

DRAMA, MUSIC AND THE ARTS

Reading Blue Coat School has a reputation for drama performances of the highest quality, with an extensive programme of performances throughout the year. The main expressions of artistic undertakings at Reading Blue Coat are music, drama, public speaking and painting. Pupils' endeavours in the arts are highly successful and widely acclaimed, including internationally. Music is at the heart of the School; all boys are auditioned for the choir and many learn a musical instrument. The breadth and depth of musical and dramatic talent at the School is evident in the wide range of plays, concerts, "Swing into Summertime" – an outdoor festival of the arts, and other eclectic events that take place across the year.



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CO-CURRICULAR

Co-curricular activities are designed to enable pupils to develop practical and social skills such as leadership, enterprise and communication. As part of the extensive co-curricular programme, Reading Blue Coat School offers a number of exciting options from which pupils can choose for their weekly activities session. Activities offered include Combined Cadet Force (all services), Duke of Edinburgh, Young Enterprise, Film Club, Archery, Creative Writing and Journalism.

COMMUNITY

Reading Blue Coat pupils are encouraged to be aware of their place in the wider world and to show consideration for all those with whom they come into contact. These principles are based on the ideas handed down by our founder, Richard Aldworth. Today the School has strong links with the wider community and pupils have many opportunities to engage with the world beyond the School gates. The Sports Leaders programme is particularly popular, as it prepares Sixth Formers to go out into primary schools in Sonning, Caversham and Maidenhead to coach a number of sports. Reading Blue Coat's Primary Schools Placement programme also gives pupils the opportunity to assist with tuition in Maths, English and languages in local primary schools and A Level Philosophy pupils have delivered an introduction to Philosophy in a nearby school. Further afield, the School has an established partnership with a school in Ghana.

Further information is available on the School's website at www.rbc.org.uk.

See also The Good Schools Guide

<https://www.goodschoolsguide.co.uk/schools/102976/reading-blue-coat-school>

and Muddy Stilettos Schools Review Guide

<https://berkshire.muddystilettos.co.uk/kids-2/school-reviews-kids-fashion-2/reading-blue-coats-sonning/>

Questions about careers at the School and the application process should be addressed to: Mr Ian King, HR Manager, Reading Blue Coat School, Holme Park, Sonning Lane, Sonning-on-Thames, RG4 6SU or by email to recruitment@rbc.org.uk



READING BLUE COAT SCHOOL

DEPUTY HEAD (PASTORAL)

The present incumbent has served the School for 11 years and is now moving on to take up a headship within another HMC school. We therefore have an opportunity for a well-motivated and dynamic individual to take on the role of Deputy Head (Pastoral).

In this exciting role, we are looking for someone who will provide a clear vision for the development of Pastoral Care within the School. He/she will engender an atmosphere and create and operate systems which promote a positive and caring environment within the School to ensure that all students are safe, happy and secure, enabling effective learning and personal development within the expectations and ethos of the School.

The successful candidate will be an excellent classroom practitioner and will have experience of managing change in a school context. He/she will have the energy, communication skills and charisma to lead and inspire others.

An approachable, friendly and calm disposition is essential. The Deputy Head (Pastoral) does not deal with every Pastoral issue themselves, but must ensure that the team reporting to them is able to do this, so that every student can fulfil their potential. They must work with, trust and delegate responsibilities to the Directors of Section for their respective parts of the School.

The Deputy Head (Pastoral) will join the Senior Leadership Team which also comprises the Headmaster, the Bursar, the Director of Admissions and Marketing, the Development Director, the Second Master, Deputy Head (Academic) and Deputy Head (Staff Development).

The Deputy Head (Pastoral) will be expected to contribute to discussion and the formulation of policy relating to all areas of school life. Recent years have seen considerable development and expansion and there are exciting plans for the future. The successful applicant will be very much involved in the next stage of development of the School and will have the opportunity to exercise strategic vision.

This role will suit candidates with experience of leadership in the school context (for example, a Head of department/year/section/major activity) as well as experience of involvement in whole-school initiatives. The job holder will be expected to teach up to seventeen 35-minute periods a week. Candidates for the post can offer any teaching subject, as long as it is currently on the curriculum at Blue Coat (see website for more details).

This is a wide-ranging, challenging but exciting role that will serve as excellent preparation for an individual who aspires to undertake further leadership roles, including headship, in the future. The Deputy Head (Pastoral) has a dedicated secretary who offers superb administrative support.

For an informal telephone conversation about the role, contact Jesse Elzinga, Headmaster, on 0118 944 1005 or email hm@rbcs.org.uk



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JOB DESCRIPTION

DEPUTY HEAD (PASTORAL)

Line Manager:	Headmaster
Department:	Senior Leadership Team
Direct reports:	Academic Secretary (Pastoral); Deputy Designated Safeguarding Leads (4); Directors of Section (3); Heads of Year (7); Senior Housemaster/Mistress.

MAIN PURPOSE OF THE POST

The Deputy Head (Pastoral) is a member of the Senior Leadership Team, alongside the Headmaster, the Bursar, the Director of Admissions and Marketing, the Development Director, the Second Master, Deputy Head (Academic) and Deputy Head (Staff Development). The Deputy Head (Pastoral) has a key role in shaping the strategic development of the School, as well as a vital position in day-to-day life, not least as the School places great emphasis on the quality of its pastoral care, with the care of the individual student at the very heart of its ethos.

He/she is expected to support the co-curricular life of school life as well, so must expect frequent involvement at weekends and during the evening.

As the School Designated Safeguarding Lead he/she will be responsible for safeguarding the students, for creating the required policies and ensuring that they are implemented.

The Deputy Head (Pastoral) will promote a clear vision for the development of Pastoral Care within the School and act as its figurehead. Through the pastoral pyramid formed by the Directors of Section, Heads of Year and Tutors, supported by the School Chaplaincy, he/she will be responsible for overseeing the pastoral well-being and the personal development of each student in the School.

Main Duties and Responsibilities:

Leadership and Management

1. Lead and support the Directors of Section, Heads of Year and Tutors who carry immediate responsibility for monitoring the well-being, pastoral care and progress of individual students on a day to day basis.
2. Set the strategic direction of pastoral care in both a proactive and reactive way to prevent as well as respond to pastoral and safeguarding issues.
3. Maintain a proactive awareness of evolving educational issues related to pastoral care, including new initiatives from government and devise strategies to implement these within the School to make things better for the students.
4. Attend School events wherever possible in their capacity as the figurehead of pastoral care within the School.
5. Communicate with parents, as appropriate, over pastoral matters.



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6. Liaise closely with the Deputy Head (Academic) with regard to academic matters that impact upon Students.
7. Set agendas and co-ordinate the half-termly Heads of Year meetings.
8. Support the Directors of Section who chair the three weekly Section meetings for their respective sections.
9. Line manage the Directors of Section who in turn line manage the Heads of Year on a daily basis and through the performance management process.
10. Support the Directors of Section and Heads of Year in their work with students and parents and take responsibility for the resolution of individual cases when necessary.
11. Liaise with the School Counsellor and manage the confidential system of appointments for students.
12. Liaise with the Medical Team, School Chaplains and the Head of Learning support on matters of pastoral care.
13. Manage the Head of Careers to ensure that Careers Education has a high profile across the School.
14. Manage the workload of the Pastoral Staff Secretary who also supports the Director of Middle and Lower School as well as managing the daily registration process.
15. Develop and build on the School's Student Digital Strategy in terms of the way they use technology and conduct themselves in the online world as well as the real world.

Safeguarding

16. Take responsibility for leading and promoting the safeguarding and the welfare of all students.
17. Fulfil all the requirements of the Designated Lead as outlined in government legislation, especially KCSIE and the Regulatory Requirements and produce the School's Safeguarding and Child Protection Policy.
18. As the Designated Safeguarding Lead for the School take the lead in the creation and review of any other policies pertaining to Safeguarding and ensure their implementation across the School for compliance.
19. Lead and manage the Deputy Designated Leads who are the Directors of Section and one other staff member.
20. Arrange Child Protection training for all new staff, as well as the bi-annual whole school Child Protection training.
21. Cultivate strong links, liaise with and attend meetings with Local Safeguarding Partners and Social Services as required.
22. Report on pastoral care as required to Governors, to include twice yearly safeguarding reports.
23. Liaise with DSL's from other educational institutions as required.

Ethos

24. Promote equality and enable the educational and social inclusion of all students.
25. Encourage positive attitudes towards the school and learning, and foster high academic and personal aspirations among students.



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Rules

26. Ensure that all students follow the School Rules as set out in the School Planner, ensuring they are familiar with the contents and the School's Health and Safety Regulations and Procedures.
27. Monitor the behaviour of students, intervene when appropriate and liaise with the Directors of Section, and the Second Master as necessary.
28. Liaise with the other relevant staff in order to produce the School Planner and review the rules and other documentation which forms the first section.
29. Organise the distribution of School Planners once they have arrived.

Routines

30. Join the weekly SLT duty rota which involves being on duty from 8am to 6pm, to include break times, lunch duty and to also cover others in the team as and when required.
31. Be available and on call at the allocated times in the school holidays.
32. Join the rota for the supervision of school detentions and Saturday detentions.
33. Attend meetings of the School Council, wherever possible.
34. Line manage the Senior Housemaster/Mistress who in turn manages the House Masters/Mistresses.
35. Attend meetings of Housemasters/mistresses and House Captains, if required by the team.
36. Annually speak in whole school assemblies on topics pertaining to Pastoral Care and Well-being.
37. Liaise with the Director of Marketing and admissions in the allocation of new students to tutor groups and houses.

Tutors

38. Organise the allocation of teaching staff as tutors and when required support and assist tutor training.
39. Liaise with the Deputy Head (Staff) in the selection and training of Tutors and oversee and support the induction of new tutors to the different sections.
40. Liaise with the Second Master and Deputy Head (Staff) in organising cover for absent Tutors and cover registration when required in both the short and long term.
41. Organise the allocation of tutor bases.
42. Assume overall responsibility for registration within the School in order to safeguard the students and also ensure tutors complete registration in line with school protocols and legislation.

Learning Support

43. Liaise with the Head of Learning Support and other appropriate individuals to assure the inclusion of students with SEND.



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44. Proactively assist in discussions with students, staff and parents where needs have been identified in order to ensure that reasonable steps are taken to support students with SEND.

PSHE

45. Contribute to the selection and organisation of topics for the PSHE programme and assist in its delivery when required.

Marketing, Recruitment and Retention

46. Support the marketing department and be seen as a significant figurehead for the School.
47. Interview prospective students as requested by the Director of Admissions and Marketing.
48. Encourage the retention and recruitment of all students.
49. Interview applicants for teaching posts and advise the Headmaster on appointments as required.
50. Attend and participate as required in events such as the options evening for new students in Year 12.

Annual Events

51. Attend annual events as the Pastoral representative of SLT. These may change and evolve over time.
52. Take a lead in the organisation of any Pastoral events and themed weeks for the School such as the rolling programme of whole school speakers who talk to students, parents and staff on topics such as alcohol, bullying, social media and drugs.
53. Assist the Directors of Section in organising other relevant speakers for different year groups.
54. Represent the Lower School on Open Days and Open Evenings.
55. Organise and oversee the annual Activities Week along with the Directors of Section, Heads of Year and Head of Activities.
56. Manage the various different budgets that come under the jurisdiction of the pastoral pyramid.

Please note that this Job Description is not exhaustive and the employee may be expected to undertake additional duties if required.



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PERSON SPECIFICATION

DEPUTY HEAD (PASTORAL)

The person specification focuses on the knowledge, skills, experience and qualifications required to undertake the role effectively. It is expected that the successful applicant will have and can demonstrate:

Essential Skills, Qualifications and Attributes:

- Experience of leadership within a school.
- Educated to degree level with any postgraduate or leadership qualification an advantage.
- Qualified teacher status / PGCE preferred.
- Outstanding teaching track record, with significant pastoral involvement.
- Substantial general experience across a broad range of educational activities.
- Comprehensive understanding of education and challenges therein, for the 11-18 age group.
- Demonstrable experience of engaging and building relationships with key internal and external parties.
- Successful record of delivering results.
- Distinct willingness to take responsibility for the innovations s/he introduces and a determination to see them carried through effectively.
- Highly articulate, capable of communicating both orally and in written form at all levels, including public speaking.
- Outstanding problem solving skills.
- Able to work with conflicting priorities and timescales.
- Able to delegate and motivate others.
- Possess the drive towards achieving academic excellence, with a profound interest in education and welfare of young people.
- Capable of identifying individuals' skills and making the most of them – a team builder and a team player.
- Possess gravitas and presence; integrity and independence of thought.
- Happy being visible – both inside and outside the School.
- Confident of own abilities; and possess the confidence to make difficult decisions.
- Able to act as ambassador and professional advocate for the School, with strong personal credibility and the capacity to build relationships.
- The ability to foresee, defuse and when necessary, resolve disputes.
- In sympathy with, and supportive of, the charitable objectives and Christian traditions of the School.



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SUMMARY TERMS & CONDITIONS OF EMPLOYMENT AND BENEFITS

- Contract Status: Permanent contract. Preferably commencing 29 August 2019.
- Salary: Negotiable dependent on skills and experience. The Governors review salary scales each year to ensure they remain competitive. Annual salary is paid by bank transfer on the 25th of the month, or next working day thereafter, in 12 equal payments.
- Place of Work: Reading Blue Coat School, Sonning on Thames, Berkshire.
- Working hours: From 08:15 to 16:20, Monday to Friday, with 60 minute meal break.

Additional hours will be required for the delivery of co-curricular activities; school events; open evenings; parents' evenings; etc.
- Leave entitlement: School holidays in accordance with the published School calendar.
- Pension: Membership of the contributory Teachers Pension Scheme.
- Meals: Lunch and refreshments are provided free by the School.
- Parking: Free Car parking is available on site.
- Cycle Scheme: Tax free Cycle to Work Scheme is offered by salary sacrifice.
- Discounts: Reduction in RBCS school fees for employees' children offered after 6 months service.
 - 50% reduction for all full time staff, pro-rated for part time staff
 - Fees (from 1 September 2018) are currently £5,565 per term
- Sports facilities: Free membership of the School Sports Centre with access to fully equipped gym and swimming pool.
- Employee Assistance Programme: Confidential independent support service available to staff when you most need it.
- Professional Development: Strong commitment to support professional development, overseen by Deputy Head (Staff) and people development budget.



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POLICY STATEMENT

CHILD PROTECTION

- Reading Blue Coat School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
- This post may involve unsupervised contact with children and young people.
- The successful candidate will be required to undertake the Disclosure & Barring Service (DBS) enhanced criminal records clearance process.

Interview

- The selection process will test and assess the above issues. As required by regulation, the interview will be based on;
 - 'competency questioning',
 - and where appropriate will address: the candidate's attitude towards children and young people;
 - his/her ability to support the School's agenda for safeguarding and promoting the welfare of children;
 - gaps in his/her employment history;
 - concerns or discrepancies arising from the information provided by the candidate and/or a referee.
- In addition to the candidates' ability to perform the duties of the post, the interview will also explore related issues including:
 - motivation to work with children and young people;
 - ability to form and maintain appropriate relationships and personal boundaries with children and young people;
 - emotional resilience in working with challenging behaviours;
 - attitudes to use of authority and maintaining discipline.

Recruitment, selection and disclosure policy and procedure

- Candidates are advised to read the School's policy on recruitment, selection and disclosure before submitting an application for employment. This can be downloaded on the School website, "Vacancies" page.

Data Protection

- The School will process personal data in accordance with the Data Protection laws and its Privacy Notices. If you wish to read our privacy notices and how we handle your data please follow this link: <https://www.rbc.org.uk/privacy-notices/>