

## SENIOR DEPUTY HEAD – PASTORAL & WELL-BEING

SEPTEMBER 2025

Thank you for showing an interest in this post. We hope that the following information about St Helen's School, the job description and the person specification, will help you to decide that this is an application which you wish to pursue. We very much look forward to hearing from you; do not hesitate to contact us if you would like an informal discussion about this exciting opportunity.



## WELCOME TO ST HELEN'S SCHOOL

St Helen's School is a large, thriving all-through school and many of the girls who leave us at the end of Year 13 have been with us since Nursery or Reception. We are ambitious for every single girl: that she achieves her potential; that she leaves us to embark upon an exciting and fulfilling future, able to deal with whatever life throws at her with resilience and courage; that she possesses inner confidence, strong personal integrity, and a

sense of fun; that she is ready to go out into the world and make a difference. St Helen's has a long tradition of academic excellence which encourages girls to pursue intellectual curiosity beyond the curriculum. We are proud of our 2024 results where 82% of A Level students obtained A\*-B grades and 81% of GCSE awards were graded 9-7. Sixth Formers go on to established, high-ranking universities including Oxford and Cambridge, with more than a third studying STEM subjects. However, we give our girls much more than just academic success; our Co-Curricular programme is rich and varied, and our pastoral care ensures that every girl is known, valued, and cared for.

Within easy reach of central London, our school is set in 21 acres of grounds and, just as we are proud of our students' academic achievements and their personal development, we are also proud of our facilities and buildings. We have invested significantly in developing our facilities over the last ten years.

St Helen's has a warm and lively atmosphere that makes it a rewarding and exciting place to work. Our staff and our pupils look out for each other and encourage each other to be the best possible version of themselves. As such, you will play a vital role in supporting the school in the next stage of its journey. We look forward to receiving your application.

Bridget Ward  
Head



## THE SCHOOL

St Helen's is a leading independent day school of more than 1100 students aged 3-18 and is a member of the Girls' Schools Association (GSA). The spacious and beautiful 21-acre site is conveniently located in the heart of Northwood in North London, approximately 30 minutes by underground from Central London and within easy reach of the Hertfordshire and Buckinghamshire borders.

St Helen's is committed to academic excellence and is dedicated to equipping pupils with the skills which will enable them to take their places as leaders in a rapidly changing world. The culture of the school is deeply rooted in its fine history, having been founded by Miss May Rowland Brown in 1899, but is also forward-looking and innovative. Whilst strong academic standards prevail across the whole school and pupils are encouraged to have high expectations for their achievement and career prospects, success is measured and celebrated not just in the excellent exam results the girls achieve, but in the widest possible sense.

The school consists of a Prep and Senior school and educates girls from the Early Years Foundation Stage to Sixth Form. St Helen's provides a wonderful environment for girls to flourish and succeed. An outstanding pastoral system is central to ensuring that girls remain balanced and supported throughout the various stages of their journey through the school. Academic excellence stands at the heart of learning and teaching at St Helen's; the school aims to give each student a challenging and well-balanced education which develops her intellectual, creative and physical abilities to the full. At all stages, the focus is on the learner: pupils are encouraged to think about different ways of approaching their learning and to decide upon and use the methods which work best for them, enabling them to develop an independent approach to their studies.

## ETHOS

St Helen's students aspire to be ever intellectually curious. They will believe they can do anything. They will want to explore how they can best interact with the world around them and make a difference for the better in their own way.

Our students leave the school with a strong social conscience and ready for whatever the future brings.

St Helen's girls will:

- Be excited about learning, constantly asking 'why'.
- Be independent, adventurous, and resilient.
- Become the problem-solvers and trailblazers of tomorrow.
- Be guided by integrity and strong moral principles.
- Celebrate diversity.
- Show compassion towards themselves and others.

St Helen's aims are:

- To provide each and every girl with the opportunity and means to achieve academic excellence.
- To provide our students with the personal skills, emotional resilience, and confidence to achieve their full potential through a varied, rich and challenging Co-Curricular programme.
- To know, value and respect all girls as individuals so as to best support them on their journey through the school.
- To ensure that the girls are ready to play a full and active part in their communities and in an interconnected digital world.



## THE OPPORTUNITY

St Helen's is seeking to appoint an exceptional Senior Deputy Head – Pastoral and Wellbeing, to take the lead in creating and delivering its pastoral and wellbeing strategies.

The new Head, Bridget Ward, who joined the school at the start of the academic year, is keen to work with a highly experienced Deputy Head who will bring with them a successful track record of leading a pastoral team and delivering a positive impact on schools' strategy.

This is an exciting opportunity for the Senior Deputy Head Pastoral and Wellbeing to develop an innovative pastoral programme and to promote St Helen's school as a leading institute in this area.

There is also opportunity to lead on key school wide projects in line with the aims of the overall strategic plan.

## THE ROLE

### Key Expectations

- This is a whole-school role and requires the candidate to deputise for the Head where appropriate to do so
- Support the Head in implementing the school's strategic plan and keeping the plan under continuing review
- Help maintain a shared sense of purpose across the whole community
- Continue to drive the culture change required to ensure St Helen's continues to improve across all aspects of School life
- Champion the highest expectations of pupil behaviour and standards in all aspects of School life
- This role will also be a Deputy Designated Safeguarding Lead (DDSL) across the whole School

- Be a positive and visible presence, supporting pupils and staff in all their endeavours within and beyond the classroom across the whole School
- Promote and live the school's overall vision, character attributes and learner habits
- Undertake any reasonable task asked by the Head for the benefit of St Helen's School
- Chair meetings and lead on the strategic management committees
- Be innovative in their thinking for the development of the whole School
- Contribute to the Admissions process, including all assessment days, open evenings, induction and familiarisation events
- Support the Head in ensuring legal, statutory and Independent Schools Inspectorate (ISI) compliance across the school and work with the Senior Leadership Team (SLT) to prepare for inspections
- Undertake after-hours SLT on-call duties (until 6.15pm) and remotely support trips according to the rota

### Leading the Organisation

- Support the Head in organising and managing the people and resources of St Helen's to provide an efficient, effective, innovative and safe learning environment
- Use self-evaluation and problem-solving approaches to seek organisational improvements and ensure that St Helen's continues to develop. Undertake individual projects at the discretion of the Head that ensures the development of the school
- Have due regard and up-to-date knowledge regarding all matters relating to Health and Safety
- Have due regard and up-to-date knowledge regarding all matters relating to safeguarding children and young people





- Collaborate effectively with others, to build capacity across St Helen's ensuring resources are effectively and efficiently deployed
- Support the Head in creating an organisation which enables people to perform at their best and underpins effective employee relations

## School Leadership

- With the Director of Operations (Support Staff) and other members of the SLT, maintain control of and ensure compliance with the school's critical incident plan and our responses to critical incidents
- Lead and have oversight of the delivery of safeguarding initiatives and pastoral strategic plans across the whole School
- Ensure the smooth running of the school, including overseeing day-to-day operations in relation to pastoral, safeguarding and wellbeing and working with the Deputy Head Operations
- Develop the role of the form tutor and class teacher (Prep School) to ensure that this is a pivotal role within the pastoral support of the school
- With the Senior Deputy Head Academic and Co-Curricular, develop a new School Day to ensure that all components of School life are considered equally and be prepared to launch this in September 2026
- Develop and enhance the wellbeing provision of the school to ensure that St Helen's is at the forefront of mental health support and wellbeing of all pupils
- Develop St Helen's wellbeing provision so that we are seen as a leading practitioner
- Be an ambassador for the school, meeting with current and prospective parents, as well as key members of the local community
- Contribute to the Admissions process, including all assessment days, open evenings, induction and familiarisation events

## Strategic Leadership and Planning

- Focus and lead on the strategic development of the pastoral support and wellbeing of all pupils, ensuring that St Helen's is a leading institution in both areas
- Assist the Head in formulating and executing the strategic plan to align with the school's mission and vision
- Lead initiatives aimed at enhancing educational quality and administrative efficiency. With particular reference to the School Bursary programme
- Contribute to the creation and review of School policies, ensuring consistent application and support for strategic objectives
- Work with Head to produce a Continuing Professional Development (CPD) programme that aligns with the priorities set forth in the School Development Plan (SDP) and ensures the development of School staff and their pastoral and safeguarding responsibilities
- Support the SLT and oversee the strategic management committees to ensure the implementation of the strategic plan
- Be able to consider and implement strategic changes to the structure of the school to ensure that St Helen's remains at the forefront of education



## Staff Leadership

- Line manages the Deputy Head Whole School (Pastoral/DSL), Deputy Head Engagement, Communications and Pupil Recruitment, Head of PSCE and the School Counsellors, and oversee the line management of Director of Senior School, Heads of Year and Phase leaders through the Deputy Head Pastoral/DSL, coordinating their work and taking responsibility for following the school's appraisal process and individual personal development plans
- Assist the Head and SLT in the appointment, development and management of pastoral and wellbeing staff, ensuring high standards are set, responding to concerns and enabling suitable support where necessary
- Work closely with the HR Manager to resolve any staffing issues and set related strategy
- As directed by the Head, either oversee or directly manage/investigate processes under relevant school policies (e.g. complaints policy, capability policy, probation policy etc.)
- Support the Head in actively and astutely managing the workload of staff to make sure that the processes within the school are sensible, essential and conducted in an efficient manner.

## Staff Management and Professional Development

- Support the recruitment, induction, appraisal, and professional development of staff
- Foster a collaborative and supportive working environment that encourages teamwork and best practice sharing
- Identify training needs and ensure staff access to high-quality professional development opportunities and oversee St Helen's CPD budget for pastoral and wellbeing

- Create a culture of staff learning and development across all colleagues, monitoring CPD and its impact on the quality of teaching and learning
- Provide training and support for staff requiring development plans to improve teaching quality
- Provide reports to the Head on the impact of internal and external CPD

## Parental and Community Engagement

- Work with Head to create a comprehensive yearly parent workshop calendar and work closely with the Deputy Head of Engagement, Communications and Pupil Recruitment, and Head of Marketing and Admissions to develop opportunities to engage with parents
- Facilitate effective communication between the school and parents, ensuring transparency and cooperation in supporting pupil outcomes
- Organise and participate in parent-teacher meetings, information sessions, and School events to strengthen community ties
- Forge partnerships with external organisations to enhance opportunities for pupils
- Coordinate and liaise with parent representatives to build community spirit and engagement
- Support the organisation of School functions open to parents and the public, maintaining strong parental engagement

## Operational Management and Administration

- Assist in the day-to-day management of the school and smooth operation of daily activities and programmes
- Implement and monitor Health and Safety policies to ensure the wellbeing of pupils and staff



- Lead on the development of Founders' Day to ensure that it is an event that is engaging for all pupils, staff and parents. This is in conjunction with the Deputy Head Operations
- Lead on the development of the Carol Service to ensure that it is a multi-faith and inclusive service that best serves our community
- Oversee the Christmas Fair and Calendar Sale which is implemented by the Deputy Head Operations

## Leadership of pupil opportunities and outcomes

- Work with the Deputy Head Pastoral (DSL), Director of Prep, Director of Senior School, Heads of Year, Phase leaders and with the Educational Visits Coordinator (EVC) to ensure all pupils are offered residential and day trip opportunities to enhance and develop their emotional and social skills. This should include international programmes, new initiatives, and trips to broaden pupils' global perspectives
- Lead initiatives to promote environmental sustainability within the school community
- Conduct weekly learning walks to monitor pastoral provision across assemblies, form time, coaching sessions and PSCE across the whole School
- Oversee and review the pastoral care system, ensuring comprehensive support for pupils' social, emotional, and behavioural needs. Ensuring that St Helen's remains at the forefront of pastoral provision
- Implement and manage behaviour management policies to promote a positive School culture
- Regularly review pupil wellbeing and discipline data, addressing emerging issues promptly and effectively
- Chair regular meetings to ensure the clear oversight of pastoral leadership across the whole School

- Contribute to leadership in matters of discipline, setting high standards and expectations for pupil behaviour
- Review the current coaching model and work with the SLT to develop and enhance this programme

## Marketing, Admissions and Development

- Work with the Head, the Deputy Head Engagement and Communications, Director of Prep and the Marketing and Admissions department to develop the School's Open Day and School In action events to ensure that St Helen's is marketed and viewed appropriately
- Be innovative in the development of strategies for pupil recruitment and retention, and to lead on specific strategies at the discretion of the Head
- Ensure that the school is coherent in the promotion of its aims and vision internally and externally to ensure that St Helen's continues to recruit appropriately
- Work with the development office to build positive alumnae relations and a network of support for the school; this includes the development of fundraising opportunities
- Work with the admissions team to ensure effective admissions at all relevant entry points
- Oversee and liaise with the Head, Senior Deputy Head Academic and Co-Curricular, the Director of Prep, the Deputy Head Engagement, Communications and Pupil Recruitment, and the Head of Marketing and Admissions to deliver and improve St Helen's scholarship programme
- Work with the appropriate staff to ensure the success of the Bursary programme in terms of St Helen's work with the Bursary Foundation, Springboard and any additional links



- Make visits to and build collegiate relationships with Prep schools, Junior schools, Nurseries, Businesses and Universities
- Ensure that pupil recruitment and retention is a key focus of the strategy and that the development plan for this is carefully monitored and developed

## Other duties

- Carry out such duties that may be reasonably required by the Head
- Follow responsibilities as defined in the Health & Safety Policy and the Critical Incident and Lockdown plans
- Promote and safeguard the welfare of children and young people with whom s/he comes into contact and adhere to and ensure compliance with the School's Child Protection Policy

## THE PERSON

The Senior Deputy Head Pastoral and Wellbeing will need to:

- Be educated to degree level or equivalent (a master's or leadership qualification is advantageous)
- Have Qualified Teacher Status
- Be Level 3 DSL qualified
- Have held Deputy Head positions (ideally in a through school 3-18 years)
- Have experience of pastoral leadership, including the professional development of such a team
- Demonstrate how they have had a positive impact on school strategy
- Possess a solid track record of leading high performing teams
- Have experience of school inspections and compliance
- A good understanding of the rhythm, risks and rewards of a modern independent school

- Be creative, innovative and think strategically
- Lead and effectively implement change
- Possess the gravitas and eloquence to present convincingly to groups of parents, pupils, colleagues and other audiences
- Have strong interpersonal and communication skills
- Have energy, drive, enthusiasm and warmth
- Have a high level of professional integrity/act as a role model in the school community
- Be empathetic and sensitive, with the desire to lead and be seen as a leader
- Be able to weigh up complex situations and take appropriate decisions

## APPLICATION PROCESS

**Closing date: 8.00am Monday 17<sup>th</sup> February 2025 with interviews being held week commencing 24<sup>th</sup> February (after half term).**

Please apply as soon as possible as shortlisting/interviews will progress up until the closing date. Should a suitable candidate be appointed, we reserve the right to close the advert early. Due to the high volume of applicants, we receive, if you do not hear from us within 4 weeks of the closing date, please assume we will not be progressing your application further on this occasion.

## THE SELECTION PROCESS

Shortlisted candidates will be invited to the school where they will be interviewed, observed teaching a lesson, engage in a student panel exercise and have a tour of the school.

St Helen's school is committed to safeguarding and promoting the welfare of children and young people, as detailed in Part 3 (Safer Recruitment) of the KCSIE 2024 guidance document. Applicants will be asked for proof of right to work in the UK and undergo child protection screening, including checks with past employers and the disclosure and barring service.

If you have any queries about this position, please contact the school at [recruitment@sthelens.london](mailto:recruitment@sthelens.london)

