



Deputy Head Pastoral

September 2018



WORTH
SCHOOL



WELCOME

At Worth, the ideals of the family run through everything we do: we celebrate achievement with joy; we value listening and tolerance; we see the importance of each and every person. Worth is a place where we seek to uncover and ignite children's passions and talents—we offer education with heart and soul, and this gives Worth a difference that sets us apart. I invite you to visit us and see how the warmth of the Worth community allows boys and girls to thrive within the classroom, on the sports field, in the creative arts, and within their friendships. You will meet pupils nurtured by both the richness of Benedictine tradition and the best that modern education has to offer.

Stuart Meyhew

ABOUT THE SCHOOL

Worth is a leading, independent, co-educational Catholic school of around 600 pupils, aged between 11 and 18—the majority of pupils are boarders but there is also a strong contingent of day pupils. The School occupies a stunning rural location, with a campus of 500 acres, enjoying spectacular views across the Sussex Downs. The location lends the school an air of exceptional tranquillity and beauty. At the same time, Worth is very conveniently located: London is thirty-five minutes by train, and Gatwick Airport, Three Bridges Station and the M23 are all within six miles.





ACADEMIC

Academically, Worth prides itself on getting the very best out of its pupils. The School offers a broad academic curriculum, with a wide choice of GCSE subjects and the chance to study A Levels or the International Baccalaureate Diploma Programme in the Sixth Form. The majority of our pupils go on to gain places at the best universities, including Oxford and Cambridge. The School enjoys a strong reputation for supporting all pupils through their academic journey, and seeks to bring out the very best in them all.

CO-CURRICULAR

Worth has a long tradition of commitment to the performing arts. We have strong Music and Drama departments, and each year the School presents a full, varied and challenging programme of high-quality performances. The Art department has recently benefited from a multi-million pound refurbishment. An extensive games programme is in place, and a very wide range of other activities is offered within the extra-curricular programme including voluntary service and the Duke of Edinburgh award scheme. Over 50 clubs and societies are offered.





PASTORAL CARE

Outstanding pastoral care for every individual boy and girl is at the heart of Worth School. Our distinctive Benedictine tradition and concern for the well-being of each individual are lived out by the school community in its day-to-day existence.

A key characteristic is our aim of ensuring that all pupils learn to live in communion with one another and can find sanctuary within the School to develop as a person in their own right, fully conscious of their responsibilities to themselves, to others, and to God.

Every boy and girl, day or boarding, is a member of a House under the leadership of a House Master or House Mistress who, supported by their Deputy, has overall responsibility for the pupil's pastoral care and welfare. In addition, every pupil is assigned a Tutor with whom they meet regularly, formally and informally, individually and in groups, to review and support their progress, and to address issues raised through our extensive SMSC (Spiritual, Moral, Social and Cultural) programme. Every House also has a Chaplain and a Matron who manage the domestic affairs of the house and also provide further invaluable pastoral support.

House and School Prefects are given duties and responsibilities and act as role-models and guides for the younger pupils. The Medical Department provides 24/7 care and support and there is a professional counsellor, and a network of independent listeners, whom the pupils may contact. All pupils have the opportunity to contribute their views on their pastoral life through a School Council, House Councils, Tutorial meetings, and confidential appraisals and surveys.

The House system provides the community and sanctuary where pupils can grow in confidence and fellowship with one another. There are five boarding houses at Worth. Younger boarders share rooms so that they can learn to live alongside and support one another; most Sixth Formers have their own single study bedsits. Whilst the accommodation varies between the Houses, each Boarding House has common recreation areas, a library and a kitchen for the use of the pupils. All Houses have Wi-Fi and internet access. There are four day houses which provide study space and communal facilities for students from Year 9 upwards, and a junior house for all Year 7 and 8 day pupils.



STAFF

Worth has a very friendly, collegial and sociable Common Room with colleagues from a variety of backgrounds, some joining the school straight from university, others after taking a PGCE, or after having taught at other establishments. Some have taught in a boarding school before, others have not. What staff members have in common is enthusiasm for teaching and learning, a willingness to be involved in the broader life of a thriving and busy school, and a genuine commitment to the School's values and ethos.

The School offers its own generous salary scale and an enhanced benefits scheme including an employee assistance programme, meal provision, enhanced pension contribution and discounted school fees for their children. Located in 500 acres of beautiful land, the School offers a community setting for employees, who live both off and on site. Employees have access to our facilities, including a golf course, gym suite and function rooms.



ETHOS AND VALUES

MISSION STATEMENT

Worth School welcomes its pupils into a Christ-centred education in goodness, truth and beauty, to form them in humility for service and leadership in a changing world.

Worth's origins are in the Benedictine monastic tradition, whose central tenets include hospitality, community, humility and a life lived in relationship with God. At Worth we want to educate boys and girls in the things of deep and lasting value to help give their lives real purpose. We think that to educate young people means to form them in their attitudes to themselves, each other and the world.

At Worth we recognise that everyone in our community is on a personal spiritual journey. Our experiences and relationships can be transformed on a daily basis by the power of God's love and by our response to that love. Our Benedictine tradition encourages young people to go on a journey of self-awareness and understanding—a journey in which they are supported by the entire community.

Worth's unique model of Chaplaincy involves a team of youth workers, The Forerunners, who work alongside monk chaplains to present an approachable, youth-oriented style of Christian formation and worship to the pupils each week in the Abbey Church and throughout the term at various other gatherings and service opportunities.

There is a vibrant, meaningful sense of purpose in the way the Worth pupils and staff relate to and put into action the School's ethos and values.





DEPUTY HEAD PASTORAL

Following the appointment of Mrs Maria Young as Headmistress of St Mary's, Shaftesbury, we seek to appoint an experienced person to the position of Deputy Head Pastoral with effect from September 2018. He or she must be someone prepared to contribute to the future vision of the School, while at the same time overseeing its pastoral and disciplinary life.

The successful applicant will have relevant pastoral experience who will be able to inspire confidence and trust and who will be fair yet firm in their approach. Excellent leadership and people management skills are essential alongside good imagination and creativity. The successful applicant will have a commitment to living and upholding the School's Catholic and Benedictine ethos and values. They should have an impressive track record as a teacher, have had management experience beyond the classroom and be someone who aspires to Headship in due course.

A willingness to participate fully in the extra-curricular life of this busy boarding and day school is essential, as is a commitment to support the values enshrined in the School's Benedictine tradition and its aims, both broad and specific. Residential accommodation will be provided for the successful application.

The School offers its own generous salary scale and an enhanced benefits scheme including an employee assistant programme, meal provision and enhanced pension contribution. Employees have access to our facilities and benefit from free parking, social events and discounted school fees.

Applicants are required to submit a covering letter and complete an application form which is available, along with job details, on our website <http://www.worthschool.org.uk/vacancies.php>. Alternatively you can request an application form and job details from the HR Department: E: recruitment@worth.org.uk t: 01342 710217

Please quote reference: DHP/039/18 on your application and send via email or post to:

The Human Resources Manager, Worth School, Paddockhurst Road., Turners Hill, West Sussex, RH10 4SD

We are committed to the safeguarding of children. References will be taken prior to interview and DBS checks will be conducted on the successful applicant.

Closing date for applications: Midday, 2nd February 2018*

*We reserve the right to invite candidates for interview prior to the closing date and to close vacancies early if we have sufficient suitable applications. Therefore, we encourage interested applicants to submit an application as soon as possible.



WORTH

SCHOOL

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| Prepared: Head Master | Ref: Deputy Head Pastoral |
| Approved: Head Master | Revision: E Date: 10.01.2018 |

JOB PROFILE

Deputy Head Pastoral

REPORTING TO: The Head Master

PURPOSE OF JOB: The role of the Deputy Head Pastoral is to oversee the delivery of high quality pastoral care including the maintenance of disciplinary standards and expectations

KEY RESPONSIBILITIES

Pastoral care

- To ensure that the School's pastoral policies are implemented and that parents are fully involved and informed as required
- To lead and co-ordinate the induction programme for pupils
- To oversee the tutorial system and the allocation of tutors to pupils and Houses
- To be responsible for reviewing all pastoral and disciplinary policies and procedures
- To co-ordinate the appointment of School and House prefects
- To attend and co-ordinate the School Council meetings
- To line manage the Housemasters and Housemistresses (HsMs), including the Senior HsM, and the Weekend and Evening Supervisors
- To oversee cross-house matters involving matrons
- To liaise closely on pupil welfare matters with the Assistant Head Welfare
- To chair the Pastoral Group as part of the consultative structure
- To work closely with the Designated Safeguarding Lead (DSL) and the Deputy DSL on all safeguarding matters, and to be trained to DSL level

Behavioural and disciplinary oversight

- To oversee the School's pupil behaviour management policy, disciplinary practices and systems so as to ensure the highest standards of pupil conduct
- To oversee the School's rewards and sanctions policy and procedures
- To investigate and manage significant disciplinary incidents and liaise as appropriate with the Second Master
- To maintain careful records of major disciplinary incidents and investigations
- To manage with HsMs temporary exclusions of pupils (as authorized by the Head Master) and to advise the Head Master on all serious pupil disciplinary sanctions

Boarding and day House oversight

- To act as the School's Head of Boarding with the help of the Senior House Master
- To lead the HsM team to enable them to achieve the School's agreed pastoral aims and objectives
- To oversee the appropriate delivery of all boarding requirements, as stated in the National Minimum Standards (NMS) for boarding schools, and their appropriate administration
- To co-ordinate staff provision and duties in the boarding and day houses to include emergency cover and weekends
- To chair the weekly HsMs' meeting
- To co-ordinate with pastoral staff and pupils all preparations in pastoral issues in relation to ISI inspections, under the direction of the Second Master

Senior leadership

- To co-ordinate the formation, delivery and evaluation of the pastoral section of the School Development Plan
- To attend and contribute as a member of the SLT to both operational and strategic meetings
- To work in a broad way in the whole-team approach of the SLT to School leadership, management and development
- To assist the Head Master with staff interviews and advise him on appointments as requested

General

- Adhere to and ensure compliance with the School's Child Protection (Safeguarding) Policy at all times. If, in the course of carrying out the duties of the post, the post-holder becomes aware of any actual or potential risk(s) to the safety or welfare of children in the school, these concerns must be reported to the School's Designated Safeguarding Lead
- Comply with both School and departmental Health and Safety policies, procedures and risk assessments
- Ensure the provision of a safe and secure working environment, in keeping with legal requirements
- Actively contribute to the continuous improvement process and the ongoing development of a quality culture, for example, changing behaviour and identifying and implementing improvements to processes and activities, and encourage others to do the same
- To teach a timetable with an appropriate time allowance
- Conduct from time to time, any other duties as may be required but within the scope of this job profile

PERSON SPECIFICATION

The successful candidate will be well-informed about, and sympathetic to, the School's Christian and Benedictine ethos, and will likely be a practising Catholic

| QUALIFICATIONS/EXPERIENCE | | |
|---------------------------------|---|--|
| | Essential | Desirable |
| Education and Training | <ul style="list-style-type: none"> • Degree qualification • A record of continuous professional development | <ul style="list-style-type: none"> • Further study, possibly to Master's degree level and beyond, in education and or leadership and management |
| Knowledge and Experience | <ul style="list-style-type: none"> • Leadership of a team of people to at least Head of Department or Head of Year level, or as a Housemaster or Housemistress • An excellent understanding of all pastoral matters • Responsibility for planning and managing change • Involvement in and support for co-curricular activities | <ul style="list-style-type: none"> • Experience of managing whole-school issues |
| COMPETENCY | | |
| Skills | <ul style="list-style-type: none"> • Excellent communication and listening skills • Strong organisational and administrative skills • A good level of IT competency • Powers of diplomacy and persuasion • An inclusive manner and the ability to develop team work • An ability to monitor and evaluate • An ability to see a task through from beginning to end • An ability to work to a budget | |
| Personal Qualities | <ul style="list-style-type: none"> • A commitment to living the School's Catholic and Benedictine ethos and values • An ability to meet deadlines • An ability to empathise • An ability to build and sustain positive relationships • Firmness, resolve, resilience, reflection, tolerance, humility and patience • Dedication, commitment and a positive outlook • Capacity for hard work and handling stressful situations • Calmness under pressure • A sense of humour • Being a positive role model | |

This job description may be altered to meet changing educational context, and will be reviewed in consultation with the post holder.

This job description is indicative of the nature and level of responsibilities associated with this post. It is not intended to be exhaustive, other tasks and responsibilities may be allocated as necessary from time to time.

