



Deputy Head - Pastoral Recruitment Information

Employment Status	Full Time, Permanent
Required From	September 2019 or January 2020
Job Location	Whole College
Application Closing Date	Friday 19 April 2019
Interview Date	Thursday 25 & Friday 26 April 2019



WELCOME TO ST DUNSTAN'S COLLEGE

Welcome to St Dunstan's!

We are very proud of this community and believe that we offer something genuinely different and exciting for the families and staff who join us. Our Lewisham setting allows us the privilege of working in a diverse and vibrant school that, combined with our co-educational ethos and smaller size, engenders a culture that genuinely cherishes individuality and celebrates open-minded thinking.

Underpinned by a liberal, Christian heritage, we deliberately embellish the values embodied by

St Dunstan, using the life of that great polymath to guide our own educational narrative. We are a dynamic institution, encouraging creativity and innovation in all we do. We want all our pupils to embrace the richness of the broad and cutting-edge education we offer here and our staff to be excited by what we are able to provide for the children under our care.

As a Nursery to Year 13 College, we pride ourselves on genuinely knowing our children and families, and we hope that everybody who joins us will feel an important part of this exciting community.

Mr N Hewlett
Headmaster

ST DUNSTAN'S COLLEGE

The history of St Dunstan's College can be traced back to 1408, making it one of the oldest schools in the country. It still retains strong links with the City of London, from where it originated. For the last 130 years the College has been located in Catford, within the Borough of Lewisham, in South East London. The location of the College is a key element in defining its identity and the College is proud of its reflection of the diverse and vibrant community in which it is located. The Headmaster is a member of HMC (The Headmasters' and Headmistresses' Conference) and the Head of the Junior School a member of IAPS (The Independent Association of Prep School Heads). The College Leadership Team, chaired by the Headmaster, consists of the Bursar, the Head of Junior School and the Deputy Heads of Senior School. Admission to the College is competitive at all entry points.

St Dunstan's has a truly coeducational ethos, following the admission of girls in 1994, for over 940 pupils aged from 3 to 18 years. The Pre-preparatory Department was established in 1995 and a Nursery followed in 2008. Both now form part of a flourishing Junior School which sits within the College site and, by extension, is an essential component of College identity. Most Junior School children transfer on to the Senior School as a natural transition. Parents like to commit to the whole-College 'family' and a large proportion of parents have more than one child at the College. The social life of the College is therefore an important feature of its ethos and our 'Friends of St Dunstan's' is as important in name as it is in what it achieves.

The College has enjoyed considerable development and refurbishment over recent years, with an investment of several million pounds and a significant programme of capital works planned for the next few years. The relatively recent acquisition of 30 acres of playing fields, just 500 metres away from the College buildings, provides an exciting opportunity for further development on both sites.

The size of the College is small compared to many of its competitors, offering all pupils a cohesive community that celebrates individual talents, strengths and approaches to learning and development within a friendly, inclusive and nurturing environment. The diversity of the College is furthered by the inclusion of international students from a whole range of different countries around the world. The College has a particularly special link with Hangzhou, China.

The ethos of the College is welcoming, without pretence, and draws upon the liberal Christian values of its foundation. Relationships between all members of the community are based upon mutual respect and this is well embedded. St Dunstan's is a happy place in which to learn and teach, where great careers are launched and genuine friendships are forged.



THE ROLE

Responsible to: Headmaster

This vacancy comes about as a consequence of the current post-holder obtaining the Headship of an HMC school.

The College seeks the appointment of an energetic, creative and inspiring Deputy Head Pastoral. The successful candidate will be able to demonstrate the ability to think strategically across all aspects of development within the College; will have the organisational and intellectual capacity to administer day to day operational matters in a fast moving and dynamic institution; and will have exceptional professional and pastoral instincts.

The successful candidate will know what outstanding pastoral care looks like and will be able to import these ideas into the College with diplomacy and vitality, in equal measure. He or she will be adept at generating new, creative ideas that best serve the future needs of the College in a fast moving world with ever greater pressures and demands on the young people within it.

The successful candidate will have a proven track record of supporting high achievement through the pastoral setting of school life and will have the skills and attributes necessary to motivate colleagues and students to realise their full potential. He or she will have the ability to think strategically and pro-actively, to develop effective structures and systems to ensure that every young person is achieving to the highest of their ability. This will be done whilst maintaining the pastorally strong, happy and nurturing ethos of the College for which it is so well known.

The Deputy Head Pastoral will be an active participant on both the College and the Senior School Leadership Teams. The successful candidate will be an important voice in these groups, generating new and interesting ideas, able to debate intelligently, with good humour and with the ability to see solutions quickly and differently.

The Deputy Head Pastoral will be capable of working with multiple stakeholders in the College, empowering them to believe in and deliver on his or her vision, enabling them to feel part of an exciting and dynamic institution.

The Deputy Head Pastoral will be an excellent team player who is excited by working in a fast-paced, ambitious and aspirational environment. He or she will also have the self-belief to work effectively autonomously and in taking ownership of much of the day to day operational running of the College and its Senior School.

This is an opportunity for an ambitious educator to really make their mark in an exciting and forward-thinking school environment, and to prove themselves in senior leadership. This role will inevitably provide an effective platform to a Headship in due course.

RESPONSIBILITIES

- To serve as the College's Designated Safeguarding Lead.
- To ensure that Safeguarding compliance and best practice characterise and are embedded across all aspects of College life.
- To deputise for the Headmaster, as required.

Accountable for the line management of:

1. The Pastoral Leadership Team (PLT), comprising

Head of Sixth Form
Head of Middle School
Head of Lower School

2. Assistant Head Co-Curricular
3. College Nurse

Senior School

- To work with the Deputy Head Academic to lead the day to day operational running of the Senior School.
- To be an active member of the Senior School Leadership Team (SSLT), helping to lead its constituent members to formulate, implement, monitor and review the Senior School Development Plan, as well as to address ongoing operational matters.
- To lead the work of the Pastoral Leadership Team (PLT), steering the agenda of weekly meetings and leading the Heads of Key Stage, to formulate, implement, monitor and review pastoral developments throughout the College.
- To take strategic responsibility for the work of all the tutors within the Senior School and to develop systems and structures to ensure the effective implementation of the 'Principles of Excellent Pastoral Care'.
- To lead and guide the effective implementation of processes for student tracking and communication through the pastoral system.
- To listen to and work with students to understand common pastoral concerns and enact changes to address them.
- To co-ordinate the weekly pastoral theme and the Tutor programme that stems from it.
- To co-ordinate parent seminars and information evenings.
- To co-ordinate and contribute to the Senior School assemblies programme.
- To lead the effective implementation of behaviour management procedures across the Senior School, including sanctions and rewards.
- To oversee the House system.
- To lead the Assistant Head Co-Curricular to ensure outstanding co-curricular provision across the Senior School, including the effective and safe management of trips and visits, as well as meaningful opportunities for student leadership within the programme.
- To lead and develop the pastoral 'curriculum', ensuring the effective delivery of PSHEE and working closely with the Deputy Head Academic to review the provision and impact of the pastoral curriculum throughout the Senior School.

Whole College

- To be an active member of the College Leadership Team (CLT), working with its constituent members to formulate, implement, monitor and review the College Development Plan, as well as to address ongoing operational matters.
- To lead the work of the Wellness Centre, its College Counsellors, College Nurse and Chaplain, for the effective delivery of outstanding, front-line pastoral care.
- To oversee the regular review of College Care Lists, to ensure that they are sensitively and accurately maintained, as well as understood by members of the College community, as appropriate.
- To attend Governing Body and Governors' Committee meetings, as appropriate.
- To work with the Bursar to lead inspection preparation for the whole College.
- To have oversight of the College calendar and to ensure the smooth planning, running and review of events within the College.
- To take responsibility for certain spine Policies and the associated procedural documentation that stems from them.

Staffing

- Assist and advise the Headmaster on future staffing requirements and take part in staff appointments.
- Advise the Headmaster of any staff concerns.
- Oversee and help maintain the standards expected from all teaching staff.
- Organise safeguarding training for all College staff.
- Work with the Deputy Head Academic and Bursar to compile the new staff induction programme.
- Assist the Headmaster in the probation and appraisal processes.
- Oversee the arrangements for any graduate and gap students.

Administrative

- Oversee the staff duties rota.
- Oversee arrangements for appropriate supervision of students before, during and after school.
- Oversee the publication of printed and on-line literature relating to the organisation of the College, as appropriate.
- Organise the College calendar.
- Make arrangements for the start and end of each term, including arrangements for term and holiday dates.
- Liaise weekly with the Bursar over the management of College events.
- Deal with routine student absence, lateness and disciplinary matters in liaison with tutors.
- Ensure a fulfilling and effective process of rewards.
- Organise and attend parents' evenings and any other College events.

Public Relations

- Deputise for the Headmaster as required at public events.
- Assist the Headmaster in interviewing prospective students and their parents.

COLLEGE LEADERSHIP TEAM COMPETENCIES

All members of the College Leadership Team aim to demonstrate:

- Educational and Charitable Values and Vision.
- Personal qualities and integrity.
- Capacity for strategic analysis, planning and delivery.
- Operational awareness and insight.
- Line Management impact (including supporting, developing and holding others to account).
- Financial and Business acumen.
- Ability to build and develop positive relationships within and beyond the College community.
- Confidence in communication and interaction with multiple stakeholders.
- Capacity for listening, decision making and delegation.
- Knowledge about, and care for College pupils, heritage and wellbeing.
- Understanding of sector related context and trends.
- Personal and professional ambitions and goals.



COMPETENCIES OF A SENIOR LEADER AT ST DUNSTAN'S COLLEGE

All senior leaders at St Dunstan's College are:

- an embodiment of the College vision;
- tenacious and creative in pursuing the highest expectations in all aspects of College operation;
- sufficiently strong in character to share disagreement openly within the Senior Leadership group, matched with the diplomacy to uphold and positively support a decision once made;
- open minded to change, new ideas and new interpretations;
- effective at inspiring and convincing people at all levels of the organisation, including those above;
- sufficiently strong in character to challenge staff who are not upholding the values of the College and who are allowing negativity to encroach on culture;
- a visible personality and presence, able to empower those in their team to believe in them and the values of the College;
- able to effectively manage differences in stakeholder opinion and bring disagreement to an effective conclusion;
- strategic thinkers who will consider innovation and change in a whole school capacity, rather than been led by a particular agenda;
- proactive in implementing whole school change and review of whole school policy and procedure;
- in possession of integrity, honesty, professional neutrality and reliability;
- able to balance numerous responsibilities and tasks with good humour and first-rate efficiency and organisation, in such a way that both empowers and builds confidence.



PERSON SPECIFICATION

The following Experience and Skills are Essential/Desirable

	Essential	Desirable
A good degree and relevant teaching qualification.	X	
Training in safeguarding		X
Middle Leadership experience, evidencing the effective leadership of teams of staff and students.	X	
Experience of leading whole-school initiatives.		X
A keen eye for strategy	X	
The stamina to thrive in a fast-paced environment	X	
The capacity to design, articulate and implement a creative ideas	X	
Experience of managing budgets, either at a departmental or whole-school level.		X
The ability to find creative solutions to complex problems	X	
A team player who is able to work well with diverse groups of people	X	
High levels of demonstrable organisational skill with an ability to work quickly through significant operational expectations	X	
Ability to mediate and resolve disputes and conflict between a range of different stakeholders	X	
An understanding and appreciation of the ethos of St Dunstan's College.	X	

THE PACKAGE

Salary:	Not less than £75K per annum
Pension:	Teachers' Pension Scheme (TPA)
Benefits:	<ul style="list-style-type: none">Tuition fee remission* (25%)Private Health Care Insurance (50% paid by employer)Free lunch and beverages during term timeFree off road parkingReduced health club membershipSalary Sacrifice SchemesSeason Ticket LoanFree winter and summer social eventsAnnual flu immunisationUse of College leisure facilities including gym, tennis courts and pool* <p>* Conditions apply</p>

