



Dunottar School



Working at Dunottar

Deputy Head, Pastoral
for September 2023



Welcome to Dunottar School

Dunottar is a vibrant, co-educational independent secondary school in Reigate, Surrey. We have 460 pupils across years 7-13 (ages 11-18) and are part of United Learning's family of schools. At Dunottar our aim is to empower every pupil to be the very best they can be. Pastoral care and Warrior Learning is at the heart of everything we do. We pride ourselves on our warm and nurturing, family environment. We offer an outstanding education to our pupils and, through excellent teaching and very high levels of individual support, we seek to enable them to achieve added value which is comparable with what is achieved in the top schools in the UK.

I am delighted that you are considering joining our Dunottar family. You will be joining a friendly team in which everyone's input and impact is valued. As a rapidly developing school, which has transformed itself in recent years, we need people who have a passion for education, who can see the big picture and who have the creativity and tenacity to make a difference. We are looking for you to lead our pastoral care provision and to be our Designated Safeguarding Lead. You will be expected to contribute broadly to the whole life of the school and to be an integral member of the Senior Leadership Team. In the last three years, two of our Deputy Heads have been promoted into Headships and we are looking for someone who aspires to similar personal growth in the medium term.

As part of United Learning's family of schools, your professional development, and opportunities to learn from others, are second to none. I am confident that you will enjoy an exciting and dynamic working environment at Dunottar, where you can genuinely feel that you are shaping the futures of the children in our community, as well as continuing to shape the wider pastoral landscape of the school.

Mark Tottman, Headmaster



Our People

We aim to appoint the very best leaders and teachers who have a passion for teaching, for pastoral care and for enabling Warrior Learning. We employ people who enjoy the opportunity to teach children who have a range of academic abilities. Our staff all feel that their vocation is to enable every child to gain the best possible outcomes. Success at Dunottar is not just measured by exam results, for which our value added is excellent, but also by how much more each child has developed and achieved holistically than might have been expected.

We have a culture where teachers take pride in exchanging ideas and in talking about teaching. Our staff seek out new ideas from each other and from the United Learning network as part of our commitment to continuous improvement.

Dunottar is a school with a distinctive atmosphere. It is an exciting and dynamic place to work. Teaching and support staff work collaboratively in an environment where fun and hard work go hand in hand. It is a school where you can have real impact and where there are rewarding career opportunities for motivated, talented people.





The Pastoral Team

Pastoral care underpins everything we do at Dunottar. The wellbeing, development and achievement of every pupil is the responsibility of all our staff. The Deputy Head Pastoral leads this key focus of the School with direct line management of:

- Five Heads of Year, each of whom have a team of year group tutors
- Director of Sixth Form and the Sixth Form team
- School Nurse
- School Counsellor
- Head of Wellbeing
- Head of PSHE, RSE and Global Citizenship
- Charity Coordinator

The position encompasses the role of Designated Safeguarding Lead, supported by two Deputy Designated Safeguarding Leads. The PA to the SLT offers administrative support to this role and is also a key part of the pastoral team.



The Role

We are looking to appoint an inspiring Deputy Head Pastoral to lead our provision into the next phase of our development. The role leads pastoral care across the whole school. The Deputy Head Pastoral is a member of the Senior Leadership Team (SLT) and plays a key role in shaping and leading the wider life of Dunottar School. The role reports directly to the Headmaster and works closely with other SLT colleagues. Members of the SLT support the Headmaster in upholding and promoting the School's ethos and values. They have broad strategic and operational responsibilities for leadership and management of the school and for its development.



Members of the SLT are expected to be excellent leaders and motivators to inspire pupils and staff towards achieving the School's strategic vision and annual performance objectives. They are also expected to have expert knowledge in their area of responsibility and to apply this knowledge to contribute to planning, policy and the wider development of school strategy and initiatives. SLT members are expected to work strategically with the LGB and United Learning, to develop their skills through ongoing CPD and to be operationally involved with daily school routines.

SLT teach a reduced timetable of approximately one third and are expected to be actively involved in the co-curricular life of the School including some evenings and weekends. It is expected that SLT will be engaged in the marketing of the School and will also work from time to time within United Learning on projects and assignments as agreed with the Headmaster.

This is an outstanding opportunity to build on the excellent work of the current post holder and to develop further the school's distinctive pastoral care and support provision.



Job Description

Reports to: The Headmaster

Objective: To oversee all areas of pastoral care in Dunottar School

The role oversees the pastoral care of all pupils from Years 7 to 13 including:

- Line Management of the Pastoral Team
 - ◊ Responsibility for the remit of the Heads of Year and Director of Sixth Form and their teams
 - ◊ Line management of School Nurse, School Counsellor, Head of Wellbeing, Head of PSHE, RSE and Global Citizenship and Charity Coordinator
 - ◊ Leading pastoral meetings
 - ◊ Communicating with staff, pupils and parents as required on pastoral matters
- Safeguarding and Child Protection
 - ◊ Leading the Safeguarding Team as the DSL for the School
 - ◊ Updating and maintaining all pastoral policies and procedures
 - ◊ Organising and ensuring the smooth running of CPOMS
 - ◊ Liaising with external agencies and hubs as required
 - ◊ Overseeing the staff training and development programme
 - ◊ Delivering staff CPD
- Discipline and Rewards
 - ◊ Leading for SLT on matters of pupil discipline, sanctions and rewards
 - ◊ Ensuring that the School's procedures are followed, including maintenance of excellent pupil discipline through the Behaviour, Rewards and Sanctions Policy



Job Description continued

- SLT
 - ◊ Working with SLT on the strategic vision of the School
 - ◊ Attending weekly SLT meetings and giving an overview of pastoral concerns
 - ◊ Producing the annual Pastoral Development Plan
 - ◊ Developing and delivering the Staff training programme for pastoral care, safeguarding and wellbeing
 - ◊ Supporting the Admissions and Marketing Team in aspects of pupil recruitment (as required) including Open Days and Promotional Events
- Mental Health and Wellbeing Lead
 - ◊ Overseeing the whole School approach towards mental health and wellbeing, including how it is reflected in policies, curriculum and pastoral support
 - ◊ Ensuring staff are supported in their own wellbeing
 - ◊ Ensuring staff are trained in and engaged with mental health understanding to ensure they are equipped with the skills to support and manage pupils and colleagues with mental health needs
 - ◊ Organising wellbeing events for pupils and staff
 - ◊ Working with the medical team and SENCO to produce individual health plans
- General day-to-day expectations
 - ◊ Supporting the SLT in the smooth day-to-day running of the school
 - ◊ Monitoring attendance with Heads of Year and following up attendance concerns, informing and liaising with parents and external agencies as appropriate
 - ◊ Duties as per KCSiE policy
 - ◊ Main point of contact to support and guide all staff, including staff wellbeing
 - ◊ SLT member with responsibility for liaising with the PTA to ensure positive pastoral links with the wider school community
 - ◊ Deputising for the Headmaster as required



Person Specification

The successful candidate will be an empathetic and sensitive leader, committed to excellence in pastoral care, and with an understanding of the pastoral issues that are commonplace within an academic community of young people.

Professional Qualifications and Skills

- A record of good academic achievement in an appropriate subject or discipline including a relevant undergraduate degree
- PGCE/QTS
- Evidence of continuing professional development
- Candidates with a further educational or leadership qualification are welcomed, but this is not essential
- Significant professional experience, with at least some of that experience in schools
- Experience working with young people is essential
- Experience in safeguarding and/ or pastoral care, in a leadership or management capacity

Personal Qualities

- High levels of personal and professional integrity
- High degree of self-confidence, personal energy and dynamism
- Personal warmth, good rapport with pupils, colleagues and parents
- Excellent organisational skills
- Good oral and written communication skills
- A desire to work within the specific context of Dunottar School, and a commitment to the goals of the School's Strategic Vision
- A desire to develop his/her professional knowledge, skills and experience in order to maximise pupils' achievement
- A willingness to contribute to the overall life and wellbeing of the School including involvement in co- and extra-curricular activities

Teaching and Learning

- Commitment to outstanding teaching
- Ability to make all pupils feel valued and involved in your lessons
- Effective classroom management to ensure positive and safe learning environments
- Effective planning, assessment and record keeping
- Commitment to improving, monitoring and evaluating teaching and learning
- An appreciation of pupils' differing needs and an ability to employ flexible teaching and pastoral strategies

Philosophy and Ethos

- A commitment to safeguarding and promoting the welfare of children and young people
- Be willing to contribute to our busy co-curricular programme of activities involving trips and clubs
- Commitment to best practice in pastoral support and student welfare



Interview Details

For a confidential discussion about the role, please contact our HR Team on 01737 761945 or by email to HR@dunottarschool.com.

The closing date to apply for this role is 5pm on Tuesday 10th January 2023.

First round interviews will take place on Friday 20th January and the final round on Friday 27th January 2023.

The School encourages early applications and reserves the right to make an appointment at any stage during the recruitment process.

Part of United Learning

Dunottar School is part of United Learning, a large, and growing, group of over 90 schools aiming to offer a life changing education to children and young people across England.

Our schools work as a team and achieve more by sharing than any single school could. Our subject specialists, our group-wide intranet, our own curriculum and our online learning portal all help us share knowledge and resources, helping to simplify work processes and manage workloads for an improved work-life balance.

The Package

- **Salary:** appropriate point on the United Learning teachers' pay scale
- **Pension:** contributory pension scheme
- **Remission of fees:** for your children at the school (in line with the usual admissions policy) - currently 33%, pro rata for part-time staff
- Tailored **Continuous Professional Development**
- **Employee benefits:** Over 250 exclusive employee benefits through Perkbox including free access to online wellness and workout classes, money off your weekly shop, high street purchases and meals out.
- **Dining:** complimentary school lunch during term time
- **Sports and leisure:** use of the swimming pool, the Courtyard Gym and tennis courts (at specific times)
- **Wellbeing:** staff access to an Employment Assistance Programme offering confidential advice, staff social events.



Our Location and Facilities

Dunottar School is based in a Grade II Palladian-style mansion set in 15 acres of beautiful grounds, just outside Reigate town centre. In addition to the main Mansion House, the school has modern wings housing classrooms, a university-style Sixth Form Centre with rec room and café, a recently opened £4.5m Performing Arts Centre, with music practice rooms and a 500-seat theatre. School facilities also include airy art and D&T studios, a 25m indoor swimming pool, a large Sports Hall with 4-lane cricket net system and three floodlit netball courts. Our brand new Courtyard Gym, with cardio equipment and free weights, was most recently opened in 2021. Lacrosse, rugby and football fixtures are played at Old Reigatians RFC, where we have use of three grass lacrosse pitches, as well as extensive and well-maintained rugby and football pitches.



Contact Information

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www.dunottarschool.com