



Haberdasher's Aske's School — for Girls —

Applicant Information

for the position of

Assistant Head (Pastoral)

for September 2020

Closing date for applications: Tuesday 25 February 2020

Interviews expected on: Monday 9 March 2020

Our School

Haberdashers' Aske's School for Girls is one of the eleven schools of the Worshipful Company of Haberdashers. We trace our roots back to the 17th Century when our founder, Robert Aske, established the principles that guide us to this day - we give talented and ambitious young people the opportunities they need to succeed in life.

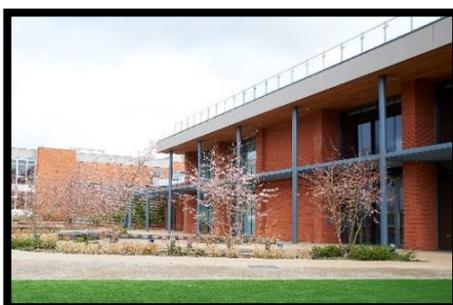
Our priority is the education of the whole person, amongst other bright, well-motivated students, taught by a highly qualified, committed staff. In partnership with parents, we try to provide every student with the intellectual, cultural, physical, moral, personal and spiritual resources she needs to give her confidence to go forward in a changing world.

Today, as a leading independent day school, we educate approximately 1,200 girls from the age of 4 to 18, including 320 in the Junior School and 220 in the Sixth Form. Admission to the School is by competitive selective assessment, and students enter at 4+, 7+, 11+ and 16+.

Our Site

The School occupies purpose-built facilities in a superb setting; 35 acres of playing fields and grounds, all within close reach of north London. The School operates an extensive coach network for use by students and staff, ranging from Harpenden in the north, St John's Wood in the south, Hertford in the east and Rickmansworth in the west.

The original school buildings date from 1974, but since then there has been an ongoing programme of development. Recent additions include Forest School for our youngest students ranging to state-of-the-art science laboratories in our new STEM building. In 2015 we opened our new Learning Resources Centre, Performance Space, Sixth Form café and Dining Hall.



Our Neighbours

One of the distinctive features of the School is the fact that we are based next door to The Haberdashers' Aske's Boys' School, and many families have children at both schools. Run separately, but enjoying the advantages of the same site, provides us with the best of both worlds – a single-sex education for our students whilst reaping the benefits of the opportunities for collaboration and joint activities.

Across the whole age range close links are forged with our counterparts. In the Sixth Form the Schools run a joint Enrichment programme to supplement the curriculum and, in some subjects, co-teaching has been established. It is intended that the option for greater co-educational teaching will be increased from September 2020 across the subject range offered at A Level.

The Schools also work closely together on an extra-curricular and co-curricular level, with joint trips, concerts and clubs taking place across the age ranges. Additionally, the Careers and Higher Education staff work closely to provide all students with unparalleled access to a range of alumni who provide guidance, expertise and practical opportunities as they approach the end of their time with us before heading off to university.

Our Results

Our outstanding results at all levels reflect the hard work and commitment of our students and the staff who support them. The majority of our students leave us to go on to take up places at the top universities and medical schools; a number accept Oxbridge places each year.

In 2019 our students achieved the following:

SATS: 71% scored 110+ in reading, grammar and maths

GCSE: 78% grade 9/8/A*, 92% grade 9/8/A* - 7/A

A Level: 30% grade A*, 74% grade A* - A

Our Staff

Our staff are drawn from a large catchment area which includes North London, Hertfordshire and Buckinghamshire. There is a strong sense of community amongst the staff, who are all members of the Staff Association which organises a number of social events throughout the year. Staff are able to make use of the School's swimming pool, fitness suite, badminton and tennis courts. Free school lunches are provided in term time, as is free use of the School's coach service where spaces are available.

The School staff body comprises 220+ employed staff (teaching and support), alongside visiting music teachers, coaches and volunteers. Staff foster excellent relationships with the students, and are committed in supporting the provision of extra-curricular clubs, House events, school trips and other events.

The School is committed to supporting the continued professional development of its staff. As well as attending external INSET courses, a full and varied programme is offered in-house. Half-termly optional Learning Lunches and Twilight INSETs cover a vast array of academic, pastoral and career advancement training. There is a well-established Performance Related Pay Programme operating with the School which is closely linked to the professional development programme. The School supports staff in gaining relevant qualifications such as ISQAM, QTS, PhD etc as resources allow. Additionally, several staff have recently embarked upon Action Research projects.

All new staff attend an induction programme of 40-minute weekly meetings with the Assistant Head (Staff Development) offering practical sessions to ease the transition to a new school. New staff are also assigned a Staff Buddy from outside their subject areas. The School has its own pay scale and, at the discretion of the Headmistress, salaries are above the National Pay Scale.



Our Pastoral Provision

It is very important to all of us that each student, whatever her age, feels happy and comfortable.

The Assistant Head (Pastoral) is a key member of staff involved in the strategy and the continued development of the pastoral life of the whole School. Supporting the Deputy Head Pastoral, s/he will be the Deputy Designated Lead on Safeguarding, working with their counterpart in the Junior School.

The School has a Health Centre, staffed by two Nurses and a Healthcare Assistant, which supports students throughout the School. A local GP is also retained by the School in an advisory capacity and students of all ages have access to a Counsellor. The Junior and Senior Schools each have their own Individual Needs Specialists.

In the Senior School the pastoral team is led by the Deputy Head Pastoral, Assistant Head (Pastoral) and Heads of Section who work closely with Form Tutors, Deputy Form Tutors and Pastoral Prefects. The Junior School Assistant Head (Pastoral) oversees the pastoral care of all the Junior School students, working with the Phase Leaders of each Key Stage. S/he works closely with the Assistant Head (Pastoral).

In Year 7, students are carefully allocated to form groups, loosely based around where they live as far as numbers allow. This means that they are likely to have several students in their Form who live nearby, making socialising easier. These form groups are re-constituted in Years 9, 10 and 12 to enable the students to make new friends across the School's wide catchment area. The Form Tutors and Form Prefects play a key role in the students' welfare. Each Form becomes a family unit consisting of the Tutor, a Deputy, a Pastoral Prefect and two elected Form Captains from within the Form itself.

Strong support is encouraged between students, their peers and older students. A Peer Support System is run by the Sixth Form Prefects who have received appropriate training. We have comprehensive pastoral, tutorial and guidance systems, which support the educational and personal development of the students. We display the School Behaviour Code in all the form rooms alongside the Anti-Bullying Policy. PSHCE is taught through a programme which is reviewed annually to ensure that it provides the best possible support.

All students are placed in families within one of six Houses, named after former Headmistresses of the School. Houses offer opportunities for students to work within vertical groups across all year groups. Their aim is to promote resilience and fun, team spirit and competitive edge, and to offer new opportunities for leadership within the House structure.

The provision of pastoral care is designed to help students make decisions and to care about others within the framework of a very diverse community.



The Role

The Assistant Head (Pastoral) will be line managed by the Deputy Head Pastoral. S/he will be involved with the responsibility for the pastoral provision within the whole School, the safeguarding and welfare of its students and the promotion of student wellbeing. The individual will work with the whole Senior School staff, with the Deputy Head Pastoral, the Section Heads, and the Assistant Head (Pastoral) of the Junior School, deputising for the Deputy Head Pastoral in her/his absence. The individual will also be expected to work with a range of The Haberdashers' Aske's Boys' School staff including their Deputy Head (Pastoral). The individual will teach in the region of 10 lessons in their relevant subject area(s).

Pastoral Tasks and Responsibilities

Safeguarding:

- to be the Deputy Designated Safeguarding Lead in the Senior School (for which access will be made to relevant training and updates to ensure knowledge of regulations, changes and good practice)
- to work with the Deputy Head Pastoral to ensure all staff are kept up to date on safeguarding matters
- to meet weekly with the Deputy Head Pastoral and review Safeguarding and Child Protection Concerns
- to attend fortnightly CP meetings
- to attend any CIN meetings as appropriate
- to attend the termly meeting with the Deputy Head Pastoral and the Safeguarding Governor

Students:

- work with, and be line managed by, the Deputy Head Pastoral to ensure that the pastoral provision of students and their welfare remains at the forefront of discussion across the School
- ensure that a programme of pastoral support is implemented and embedded across the whole School and is updated regularly
- take responsibility for promoting the mindfulness and wellbeing of students through the curriculum and co-curricular activities
- gain feedback from Student Voice re: pastoral care and welfare issues and act accordingly in a timely fashion
- liaise closely with the Head of PSHCE and ensure that there is a whole School vision which is updated regularly
- to annually oversee the anti-bullying survey with the students in order to update the anti-bullying code
- contribute to whole School initiatives for annual events such as Mental Health Awareness Day; Anti-Bullying Week; Internet Safety Week etc
- ensure the safety of students at the end of the school day through the Late Duty Rota
- be involved in the 11+ entrance cycle, including attending School-in-Action Mornings where necessary and interview both prospective students and their parents
- contribute to the training of Prefects, Form Prefects and Coach Stewards
- mentor individual students following communication with either Deputy Head and/or Section Heads or Assistant Head of Teaching & Learning
- work closely with the Student Voice Prefect to ensure aspects of wellbeing are addressed in Student Voice on a half-termly basis
- write a half-termly Student Voice report
- work closely with Peer Support
- oversee MHFA course or similar
- work with the Eco Prefects
- attend a wide variety of extra-curricular events to support students and colleagues
- work closely with the Deputy Head Pastoral offering support to, and mentoring, Bursary students as necessary

- to work closely with colleagues in charge of co-curricular activities and the Director of Sport to review the range of activities on offer to students which support their welfare and build resilience

Staff:

- to liaise with the Director of Digital Strategy and Learning to ensure online safety of students
- to communicate and liaise closely with the Section Heads and Head of Individual Needs (as appropriate) on students with pastoral concerns
- to attend fortnightly Section Head meetings
- to assist colleagues with proof reading of reports
- to assist Form Tutors and Section Heads in delivering tutorials
- to attend review meetings with the School Counsellor as necessary
- to liaise with the Heath Centre team as appropriate

Parents:

- to work with the Deputy Head Pastoral and put together a yearly series of parental talks/workshops for Senior School parents on current topics related to pastoral care and wellbeing of adolescents
- to write letters to parents informing them of current pastoral issues and trends as appropriate
- to meet with parents of individual students relating to pastoral matters as appropriate

Other:

- to plan with the Deputy Head Pastoral a biennial pastoral conference
- to work with the Deputy Heads Pastoral and Heads of PSHCE in both Schools to set up an information portal for parents and students on pastoral issues
- to deputise for Deputy Head Pastoral at a Pastoral Independent Schools Networking Group (PING) meeting when necessary

Common responsibilities of subject teachers include, but are not limited to, the following:

Strategic School Aims and Objectives

- provide a challenging, positive, stimulating and secure learning community for students
- contribute to cross-curricular work within the school
- ensure health and safety regulations are adhered to

Staff Development

- inspire and motivate colleagues through her/his own passion for the subject
- assume areas of responsibility as delegated by the Head of Department
- ensure that appropriate in-service training is undertaken as required
- participate in the extensive Teaching & Learning programme available

Curriculum and Timetable

- planning and resourcing lessons
- contributing willingly and significantly to departmental schemes of work
- contributing willingly and significantly to extra-curricular activities
- encouraging and supporting students in extra-curricular activities
- maintaining attractive and relevant displays in classrooms and corridors

Academic Monitoring and Assessment

- marking class and homework
- writing reports
- attending Parents' Evenings
- marking school examinations and controlled assessments

The Person

Haberdashers' Aske's School for Girls values its teachers. It expects the highest level of professionalism and knowledge of their subject area, and an ability to communicate their passion for the subject to its students. Staff should inspire trust and confidence, in students and colleagues alike, whilst creating a positive and stimulating learning environment.

Qualifications

Essential

- Good honours degree in a relevant subject area
- QTS, PGCE or equivalent

Desirable

- Full driving licence
- First Aid training
- Training in legislation relating to safeguarding and regulations covering pastoral matters

Skills

Essential

- Ability to think strategically
- Outstanding classroom practitioner with the ability to work across the full range KS3, KS4 and KS5
- Ability to work well within a team
- Excellent written and verbal communication, with the ability to adapt accordingly for a wide range of stakeholders
- Excellent organisation skills

Desirable

- Experience of school leadership
- A sharp intellect to dissect problems and the creativity and positivity to identify solutions
- Innovative approaches to pastoral care
- Knowledge of using iPads and other technologies to support Teaching & Learning
- Ability to be adept at having oversight of multiple projects at any one time
- Experience of working effectively with external agencies

Qualities

Essential

- Curiosity, team spirit, emotional intelligence, open mindedness, initiative, self-motivation and integrity
- Passion for leading the development of character
- Be a role model to students and staff, leading and promoting the School's pastoral ethos by example
- Ability to adopt a calm approach when dealing with challenging situations
- Flexibility and resilience
- Readiness to support extra-curricular activities within and outside the department, after school and at other times
- Excellent at organisation and planning
- Ability to inspire and motivate others

Desirable

- Interest in developments within Teaching & Learning
- Consideration of the wider school community
- Innovative approach to educating and caring for the whole student
- Being comfortable dealing with sensitive and difficult situations in a calm, authoritative and constructive manner
- An understanding of the value of independent learning



Salary and Benefits

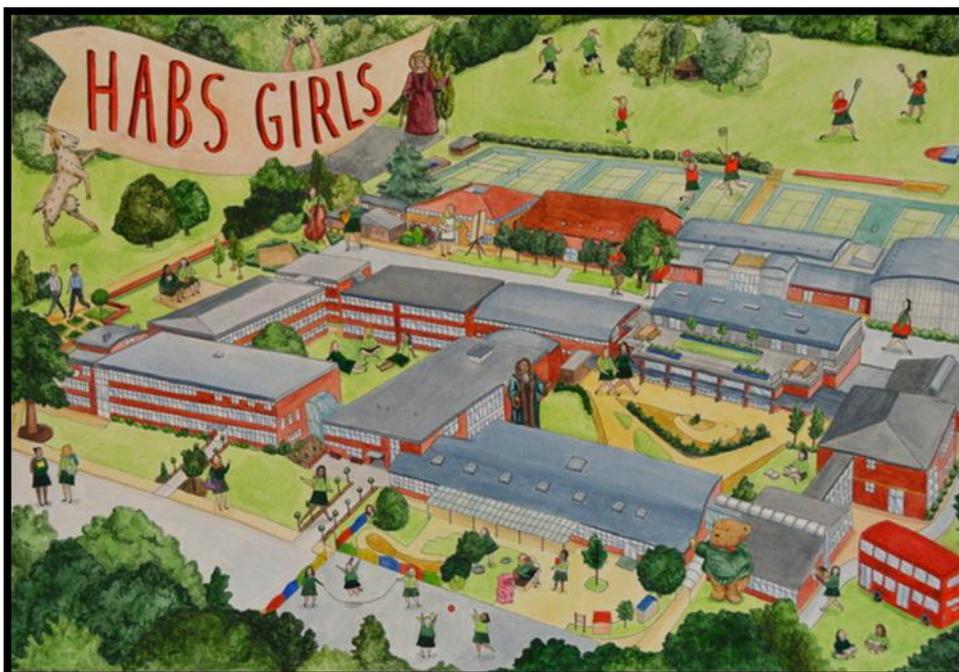
Haberdashers' Aske's School for Girls is one of the leading schools in the country and it recognises and rewards teaching excellence. We offer attractive salaries and pay progression when compared with the wider education sector and, specifically, with the independent sector, including providers like the Girls Day School Trust.

The School has a sophisticated salary structure which rewards experience, excellence and responsibility. The salary for the successful candidate will depend upon their qualifications and experience and will be discussed at interview.

Candidates should note that all appointments are subject to an enhanced check with the Disclosure & Barring Service and references from past employers.

In addition to salary other benefits of teaching at the School include:

- c.17 weeks holiday per year
- Access to the Teachers' Pension Scheme
- Additional life insurance cover
- Free lunch and refreshments during term time
- Free onsite parking or access to travel on the extensive school coach network free of charge
- Provision of a laptop/iPad
- Extensive professional development training opportunities
- Financial assistance for obtaining further qualifications
- Free access to sports facilities and well-being programmes for staff
- 50% discount on fees (pro rata for part-time staff) for children attending the School or The Haberdashers' Aske's Boys' School
- Access to an Employee Assistance Programme



The Process

Haberdashers' Aske's School for Girls is committed to safeguarding and promoting the welfare of children and young people. Successful candidates will be subject to an enhanced DBS record check. Before you apply for this post please ensure that you have read our [Guidance](#), which can be found on the [Vacancies](#) section of our website.

Please complete an Application Form, which can be found on the Vacancies section of our website. The completed form can then be emailed to staffvacancies@habsgirls.org.uk Please note that CVs will not be accepted.

Closing date: Tuesday 25 February 2020.

Interviews to be held on: Monday 9 March 2020

Please note that due to the volume of applications we receive, we are unable to provide individual feedback except to those candidates who are invited to interview.

Haberdashers' Aske's School for Girls is committed to ensuring that applicants and employees from all sections of the community are treated equally and not discriminated against on the grounds of gender, colour, race, nationality, marital or civil partnership status, religion or belief, sexual orientation, disability or age.



**Haberdashers'
Aske's School**
— for Girls —

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