



## Deputy Head (Pastoral)

The Deputy Head (Pastoral) is responsible to the Headmaster for the pastoral life of the school. S/he is one of three parallel Deputy Heads at LGS. The post also requires a holistic approach towards education, and the ability to bring together a wide range of staff in pursuit of common goals.

The Deputy Head (Pastoral) is a member of the Senior Leadership Team (SLT) and is the school's Designated Safeguarding Lead.

In the broadest terms, the responsibilities of the Deputy Head (Pastoral) at Loughborough Grammar School encompass the following areas:

- Child Protection and Safeguarding
- Pastoral Care through management of Heads of Year
- Pupil Discipline
- Pupil Wellbeing
- Head of Boarding (responsible for ensuring compliance with National Minimum Standards for Boarding, and for the strategic development of boarding)

It is acknowledged that these responsibilities are wide-ranging, and it is anticipated that an Assistant Head will be appointed to support the successful applicant.

The appointee will over the coming years play a major role in shaping the pastoral life of Loughborough Grammar School for the next decade and more. Particular focus will be required on: how best to promote pupil wellbeing to ensure that boys have a balanced educational experience and develop the resilience required to cope with whatever life throws at them; how to ensure continuity of pastoral care throughout a boy's LGS education; and how to ensure that Boarding is at the heart of the school.

The successful applicant is likely to have had success either at Assistant Head level or as Housemaster/mistress or Head of Year in a large, complex school. S/he will also have experience of working on whole-school initiatives - applicants should refer to them in their letters of application. Furthermore, experience in more than one school would be an advantage. It is likely that the appointee will progress to Headship within 4-6 years.

S/he will teach approximately 30% of a full timetable, although the appointment will be made without reference to the subject specialism of the candidate. Administrative support is available via the Deputy Heads' Secretary.

### Person specification

- Experience of successfully leading and managing a team
- Capable of taking the initiative, challenging unsatisfactory conduct or performance and leading and implementing change
- Evidence, as a middle or senior manager, of creating a culture of high standards
- Proven ability to work under pressure
- Excellent oral and written communication skills
- Evidence of ability to think and plan strategically
- Has initiative, imagination, energy, enthusiasm, optimism, resilience and commitment
- Is a skilled and sensitive communicator, capable of persuading others to accept and adopt different methods and approaches, if needed
- Creativity in resolving difficulties

- Have the inter-personal skills and values that enable him/her to work effectively with others and get the best from them
- Evidence of recent professional development
- Detailed knowledge of current initiatives in education, especially in promoting pupil safeguarding and wellbeing
- A highly credible subject teacher

## Loughborough Grammar School



Loughborough Endowed Schools (LES) is a charitable foundation of four independent schools comprising Loughborough Grammar School (boys, 10-18, day and boarding), Loughborough High School (girls, 11-18), Fairfield Preparatory School (co-educational, 3-11) and Our Lady's Convent School (co-educational 3-11, girls 11-18).

Loughborough Grammar School was established in 1495 alongside the Parish Church and moved to its current campus 10 minutes' walk from the town centre in 1850. During the past twenty years, a considerable amount of building has provided teaching facilities that are the envy of schools in the region. LGS educates just under 1000 boys. Following the abolition of Grammar Schools in the early 1970s, the school elected to become independent, but has retained its name in recognition of the pride it feels in its traditions dating back more than five centuries. Considerable financial support is offered to families through the LES Schools' Assisted Places scheme. Loughborough High School and Our Lady's Convent School were both founded in 1850, whilst Fairfield Preparatory School has been an autonomous school since 1969.

The schools are situated on two neighbouring campuses on the south side of Loughborough. They enjoy an excellent reputation for their academic, cultural and sporting achievements, and for the quality of their pastoral care. An extensive transport system for pupils operates across the East Midlands.

The Loughborough Endowed Schools Foundation has an ongoing programme of improvements to its facilities. Significant investment has been made in a state-of-the-art science park and a dedicated Music School, and at Fairfield, a £10m new school building was completed in 2016, housing a Kindergarten. A new nursery for children from birth to four years opened in autumn 2016.

The Loughborough Endowed Schools Foundation employs over 600 staff in teaching and non-teaching roles. All staff benefit from a substantial fee reduction for the education of their children in any of the four Foundation schools.



## **Loughborough and the East Midlands**

Loughborough is a thriving university town of about 65,000 people (supplemented by 17,000 students in term time) with a feel of a much larger conurbation, and is very well provided for with amenities including two cinemas, and a very wide range of shops and restaurants. The three cities of the East Midlands (Leicester, Nottingham and Derby) are all half an hour away by car – less by train, and all include outstanding cultural and sporting venues. The town itself is surrounded by picturesque villages in the rolling Leicestershire countryside.

The East Midlands are extremely well connected to the rest of the country through an excellent network of transport links. Loughborough is 75 minutes by train from St Pancras in London, and the M1 lies only 3 miles from the town centre. East Midlands international airport is just to the North of the town. In addition, this is one of the rare regions in England where property prices remain at an affordable level for teachers with young families.

### **Job Description**

The Deputy Head (Pastoral) has responsibilities as follows:

#### **Child Protection and Safeguarding**

- Designated Safeguarding Lead for the school
- Line Manager of the Deputy DSL and of the School Counsellor
- Leadership of staff training on child protection issues to promote correct safeguarding practices throughout the school
- Liaison with the LGS and LES Foundation Safeguarding Governors
- Attendance at meetings of the LGS Board of Governors
- Liaison with social services, CAMHS and other outside agencies over issues of pupil safeguarding

#### **Pastoral care and wellbeing**

- Promoting high standards of behaviour, courtesy and respect throughout the school; leading staff in maintaining standards of dress and punctuality
- Overseeing the general administration of discipline
- Supporting the Heads of Year in investigating disciplinary incidents throughout the school. S/he will take personal responsibility for the investigation of more serious disciplinary matters, such as severe bullying, substance abuse, racist and inappropriate sexual behaviour
- Developing a whole-school approach to pupil wellbeing
- Responsible for oversight of induction programmes for new pupils
- Developing and implementing anti-bullying strategies and ownership of the anti-bullying policy
- Responsible for bullying/cyber-bullying disciplinary matters in accordance with the Behaviour Policy
- Responsible for Central bullying log, and for regular checks of Year group bullying logs, reporting annually to SLT on trends
- Co-ordinating rewards and sanctions, including the organisation and running of the Major Room and school detentions
- Organise and run SLT/pupil communication via 'Meet and Greet'
- Contribute to the national debate on co-education – write articles, comment on research, social media, attend and speak at national conferences as required
- Liaison with Fairfield over pastoral handover from Years 6 to 7

### **Management and Leadership of Staff:**

- Line management of Heads of Year (including pastoral aspects of the Head of Sixth Form), Head of PSHE, Boarding Housemasters, School Counsellor, Nurses. This will include responsibility for their formal appraisal.
- Chair of HoYs' committee
- Creation and leadership of a Welfare Managing Team
- Leading the appointment procedures for pastoral staff
- Management of staff assisting with school sanctions
- Oversight of the updating of pastoral policies and procedures
- Conducting disciplinary investigations, hearings and appeals as required

### **Boarding:**

- Responsibility for boarding compliance, with particular focus on the National Minimum Boarding Standards (and ISI regulations)
- Weekly meetings with the boarding housemasters
- Chairing termly medical meetings with School Doctor, School Nurses and Boarding Housemasters
- Responsible for termly house visits to check and monitor consistency of standards/practice and to support Housemasters (bullying, medical checks, house checks, punishment logs, fire logs and pupil files to be checked).
- Produce a termly report for SLT and Boarding Governor on above checks
- Oversight via the Head of Boarding Admissions of guardianship and CAS arrangements for all international and overseas pupils
- Creation and oversight of International Students' Society
- Oversight of all Nurse training and record keeping
- Oversight of First Aid training for all teaching staff
- Oversight of medical policies, in collaboration with Housemasters
- Oversight of appraisal system of House Tutors.
- In conjunction with Housemasters, responsibility for the production of house handbooks and the Boarding Handbook for House Tutors
- Providing emergency cover/support for Housemasters.

### **General Responsibilities of a Member of SLT**

- Represent the agreed values and vision of the Senior Leadership Team to the school community and be seen to be translating its vision and values into practice
- Demonstrate and role model constructive leadership behaviours
- Ensure sound budgetary and broader financial management in all areas for which s/he is responsible
- Promote, contribute to, and lead any staff INSET or induction as may be required
- Provide encouragement, support and assistance to colleagues at all levels
- Lead school assemblies as required
- Organise, attend and assist with major school events as required
- Contribute to school and national publications as required
- Assisting with appointment of staff
- Performance Management of staff (leading appraisals and other official processes as required)
- Contributing to the school development plan, implementation and review
- Working during school holidays as required to fulfil one's responsibilities
- Attendance at school events

- Chairing review groups as required
- Responding to reference requests as required (pupils and staff)
- Representing the school on national or governing bodies
- Attendance at HMC, ISI, BSA conferences and courses as necessary
- Undertake any other duties which fall within his/her capabilities and which may reasonably be required by the Head

### **Terms and Conditions**

- The Loughborough Endowed Schools have their own salary scale above that of the maintained sector
- Service with the school is pensionable in accordance with the Teachers' Pension Scheme.
- Members of staff are entitled to a substantial reduction in fees for their children at any of the four Foundation Schools
- School lunch is provided free of charge during term time; members of staff may use the school's sports facilities including swimming pool (at staff allocated times).

### **Interview Arrangements**

If they so wish, prospective candidates may arrange, prior to application, a conversation with the Headmaster, Mr Duncan Byrne, by contacting his PA, Mrs Kiran Rajput on 01509 233233.

It is anticipated that the first round of interviews will take place between 23<sup>rd</sup> and 25<sup>th</sup> January, with shortlisted candidates invited to return for a meal on the evening of Tuesday 30<sup>th</sup> January before interviews the following day.

*The Loughborough Endowed Schools are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.*

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