



## WINCHESTER HOUSE SCHOOL

### Overview, Person Specification, Job Description and Application Form

Thank you for your interest in Winchester House School and the role advertised. Below you will find some information about the School and the job specification but please do visit our website ([www.winchester-house.org](http://www.winchester-house.org)) where you can find more information and see our School video.

#### The School:



Winchester House School is a fully co-educational nursery, pre-prep and preparatory school offering outstanding education to children aged 3-13 with day, occasional and weekly-boarding available. We currently have approximately 300 children at the School with approximately 100 children opting to board, ranging from occasional boarding to weekly boarding.

The heart of the school is situated in the Manor House, an attractive building dating from the early 1800s with modern classrooms, facilities and boarding houses nearby.



The School sits on a total of 18 acres including a wide range of sports pitches, a newly built AstroTurf, swimming pool and gardens including our very own 'Secret Garden'.

Winchester House School is located in the heart of Brackley, an attractive market town, approx. 10 minutes from the M40 and 20 minutes from the M1 and within easy reach of Banbury, Oxford and surrounding villages.



We offer the perfect blend of the traditional and the innovative, the formal and the relaxed and have a deserved reputation for academic, sporting, musical and dramatic success within a happy, stimulating atmosphere.



## Academic:

Specialist teaching starts in Reception with music, sport and ICT and from Year 5, all classes are taught by specialist subject teachers with small tutor groups averaging 13 children.

We feed to all the top public schools in the country and achieve a wide range of scholarships every year.



## Community:

We have 2 boarding houses – Drayton for the girls and House for the boys. In addition, all children in Years 3-8 are allocated to one of the four houses: Bryant, Gascoigne, Leachman or Priestland and there are various house events across the year, such as the 'House Shout' (singing competition) or house hockey matches.



Winchester House School is a special place and pastoral care is very strong. Parents and children talk passionately about their love of the school and our children leave confident and prepared for life at their next school.



## The School's Aim:

Our aim is to give each child a thirst for life-long learning through a stimulating and innovative curriculum which pursues excellence.



**Our Boarding Community**

## The Head:



Emma Goldsmith became Head of Winchester House School in September 2014. She has had a close association with the School since the beginning of her teaching career having taught former Winchester House School pupils at Oakham, Rugby and at Bloxham School, where she was Deputy Head. She has also been a Governor and parent at Winchester House School.

Please go our website [www.winchester-house.org](http://www.winchester-house.org) to find out more and have a look at our School video [www.winchester-house.org/video-of-school](http://www.winchester-house.org/video-of-school)

Every child brings something unique to Winchester House and every child leaves uniquely confident for whatever lies ahead.

**Nominated for Best Prep School 2017 by Tatler Magazine**

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**An application form (found at the back of this pack) for this position must be completed and accompanied by a hand written letter of application and Curriculum Vitae.**

**Closing Date for applications: Wednesday 20th February 2019**

**Interviews to be held : Week Commencing 4th March 2019**

Application forms should be returned for the attention of :

Lesley Mansfield  
Winchester House School  
44 High Street  
Brackley  
Northants  
NN13 7AZ  
Email:

[lesleym@winchester-house.org](mailto:lesleym@winchester-house.org)

*Winchester House School is committed to safeguarding and promoting the welfare of children and the successful candidate will be subject to an enhanced disclosure through the Disclosure and Barring Service and be required to register with the DBS update.*

## **Assistant Head Pastoral**

### **Job Description and Person Specification** **September 2019**

#### **The aim of Winchester House**

The aim of Winchester House is to develop life-long learners with a spirit of resourcefulness and self-reliance within a warm and purposeful community.

#### **Leadership**

- The Assistant Head Pastoral is a key member of the School Leadership Group
- May deputise for the Head and Deputy Head as required

#### **Leadership Responsibilities**

- Take a key role in the management of the school, its development and improvement. The Assistant Head Pastoral is a member of the Education Committee as well as attending meetings of the full board of Governors. The Assistant Head Pastoral will contribute to the Head's termly report to Governors in regard to pastoral matters.
- Chair the Pastoral Management Group
- Take overall responsibility for the management and development of the School's pastoral care and pupil well-being to ensure that pupils at Winchester House receive excellent pastoral care.
- Maintain a prominent profile for the Anti-Bullying agenda and promote and develop use of the Portal for recording pastoral issues.
- Acting as Deputy Lead Designated Senior Person for Safeguarding, including maintaining appropriate training levels and passing on information, knowledge and expertise to colleagues as appropriate.
- Acting as Joint E-safety Officer with the Head of ICT and the Head of Marketing and, as such, promoting and helping oversee e-safety policies and issues in the School
- Maintain, update and review a number of key school policies, including Rewards & Sanctions Policy and Anti-Bullying Policy and other policies according to the Policy Control Document.
- The active cultivation of good professional relationships with parents and develop an annual programme of support and information sessions for parents e.g. sex education, drugs, e-safety etc.
- Act as reviewer for staff in the annual Performance Management cycle
- Contribute to the School Development Plan and lead and manage the implementation of the Pastoral Targets
- Continue the successful implementation and development of the School's 'Circle of Support' pastoral model.
- Work closely with the Well-Being Mentor and tutors to identify patterns of behaviour and put together strategies and training to address trends



- Support tutors in developing behavioural plans in support of children with specific pastoral needs
- Develop contacts with outside agencies to be used in specific circumstances e.g. bereavement counselling etc.
- Be the main point of contact for parents with pastoral concerns that have been passed on from a child's tutor or in liaison with the Heads of Years.
- Line manage the Head of PSHE to review and develop the programme of study in line with current trends and guidance
- Liaise with the School's Independent Listener to ensure up to date information is passed on and that there is regular contact with the children to establish familiarity
- Plan and organise the annual Leavers Programme during the post Common Entrance period
- Line manage Heads of Year
- Oversee the House Leaders and the House System in general including the House Point system
- Act as a bridge or discreet channel of communication, where necessary, between children/staff/parents and the Head

## Teaching

The successful candidate will be expected to teach a reduced timetable.

We seek to appoint a qualified teacher who will:

- Enjoy and enthuse children of Prep School age
- Set standards in the classroom which 'set the pace' for pupils and other staff to follow

## Duties, Games & Extra-Curricular Involvement

All teachers are expected to carry out a variety of supervision duties.

The Assistant Head Pastoral does duties:

- In the dining room
- Two evenings a week in the boarding houses
- Evening activities
- A high proportion of our staff are involved with the teaching of games.

Although not essential, a willingness to be involved here would be beneficial

## Pay & Conditions

- Salary: the exact point on the Winchester House School Scale will be determined by the experience of the applicant.

- Lunch is provided free of charge. An evening meal is available to boarding staff on duty and breakfast is provided when on duty.
- Administrative support will be available

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## PERSON SPECIFICATION

The successful candidate should demonstrate the following characteristics, skills, values and aspirations:

- Demonstrate professional integrity
- An educationalist with an interest and enthusiasm for the holistic education that a Prep School Education should provide
- An eye for detail
- An excellent communicator with the ability to communicate with all members of the school community; pupils, staff, parents and governors
- Demonstrate a keen sense of community
- A clear vision of what outstanding pastoral care should look like
- A sense of fun
- Considering headship in the future

## Safeguarding

Winchester House School is committed to providing outstanding safeguarding of the children in our care. You will be required to adhere to the school's safeguarding policy and guidelines and ensure that the safeguarding of children underpins everything that you do. Every member of staff of Winchester House School has the responsibility to safeguard the children.

# WINCHESTER HOUSE SCHOOL – Application Form

**This school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment**

**Position Applied For**

## ASSISTANT HEAD PASTORAL

Title

Surname

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Previous  
Surname

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First Names (Underline those by which you like to be known)

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Address

Previous  
Address  
(if less than 5  
years at above  
address)

[illegible]

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Work

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Home

Telephone

\_\_\_\_\_

Mobile

\_\_\_\_\_

e-mail

\_\_\_\_\_

Date of Birth

\_\_\_\_\_

D.F.E.S.  
Number

\_\_\_\_\_

Do you have  
qualified teacher  
status

Yes ☐

No ☐

National  
Insurance  
Number?

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### ○ Academic/Vocational Qualifications

[illegible]

**WINCHESTER HOUSE SCHOOL – Application Form – continued**  
**Education and Employment**

☐ **Present Employer**

Name	
Address	
Post Held	
Dates	
Salary or Hourly Rate	
Period of notice	

☐ **Previous Employment etc.**

Please supply a full history in chronological order with start and end dates of all training/further education, employment, self employment and any periods of unemployment since leaving secondary education. Provide where appropriate explanations for any periods not in employment, self employment or further education/training and in each case any reasons for leaving employment.

*(Continue on a separate sheet if necessary)*

Employer/training establishment/self employment/unemployment	Appointments held/Subjects taught or any other responsibilities	Reason for leaving	From Date	To Date



## WINCHESTER HOUSE SCHOOL – Application Form – continued

### ☐ Interests

<b>Any extracurricular involvement to date:</b>

### ☐ Medical

Please give details of any known medical condition which may be relevant or which may prevent you from giving effective, continuous service. If none, write none.

### ☐ References

Please provide the name, addresses, telephone numbers etc. of at least two referees and indicate your connection with them. Of these one should be your current or most recent employer. Where you are currently not working with children but have done so in the past one referee must be from the employer by whom you were most recently employed in work with children. **Please note, references will not be accepted from relatives or from referees writing solely in the capacity of friends. If invited for interview referees will be contacted beforehand so please indicate clearly if there is anybody we should not contact before interview.**

Name			
Address			
Telephone			
Fax			
E-mail			
Connection			

### ☐ Consent and Declaration

All applicants will be asked to be DBS checked and if successful will be required to register with the DBS update service.

I am aware that the post for which I am applying is exempt from the Rehabilitation of Offenders Act 1974 and therefore that all convictions, cautions and bind-overs, including those regarded as 'spent' must be declared. *(The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website.)*

I have not been disqualified from working with children, am not named on DfES List 99 or the Protection of Children Act List, am not subject to any sanctions imposed by a regulatory body (e.g. the General Teaching Council), and either (please delete as appropriate):

I have no convictions, cautions or bind-overs

**OR**

I have attached details of any convictions, cautions or bind-overs in a sealed envelope marked confidential

Signature: .....

Date: .....