

Sidcot

Live Adventurously

DEPUTY HEAD – PASTORAL
CANDIDATE INFORMATION PACK

Required for September 2019

WELCOME TO SIDCOT



At Sidcot you'll find a school community that aims to put into practice the Quaker values of peace, equality and living adventurously. It's an optimistic place, where children learn to be curious about the world and develop the confidence to live purposeful lives.

Working at Sidcot means joining a team of people who are essential to making daily life at a day and boarding school run smoothly and happily. Sidcot is a small school, with a strong sense of community. It's busy and lively. You'll find our students and teachers are a creative, outward looking group. It's also a kind, supportive place where everyone's contribution is valued and everyone's voice is heard.

If you're interested in becoming part of the team at Sidcot School, we look forward to hearing from you.

Iain Kilpatrick
Headmaster

THE GOOD SCHOOLS GUIDE

"A rare breed of school which values individual worth above corporate success."

The Good Schools Guide

SIDCOT AT A GLANCE

Type of school:	Day and Boarding
Gender:	Co-educational
Year founded:	1699
Faith:	As a Quaker School we welcome students and staff of all faiths and none.
Age range:	3 to 18
Age range of boarders:	11 to 18
Number of students:	600
Number of boarders:	135
Educational programmes:	IB Diploma
	A Levels
Outstanding reputation:	Well known for excelling in the Creative Arts, Maths and Science
Extras:	Equestrian Centre
Setting:	Rural
Nearest airport:	Bristol – 7 miles
Nearest railway station:	Weston-super-Mare or Bristol Temple Meads
Nearest cities:	Bristol and Bath

View on Google Maps

BACKGROUND INFORMATION

The two qualities which are most important to children of today are hope and imagination. Hope to believe they can change the world they live in and imagination to find ways to do so.
Janet Gilbraith, 1986

Sidcot is a Quaker co-educational boarding and day school for pupils from three to eighteen that can trace its origins back to 1699. The school is located at the foot of the Mendip Hills in North Somerset some 18 miles from Bristol and 30 miles from Bath. The Headmaster is a member of HMC and the school has a current roll of around 600. It provides a first-class educational experience that is as much about nurturing the spirit as it is about outstanding academic success.

Sidcot's recently adopted strategic plan for the next five years is organised around four themes: Student Experience, Personal Development, Community and Outreach and Business Development. As a member of the Senior Leadership Team the Deputy Head (Pastoral) will have significant input into the production of this plan, its delivery and effectiveness in meeting strategic objectives.

As part of Sidcot's capital development plan we have recently refurbished and extended one of our boarding houses and increased boarding capacity to around 180. This represents an investment of circa £2 million. In addition, it is our intention to vary the current proportions of boarding students; both in terms of age and international mix. We are also looking to create a more integrated offer by promoting options to flexi-boarding to our day students. Sidcot enjoys an excellent reputation in the international market, not least since introducing the International Baccalaureate alongside A Level in the Sixth Form.

Excellent pastoral care lies at the heart of everything we do at Sidcot, encouraging our students to be reflective, caring and self-aware members of society. However, we are equally concerned that they are well-balanced, happy and resilient through the time they are at school and have a large network of staff in all areas of the school to maintain and support the pastoral development of all our young people. These include health centre staff, school counsellors, health and well-being counsellors (Take Ten Team) as well as tutors and heads of year.

In addition, there has been a considerable increase in the co-curricular programme at Sidcot and the Deputy Head (Pastoral) will take the lead in developing and embedding this further. Recent innovations have been establishing four 'virtual houses' within the school for the purposes of sports, drama, music and academic competition as well as providing the opportunity for different parts of the school community to integrate fully.

The School is run, day-to-day, by the Headmaster, supported by a Deputy Head (Academic), Deputy Head (Pastoral), Head of Junior School, Director of Operations and Director of Finance, who form the Senior Leadership Team (SLT) as well as a Senior Management Team (SMT) of six others representing all aspects of the School. All staff are expected to contribute to the boarding ethos of the School, supporting the Deputy Head (Pastoral) in delivery of the activities programme as well as contributing to the pastoral function of the School. Prospective candidates are expected to show empathy with Sidcot's Quaker ethos. However, the School welcomes staff and students from all faiths and of none.

For more information please visit the Sidcot website: www.sidcot.org.uk.

QUAKERISM – WHAT MAKES A QUAKER SCHOOL DIFFERENT?

Since its foundation, the values of the Society of Friends have been at the heart of Sidcot School. Quakers believe in living life adventurously and letting their lives speak.

In practice this means an approach to teaching that encourages individual thought and exploration, whilst making sure all students have the support they need to grow as individuals with their full range of talents recognised and celebrated.

QUAKER MEETINGS

The whole school community meets together in a 'Morning Meeting' once a week. This is a time when all staff and pupils share a period of quiet reflection – a rare opportunity for peace in today's noisy and hectic world. The meeting helps students to learn the habit of self-reflection, and experience the power of shared silence. There is also a Quaker Meeting on a Sunday which boarders can attend if they wish to.

At Sidcot we welcome students and staff of all faiths and none.

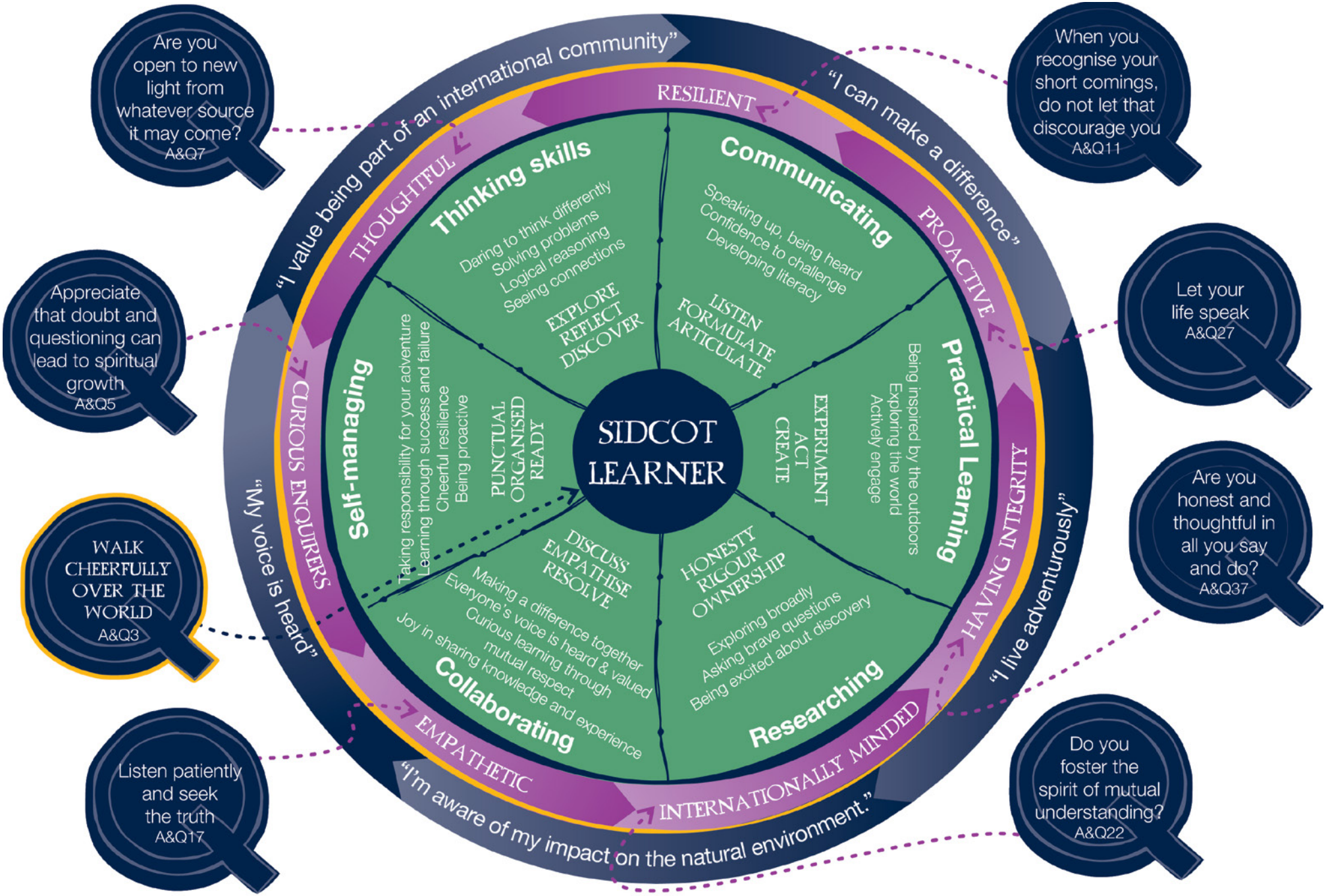
THE LEARNING WHEEL

A Quaker school is built on Quaker values. At Sidcot we have created 'The Learning Wheel' to show how these values come to life day by day in the School.

The Quaker values sit on the outer part of the wheel. Move inwards and you'll see how those values translate into action.

You'll see the Learning Wheel all over the School. In the classroom it guides our teaching and helps children to reflect on their learning experience. It's used as a reference point when recruiting new staff, and for evaluating our teaching practice.

It's also used as a resource for discussion amongst students and staff. Values are abstract; the wheel makes them concrete and gives us a language with which to discuss our aims and aspirations for life in the school.



A&Q: ADVICES AND QUERIES FROM QUAKER SOCIETY OF FRIENDS

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PEACE & GLOBAL STUDIES

The Centre for Peace and Global Studies works to create a learning environment where students and staff are able to explore and understand how we embody the qualities of peace in the way that we engage with each other across the School community. We feel that it is important to help students make sense of the world around them.

Peace education is embedded throughout Sidcot, without structured lessons, but a way of life, of being. Our aim is to create a school filled with peacemakers and changemakers, we facilitate learning, give voices and ways to follow through on the things we say are important. We want students to be able to discern, to be able to ask questions about what they see and hear. To be awake to how actions support words, to look for the inconsistencies of behaviour and the rhetoric behind school policies.

Our teaching staff play a key role in creating a learning space where the energy is one of enquiry and that much lauded quality, curiosity – a place where all parties have something to learn and something to offer.

THE PASS PROGRAMME

The ‘Programme of Activities for Sidcot School’ (PASS) is an innovative programme which aims to bring our key values to life with a specially designed course of activities that are embedded in the curriculum. Students take part in activities that focus on ideas around integrity, stewardship, self-reflection, adventure and community.

JOB SPECIFICATION

As a result of the existing post-holder moving to headship, we are looking to appoint a dynamic and energetic individual to the post of Deputy Head (Pastoral). The post, which offers huge challenges and significant responsibilities, will appeal to candidates with a good experience of pastoral care, who are equally committed to the development of students outside the classroom. The successful applicant will make a significant contribution to Sidcot at this exciting time in the school's development. The post comes with an appropriate remuneration package and a family home within the school grounds.

JOB DESCRIPTION

Summary of the role

A Senior Leadership role with responsibility for effectively leading, motivating and developing staff to deliver the School's objectives; ensuring the delivery of a first class modern, flexible and cost effective boarding, pastoral care and co-curricular offer; and performing the duties of the School's Designated Safeguarding Lead.

Line management responsibility for:

Assistant Head (Pastoral), Assistant Head (Coordination), Assistant Head (Upper School), Boarding Housemasters/mistresses, Health Centre Staff, Interns, Outdoor Learning Coordinator, Weekend & Weekday Activities Coordinators.

Responsible to: Headmaster

Main Duties and Responsibilities:

- Promote and safeguard the welfare of children and young persons for who you are responsible and with whom you come into contact.
- Deputise for the Headmaster as required.
- Deliver personal development aspect of the School's Strategic Plan.
- Attend all meetings as appropriate to the role, including Board of Governors' meetings, Pastoral and Academic Board meetings and all Full Staff meetings.
- Oversee the review, publication and implementation of the statement of the School rules.
- Lead and manage Assistant Head Pastoral, Assistant Head Coordination and Assistant Head Upper School.
- Lead and manage the graduate intern programme, including annual recruitment.
- SLT link with allocated senior school departments.
- Undertake continual professional development appropriate to the role.

Main duties and responsibilities Designated Safeguarding Lead:

- Lead responsibility for safeguarding and child protection (including online safety).
- Fulfil all the responsibilities and activities relating to the role of the Designated Safeguarding Lead as set out in Annex B of KCSIE and amended from time to time including: managing referrals; acting as a point of contact with the three safeguarding partners; undergoing formal training, updated every two years, to ensure the required knowledge and skills to carry out the role; making sure the School's child protection policies are known and understood and used appropriately; and having availability for staff to discuss safeguarding concerns.

Main duties and responsibilities Boarding:

- Line manage all boarding Housemaster/mistresses, ensuring the terms of the School's staffing policies are applied consistently.
- Ensure that all policies relating to boarding are in place, reviewed and updated to maintain regulatory compliance at all times.
- Oversee the work of the boarding Housemaster/mistresses and staff such that there is effective liaison and communication between the boarding team and parents with regard to each child's academic, social and physical development; the pastoral care in all boarding houses is consistent; issues that threaten the retention of boarding students are identified and action is taken swiftly; and all care standards and regulations relating to boarding are met by the implementation of excellent practice throughout the boarding provision.
- Review and develop the day to day implementation of the boarding provision.
- Work with the Headmaster and Marketing Team to promote boarding at home and overseas which may include overseas visits.
- Pro-actively manage the retention of boarding students and provide termly reports on the retention figures and reasons for students leaving.
- Working with the Admissions Team co-ordinate the allocation of students to boarding houses optimising the use of the accommodation.
- Throughout the year, ensure the Admissions Team are kept informed of any available space within each boarding house.
- Lead and oversee the promotion of flexi-boarding and short stay options in order to maximise capacity.
- Work with the Headmaster and Director of Operations in the planning and execution of the ongoing refurbishment of boarding houses.

Main duties and responsibilities Pastoral and Co-curriculum:

- Line manage the Assistant Head (Coordination) to coordinate the school events, school trips and general school calendar in line with school policy and procedure.
- Line manage the Assistant Head (Upper School) to deliver an aspirational environment for the upper school with excellent retention.
- Line manage the Assistant Head (Pastoral), to maintain standards of discipline and behaviour in line with the School's policies, as well as leading the delivery of excellent pastoral care for students.
- Line manage the Senior Nursing Sister, ensuring the terms of the School's staffing policies are applied consistently and fairly and that the Health Centre runs effectively and efficiently.
- Develop the existing co-curricular programme, working with weekend and weekday activity co-ordinators.
- Work with the Head of the Junior School to ensure Junior School pupils are fully integrated into the co-curricular programme.
- Work with the Director of Sport and Sports Centre staff to encourage the development of sport throughout the School.
- Encourage participation by all students in the co-curricular programme such that it contributes positively to their overall experience of school and personal development.
- Lead the work of Heads of Houses, DofE team and Outdoor Learning Co-ordinator.
- Ensure that all policies relating to the care and welfare of students are in place, reviewed and updated to maintain regulatory compliance at all times.

Teaching

The Deputy Head (Pastoral) will be expected to teach up to 25% of a full timetable, variable according to timetabling commitments year on year. Any teaching subject will be acceptable. The Teachers' Job Description and Person Specification will apply to the Teaching element of the role.

Other

This job description is illustrative and not exhaustive. The post-holder will be required to undertake such other comparable duties as the Headmaster or line manager requires and demonstrate a level of commitment commensurate with a senior leadership position.

PERSON SPECIFICATION

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Qualifications

Essential

- Educated to Honours Degree level.
- Qualified Teacher Status.

Desirable

- Boarding School Association training.
- Level 2 Child Protection Training.
- Other professional qualifications relevant to the post.
- Evidence of recent and relevant training and development at management level.

Method of assessment

- Production of the Applicant's certificates.
- Discussion at interview.
- Independent verification of qualifications.

Experience

Essential

- Experience of the pastoral care of students.
- Successful and substantive leadership at middle management level.
- Experience of successfully developing teams of professionals, delegating effectively and managing change.
- Experience of managing challenging situations under pressure.
- Experience of difficult conversations with students/staff.

Desirable

- Experience of working within a boarding environment.
- Experience of working with and advising the governing body to enable it to fulfil its statutory obligations.
- Experience of working as either a Deputy or Designated Safeguarding Lead.
- Experience of managing HR issues.

Method of assessment

- Contents of the application form.
- Interview.
- Professional references.

Skills

Essential

- Proven ability of thinking and planning strategically.
- Proven ability of strong leadership.
- Ability to manage professional relationships.
- Proven ability to manage difficult situations and/or conflict.
- Articulate and approachable with excellent communication skills both verbally and in writing.
- Proven sound decision making skills with the ability to lead, influence, empower and manage change.
- Proven ability of working flexibly, managing competing demands and conflicting deadlines.
- Proven ability of upholding all school policies effectively, consistently and fairly.
- Proven ability of working collaboratively within a team.
- Highly organised and motivated.
- Ability to inspire and motivate staff and students.

Method of assessment

- Contents of the application form.
- Interview.
- Professional references.

Knowledge

Essential

- Knowledge and understanding of the ISI framework for boarding.
- Knowledge and understanding of Safeguarding and Child Protection policies.
- Knowledge and understanding of Health and Safety regulations with regard to student welfare.

Desirable

- Knowledge and understanding of National Minimum Standards for boarding.
- Knowledge of HR legislation and guidance.

Method of assessment

- Contents of the application form.
- Interview.
- Professional references.

Personal competencies and qualities

Essential

- Appreciation and understanding of the core Quaker values of peace, truth, integrity and equality.
- Strong interpersonal skills and self-awareness adapting to situations with particular reference to children.
- Emotional resilience in working with challenging behaviours.
- Positive attitude to the use of authority and maintaining discipline within the restorative justice framework.
- A willingness to engage fully in the extra-curricular life of the School.
- A willingness to develop and support new initiatives.

Method of assessment

- Contents of the application form.
- Interview.
- Professional references.

BENEFITS / TERMS & CONDITIONS

This is an excellent opportunity for someone who wishes to join a thriving day and boarding school in one of the most attractive regions of England.

Hours

You will be required to work at such reasonable times as are necessary for the proper performance of your duties. This will include work both in the evenings and at weekends during term-time.

Holidays

You are entitled to a minimum of ten weeks per annum plus any additional holiday which may be allowed by the Headmaster during school holidays, but you may be required to assist him in school matters after the end and before the beginning of any school term. Any additional holidays are non-contractual.

Salary

The post is offered at a salary commensurate with experience and on the Sidcot Senior Leadership Scale.

Teaching

The Deputy Head (Pastoral) will be expected to do some teaching, which may vary each year, up to 25% of a full timetable. Any teaching subject will be acceptable.

Training and CPD

The post-holder will be required to undertake ongoing continual professional development and attend training courses as appropriate. Given the nature of the role, it is likely that they will need to go on Level 2 Child Protection training, or equivalent, should they not already have done so.

Accommodation

The post-holder will be required to live on the school campus in family sized-accommodation. This will be subject to an occupancy licence agreement with council tax and utilities paid for by the school.

Pension

The post-holder will be eligible for membership of the Teachers' Pension Scheme.

Safeguarding

As part of the School's commitment to safeguarding and promoting the welfare of children, applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and a DBS Enhanced check.

Application Process

Please complete the Application Form in full, which can be downloaded from the School website and submit it, together with:

- A letter of application addressed to the Headmaster, Iain Kilpatrick.
- A CV may also be sent but will not be accepted in substitution of a fully completed application form.

Send to: jobs@sidcot.org.uk

Prospective applicants wishing to discuss the post with the Headmaster should feel free to contact him on 01934 843102. Those who have queries about the application process should contact Hilary Atkin, Director of Operations, by email at hilary.atkin@sidcot.org.uk. The appointment will be made by the Board of Governors, in close consultation with the Headmaster.

- The closing date for applications is 24 February 2019.
- First interviews will take place during the week commencing 4 March 2019.
- Second interviews will take place during the week commencing 11 March 2019.

For more information please visit the Sidcot website: www.sidcot.org.uk.

