

*Queen's
Gate*

INDEPENDENT DAY SCHOOL
FOR GIRLS AGED 4 TO 18 IN
SOUTH KENSINGTON · LONDON



OUR TRADITION
your future

**DIRECTOR OF
PASTORAL CARE**
Application Pack



THE SCHOOL

Queen's Gate is an independent day school offering an excellent all-round education to girls aged 4 to 18. We are a relatively small school with around 510 pupils, but one which is rich in tradition and at the same time abundant with the energy and the spirit of the 21st century. Our pupil body reflects London's international diversity, a dimension which truly enhances and enriches our community. Our School is located in five elegant Victorian houses in Queen's Gate, within easy walking distance of the Science and Natural History Museums as well as the open spaces of Hyde Park and Kensington Gardens.

Whilst proud of its long tradition, Queen's Gate is a forward-looking community whose aim is not only to assist its pupils in achieving academic success, but also to prepare them for the varied challenges and opportunities of life in the 21st century. In both our Junior and Senior Schools we aim to create a happy and secure environment in which each girl may realise her academic and personal potential. Our expectations of our pupils are high, both in and out of the classroom, as we encourage their intellectual development and their interest and involvement in extra-curricular activities as well as their concern for others through charitable work and outreach, enabling them to become responsible citizens in a small school and a larger world.

Our small size and family atmosphere are strengths of the School, and enable staff to know each girl as an individual and to offer excellent pastoral care.

Queen's Gate is committed to achieving academic success for all its pupils, whatever their ability. Teaching methods combine the best of modern technology with traditional rigour. At all stages there is much emphasis on necessary study skills which will sustain our girls throughout their time at School and later at University or College. We have an excellent record at GCSE and A Level, with all girls going on to University or Art College in the UK and the States. Our Value Added rankings each year at both GCSE and A Level are consistently excellent.

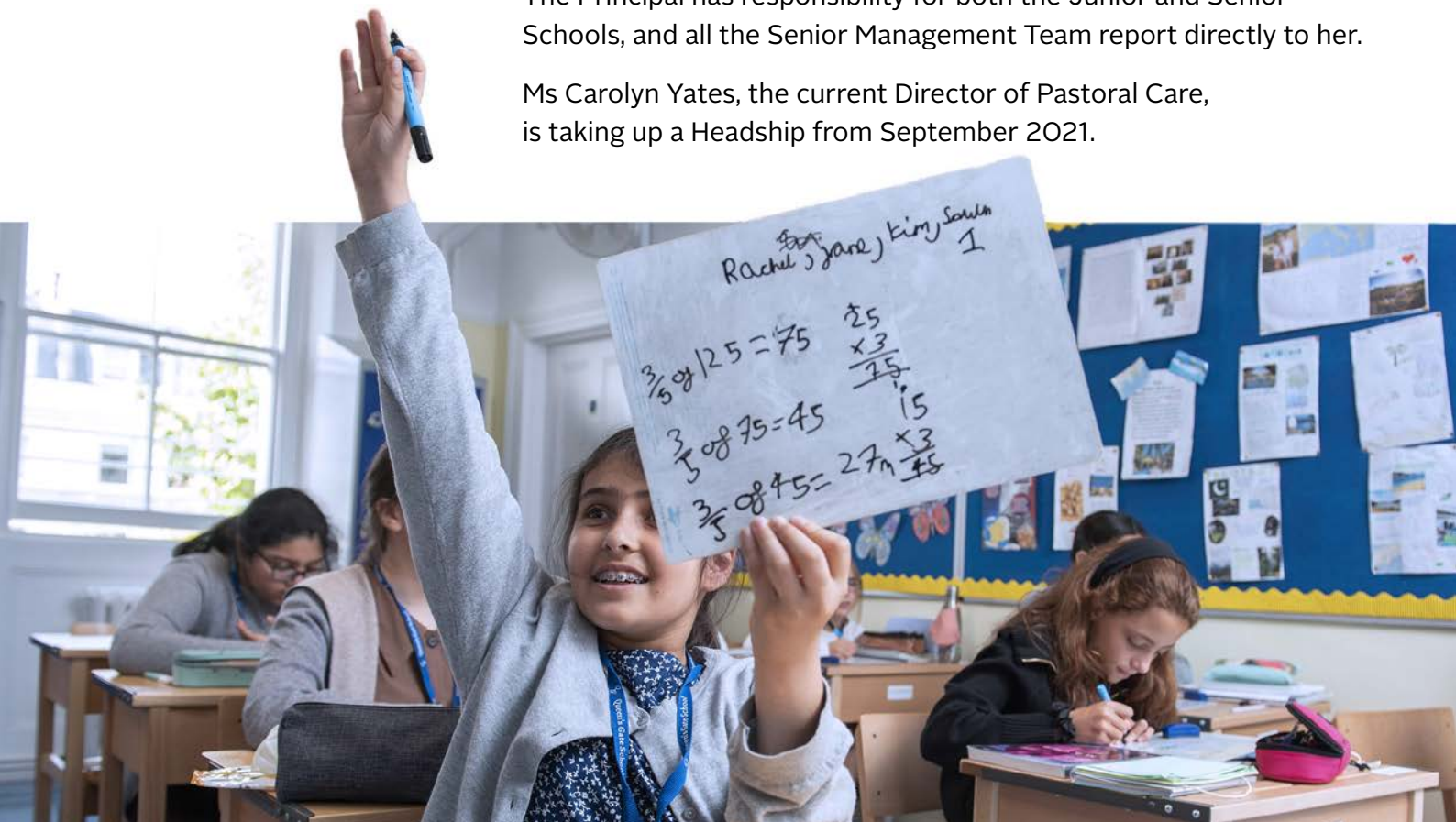
In November 2017 we had a very successful ISI inspection which deemed the School to be fully compliant. Since then, the School has risen successfully to the challenges of Remote Learning during Covid-19, with overwhelming satisfaction of our provision from parents and pupils. In 2021 we celebrate the School's 130th anniversary and its long history of providing an excellent and forward looking education for girls, whilst equipping them with the skills and confidence for work and for life. Strategic development is important to us and we look continuously for ways to enhance our provision and facilities, including the acquisition of additional buildings.

CURRENT MANAGEMENT

At present our Senior Management Team consists of the Principal; Director of Pastoral Care; Director of Teaching, Learning and Assessment; Director of Curriculum; Director of Operations and Academic Development; Director of Sixth Form and Outreach; Director of the Junior School and the Bursar.

The Principal has responsibility for both the Junior and Senior Schools, and all the Senior Management Team report directly to her.

Ms Carolyn Yates, the current Director of Pastoral Care, is taking up a Headship from September 2021.



THE ROLE

The position will suit an experienced and accomplished teacher with an excellent track record in leadership and management in schools. The successful candidate will have a strong commitment to pupil well-being and to maintaining the highest standards of pastoral care and safeguarding, whilst leading and evolving the School's vision in these aspects. They will be an excellent administrator and communicator, with the ability both to lead and to work as a team member, and will be expected to make a significant contribution to the School's strategic

development. They will be expected to support and uphold the rich traditions and ethos of the School, including its Christian tradition, whilst embracing change, inclusion and diversity.

As a member of the Senior Management Team, the successful candidate will be expected to lead by example, demonstrating the School's ethos and values in all that they do. They will be expected to teach their subject, contribute to the School's activities and support the School's events, including parent, PTA and alumnae activities.

RESPONSIBILITIES

The precise responsibilities will be determined by the experience, strengths and interests of the successful candidate, but the following provides an outline of what is likely to be included.

The Director of Pastoral Care will have responsibility for the behaviour and welfare of all pupils in the Senior School, will oversee and administer the pastoral system, including rewards, sanctions and attendance, liaising as necessary with the Director of the Junior School. The Director of Pastoral Care will advise the Principal on pastoral policy, including new developments, and be the Designated Safeguarding Link (DSL) for the Senior School. They will be responsible for the production and updating of all pastoral and related policies, including PSHE and RSE, and for monitoring the implementation of these. They will maintain strong links with external agencies to support the School, pupils and their families. The Director of Pastoral Care will liaise with the Director of Teaching, Learning and Assessment, working together to monitor pupil progress. The Heads of Year/Section, the Senior Tutor (Pastoral), the SENCO and the School Counsellors report to the

Director of Pastoral Care. The Director of Pastoral Care will monitor the workload and performance of Tutors and Heads of Year/Section, providing support, guidance and training as appropriate. In particular, they will support Heads of Year/Section in their contacts with pupils and parents and, where necessary, chair parental meetings. They are responsible for providing safeguarding training and updates to staff and will report to the Designated Safeguarding Governor at least annually. They will also be required to attend meetings of the Governors' Education and Pastoral Sub-Committee.

The Director of Pastoral Care will chair the School's Pastoral Meetings and will be available for all the School's Coffee Mornings and Parents' Evenings. They will also oversee pupil arrangements for Open Evenings, as well as the arrangements for the Welcome meetings at the beginning of the School year and the accompanying booklets for each year group. They will organise an annual programme of workshops for parents on pastoral matters appropriate for each year group, and other one-off lectures or events relating to pastoral matters.

THE CANDIDATE The successful candidate will possess the following qualities and skills

- Good honours degree, with a postgraduate teaching qualification, together with a proven record of teaching success at GCSE and A Level or their equivalent. Postgraduate or further relevant professional development is desirable
- Strong organisational and administrative skills, including IT, and a close attention to detail
- A proven track record of significant pastoral leadership, impacting on whole school outcomes
- The stamina, resilience and capacity to work in a successful and dynamic school
- A commitment to the well-being and pastoral care of pupils and the personal warmth to gain the confidence of pupils, staff and parents and to establish a positive rapport with all groups
- High levels of personal and professional integrity with the ability to exercise discretion and confidentiality
- A strong moral compass, together with an appreciation of the ethos of our School and the ability to lead as a role model in our community
- Excellent listening and communication skills, both orally and in writing, for a variety of audiences
- The ability to work as a team member, whilst also having the ability to make decisions and to lead when necessary
- The ability to think strategically and contribute towards the School's development
- The ability to evaluate and manage sensitive situations

REMUNERATION

The salary will reflect the importance of the post, and will be commensurate with the experience and standing of the successful candidate.

Private health cover, a season ticket loan arrangement and fitness facilities will be offered, and daughters of members of staff may be educated at Queen's Gate at reduced fees.

The School currently participates in the DfE Teachers' Superannuation Scheme.



APPOINTMENT PROCEDURE

An application form may be downloaded from our website:
www.queensgate.org.uk/about-us/employment-opportunities

When completed this should be sent electronically, together with a letter of application, to the Principal at recruitment@queensgate.org.uk

Please note that, owing to a broken link on our website, we have extended the deadline to **Wednesday 24 February 2021**. Nevertheless, we will aim to start initial Zoom interviews from **Thursday 25 February 2021**.

It is hoped that visits may be arranged for short-listed candidates, subject to current restrictions, and that final interviews may take place in person during the week beginning **Monday 8 March 2021**.

Queen's Gate is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo enhanced DBS checks and have references taken up with previous employers.

*Queen's
Gate*

Queen's Gate School
131-133 Queen's Gate
South Kensington
London SW7 5LE