



THE MARIST SCHOOL



APPOINTMENT OF DEPUTY HEAD PASTORAL

LIVING LIFE IN ALL ITS FULLNESS

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DEAR APPLICANT

Thank you for your interest in The Marist School and our current vacancy for a Deputy Head Pastoral in the Senior Phase.

May I take this opportunity to welcome you to our wonderful school at an exciting time in our development. We are proud to be a selective Catholic day school for girls between the ages of 2 and 18 and boys from 2 to 5 and we are seeking an exceptional individual to join our team.

We are working together to create a school where we strive for;



Excellence as a habit, not an action.

Excellence in who we are; Excellence in what we do; Excellence in our service of others.

To achieve the highest academic standards, the wellbeing of students and staff is paramount. Our philosophy is based on core Marist Values; the secret of our success is that we promote an all-round education where students are confident to strive to be the best they can be. We endeavour to provide a thriving environment so that girls leave us with excellent academic results as well as the cognitive and people skills to be a success in whatever they choose to do.

As Principal, I am seeking to appoint exceptional talent who will be the cornerstone of pastoral leadership and innovation in our school. It is an exciting role in a time of change at the School and it will be an opportunity to make an impact from the start.

I look forward to meeting you and discussing this role further.

Yours sincerely

Jo Smith
Principal

MISSION, VISION AND VALUES

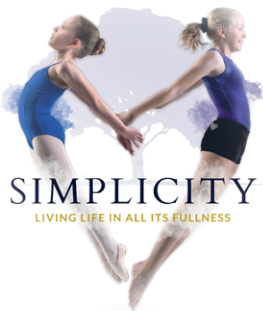
MISSION

The school takes its mission, “*Living Life In All Its Fullness*” from Chapter 10, Verse 10 of St John’s Gospel, where Jesus explains his own mission “*I have come that you may have life in all its fullness.*”

VISION

Excellence as a habit, not an action.
Excellence in who we are; Excellence in what we do;
Excellence in our service of others.

MARIST VALUES



SIMPLICITY

How we interact with each other. Little acts of consideration, kindness and thoughtfulness make a difference. Authenticity – no pretence or pretensions. Singleness of purpose.

LOVE OF WORK

Marists are people who put their whole heart into whatever they are doing and are ready to “roll up their sleeves.” We believe that any task undertaken should be characterised by high standards.



PRESENCE

Everyone is cared for personally in their “everyday”. Not to be distant or remote in our relationships. Not a superficial acknowledgement of one another.

IN MARY’S WAY

Mary is the model of a Marist and all we do must imitate her tenderness, courage, strength, constancy of faith and concern for others. Marists, like Mary, are “there” – available.



FAMILY SPIRIT

The Marist must display the warmth, welcome, acceptance and belonging which reinforce the values children learn in a loving family.

SPIRITUAL LIFE AND COMMUNITY

Underpinned by these Marist values, the school is an inclusive community, rooted in the Catholic faith, welcoming pupils of all beliefs. Students know that they are valued for who they are and for what they bring to the community. The school's aim is to help each pupil develop:

- Intellectual curiosity and skills
- Emotional understanding and resources
- Ability to work independently and with others
- Social and spiritual values

which will lead to personal fulfilment and the confidence to contribute something of value to the world.

Gospel values provide a framework for collective worship and PSHE lessons. Students develop a deep understanding of their responsibilities towards each other and the natural world. The school's values shape their prayers and liturgies and they can articulate their own beliefs with confidence.

School Masses are celebrated at significant points throughout the year.



ABOUT THE SCHOOL

The Marist is a Catholic Independent School for girls aged 2 – 18 and boys aged 2 – 5 with an historically rich educational heritage emanating from the early 1900s when the school was founded by the Society of Mary (Marist Sisters).

After the school building was bombed during the Second World War, the Sisters bought the 55 acre Frognal Estate in Sunninghill, which had been used by Eisenhower and the American High Command during the war. The school campus has been developed regularly over the decades, the most recent addition being a new Sports Hall built in 2017 and an outdoor learning centre completed in 2018. It is the only Marist independent school in the UK and benefits from belonging to a worldwide network of Marist schools providing programmes of international educational and cultural collaboration. Approximately a quarter of the pupils are Catholic.

The school community provides a warm welcome to every pupil, taking time to know each of them as an individual with her own gifts and talents.

From the Early Years upwards, partnerships with parents are fundamentally important and staff build positive relationships so that children are well supported and parents can take an active role in the education of their children.

Life for pupils at The Marist is varied and interesting at whatever age or stage. The school aims to deliver a creative and challenging curriculum which provides engaging learning opportunities for every child.



GOVERNORS AND STAFF

Overall ownership sits with the Board of Trustees of the Order of Marist Sisters who are a registered charity. In practical terms, the school is run by a Board of Governors who deal with strategy, operations and finance, giving effective oversight of the school. The Board has twelve members from a variety of professional backgrounds, along with leading members of the Marist Order and Trustees. Four of the Governors have educational backgrounds and there is a good mix of skills including accountancy and law.

There are seventy eight teaching and classroom staff, including part-time teachers. The pastoral care across all Phases is highly regarded by parents and is widely recognised as a key attribute of The Marist School.



THE CURRICULUM AND ACADEMIC ATTAINMENT

The Marist welcomes girls and boys from the age of 2 into the Nursery where they are encouraged to learn through self initiated play and adult-led activities as they cover the Early Years Foundation Stage including weekly sessions in the new on-site Outdoor Learning Centre which was funded by the Marist Friends. In the Prep Phase the curriculum is thematic, providing links and connections between traditional subject areas which are taught by class teachers and specialist teachers using the indoor and outdoor environments appropriately. Outdoor learning is integral at every stage throughout the Prep Phase. As they progress through the school, the girls are developed through exciting teaching which is well differentiated, stimulating and academically robust. Typically there are

two forms per year from Years 2 to 6 and three from Years 7 to 11 following a traditional curriculum. In the Sixth Form a wide range of A level subjects is offered and girls receive bespoke timetables; all prepare to continue their studies at university. GL Assessment tests indicate that a comfortable majority of pupils in the Prep Phase significantly exceed expectations. GCSE results each year are also very pleasing across the ability range, reflecting the commitment of both pupils and their teachers, with the school's attainment 8 score typically around 69-71 (A/B borderline) and 85% achieve the suite of EBacc subjects. In recent years, the average A level grade is B+ and for 2020, we are in the top 1% nationally for A Levels.



CO-CURRICULAR PROGRAMME

There is a rich schedule of co-curricular opportunities offered to students of all ages. Clubs run before school, at lunchtimes (when most Senior Phase activities are scheduled) and a few after school. Students can choose from a range of clubs including yoga, cookery, computing, art, photography, biodiversity, STEM, judo, football and chess as well as sports, drama and musical activities. The school has recently won the Best Project at the First Lego League regional tournament at Queen Mary University, London, as well as being finalists in the Amazon Get It competition. Throughout the year there are musical concerts, drama productions and workshops which are well supported. The recent very successful production of *Oliver* involved girls from Year 5 to Year 13. Homework study and wraparound care are also offered to all pupils in the Prep Phase. The Senior Phase participates in the Duke of Edinburgh Award which provides opportunities for service, group cooperation, team participation and leadership.

To complement the curriculum, many educational days are offered which range from a maths and science day, theatre trips, visits to art galleries and museums as well as conferences. There are residential trips in the UK and overseas of an academic, cultural and leisure interest and these have included foreign language visits to France and Spain, History trips to Ypres, Geography trips to Iceland and Naples, drama trips to Stratford upon Avon as well as ski trips, sports and music tours.

The Senior Phase has a strong House system which is led by the Sixth Form students providing leadership opportunities. House competitions run each half term and include singing, STEM, fashion and sport.



SPORT

The sports hall has provided a big stimulus to sport augmenting the all weather courts, heated indoor swimming pool and grounds. The main sports are netball, hockey and swimming with rounders and athletics in the summer. Netball is especially strong - the U16 team were 2018 Berkshire champions and one girl represents England at U17 level. Inter-house matches, fixtures with other schools and tournaments are part of the weekly routine.



JOB DESCRIPTION

OUR VISION

This job role will play a critical part in enabling the School to achieve its vision –

“Excellence as a habit, not an action.

Excellence in who we are; Excellence in what we do; Excellence in our service of others.”

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

RESPONSIBLE TO: The Principal

MANAGEMENT RESPONSIBILITY:

- Line manage Key Stage Leads
- Line manage SENCo Senior
- Line manage the Co-curricular Lead
- Line manage Careers and PSHE Lead

MAIN PURPOSE OF THE JOB ROLE:

- To lead the Pastoral and Wellbeing of the Senior Phase.
- To play a leading role in the leadership and management of The Marist School.
- To play a leading role within the safeguarding team.

ACCOUNTABILITIES:

1. STRATEGY

- Assist the Principal and Governors in developing the school's Development Plan and translating the school's vision into agreed objectives and departmental plans.
- Support the Principal in preparing for and attending Governing body meetings as and when required.
- Take the lead and work with the Pastoral team to ensure the success of pastoral and wellbeing policies and procedures.
- Assist the Principal with HR management, including safer recruitment processes, working in close collaboration with the Bursar and HR.
- Plan for innovation in pastoral programmes and in the wellbeing of the school community.
- Help to create a safe and healthy environment for members of the school community.

2. PASTORAL AND WELLBEING – LEADERSHIP AND INNOVATION

- Assist the Principal and the Executive Team in planning and shaping the strategy for The Marist.
- Along with the Principal, lead the Pastoral vision for the Senior Phase.
- Take responsibility for all aspects of the pastoral provision for all pupils and the work of heads of house, heads of year, form tutors and other key pastoral staff.
- Play a leading role in school events.
- Oversee the PSHE and Tutor Programmes to ensure continuity across all key stages.
- Ensure Behaviour for Learning is consistent throughout the Senior Phase.
- Oversee pupil voice, including attending school council and selection of prefects and school captain and vice captains.

JOB DESCRIPTION

- Be a presence around school, supporting and taking interest in events and activities, and being a positive role model for staff and pupils.
- To teach a percentage timetable. Provide a professional model for others, clearly demonstrating effective teaching, and high standards of behaviour for learning; demonstrate personal commitment to quality and excellence.

3. STAFF WELLBEING

- Work with the Principal to lead staff wellbeing within the school. We have recently achieved the WAS Award and would like to continue to build on this.

4. LEADERSHIP AND MANAGEMENT OF OTHERS

- Chair Pastoral meetings and line manage Key Stage Leads.
- Support the Principal in the recruitment, deployment, motivation and development of teaching staff to make the most effective use of their skills and experience. Ensure that all teachers have a clear understanding of their roles and responsibilities.
- Lead by example, providing inspiration and motivation, and embody for the pupils, staff, Governors, parents and wider community, the vision and values of our school.
- Act as the lead for safeguarding in the Senior Phase and work closely with the Vice Principal (Head of Prep) to ensure that all safeguarding training, policies and paperwork are up to date.

5. COMMUNICATION, MARKETING AND EXTERNAL LINKS

- Support the Principal in improving communication with parents on all pastoral and wellbeing matters.
- Along with the Executive team, play an active role in the recruitment of pupils to Early Years / Reception, 11+, 13+ and Sixth Form.

- Participate as required in consultation processes with staff, parents, pupils and the local community.
- Participate in activities in support of the school's marketing agenda in order to retain top quality staff and pupils.

6. TRAINING AND DEVELOPMENT OF SELF AND OTHERS

- To help organise and develop Inset training.
- Develop and maintain a culture of high expectations for self and others.
- Regularly review own practice, set personal targets and take responsibility for own development.

OTHER REQUIREMENTS

- To support the personal, social and spiritual wellbeing of pupils in every aspect of your work.
- Regular attendance at meetings and parents' evenings that are part of directed time.

PERFORMING OTHER AD HOC DUTIES

- Any other duties as may be required by the Principal or Executive Team from time to time in support of the overall activities and smooth running of the School.
- Undertake any training considered appropriate for the better performance of the job.

This job description is not necessarily a comprehensive definition of the post. It should be seen as enabling rather than restrictive and will be subject to regular review. Other reasonable duties may be allocated from time to time commensurate with the general character of this post and its grading.

JOB DESCRIPTION

APPRAISAL (Annual Performance Management)

- The post holder will be part of the school's appraisal scheme. They will have an appraiser who will set agreed targets for the year. The Line Manager will monitor and review performance, including group teaching. The school will support the continuing professional development of all staff.

PROFESSIONAL DEVELOPMENT

- Keep up to date with current developments and emerging educational practices.
- Regularly review the effectiveness of our pastoral and wellbeing programmes in consultation with Line Manager, refining approaches where necessary.

- Be responsible for continuous professional development and participate fully in training and development opportunities identified by the school or as developed as an outcome of the appraisal.
- Be prepared to undertake regular training in Child Protection and Safeguarding, and if applicable First Aid training, Food Handling and any other training required by the school.

Health and Safety Responsibilities: In accordance with the provisions of the Health and Safety at Work Act 1974 it is the responsibility of the post holder to take reasonable care for the health and safety of yourself and of other persons who may be affected by your acts or omissions at work; and co-operate with the School Bursar, Principal, Governors and staff to enable them to perform or comply with its duties under statutory health and safety provision.



PERSON SPECIFICATION

DEPUTY HEAD PASTORAL (SENIOR PHASE)

The following are all essential skills that you **MUST** have:

SKILLS

- An exceptional team player and member of a leadership team: showing initiative and imagination, vision, and the ability to inspire others.
- The ability to build relationships: interact with people, build rapport and win people over. The ability to resolve conflicts in a sensitive manner, to encourage and motivate.
- Excellent communication skills: influencing and convincing others, articulating clearly, and challenging ideas.
- Effective and energetic in innovating and implementing change.
- Strong problem solving skills, combined with a proactive and positive approach to change management.
- First class organisational and administrative skills, calm under pressure; able to work to tight deadlines and manage competing priorities.
- Able to see through complex strategies from conception to conclusion.
- High level classroom teaching skills.
- Excellent written and spoken English.
- Sufficient numeracy to interpret statistical data and manage budgets.

KNOWLEDGE

- A clear understanding of recent developments in teaching and learning.
- Good working knowledge of common IT applications. An interest in understanding the potential of IT in learning and teaching (Desirable).

QUALIFICATIONS/ATTAINMENT

- A well-qualified graduate with QTS or the equivalent gained through experience.

EXPERIENCE

- Successful teaching experience across the age range 11 – 18, with a track record of consistently enabling pupils to achieve high standards.
- Substantial experience of managing and leading teachers at Senior Level, supporting their development and growth as skilled professionals.
- Substantial and successful experience of curriculum leadership and management (as Assistant Head, Head of Department or Key Stage Coordinator).
- Some experience of whole school strategic planning or curriculum evaluation.

ATTITUDE/APPROACH

- Fully supportive of the Catholic faith.
- A sensitivity to the needs of young people and of staff.
- Personal integrity, honesty, energy, stamina, enthusiasm.
- A willingness to give generously of your time to support school events and activities.
- Commitment to personal development and life-long learning.
- A sense of perspective, unflappability and great sense of humour.

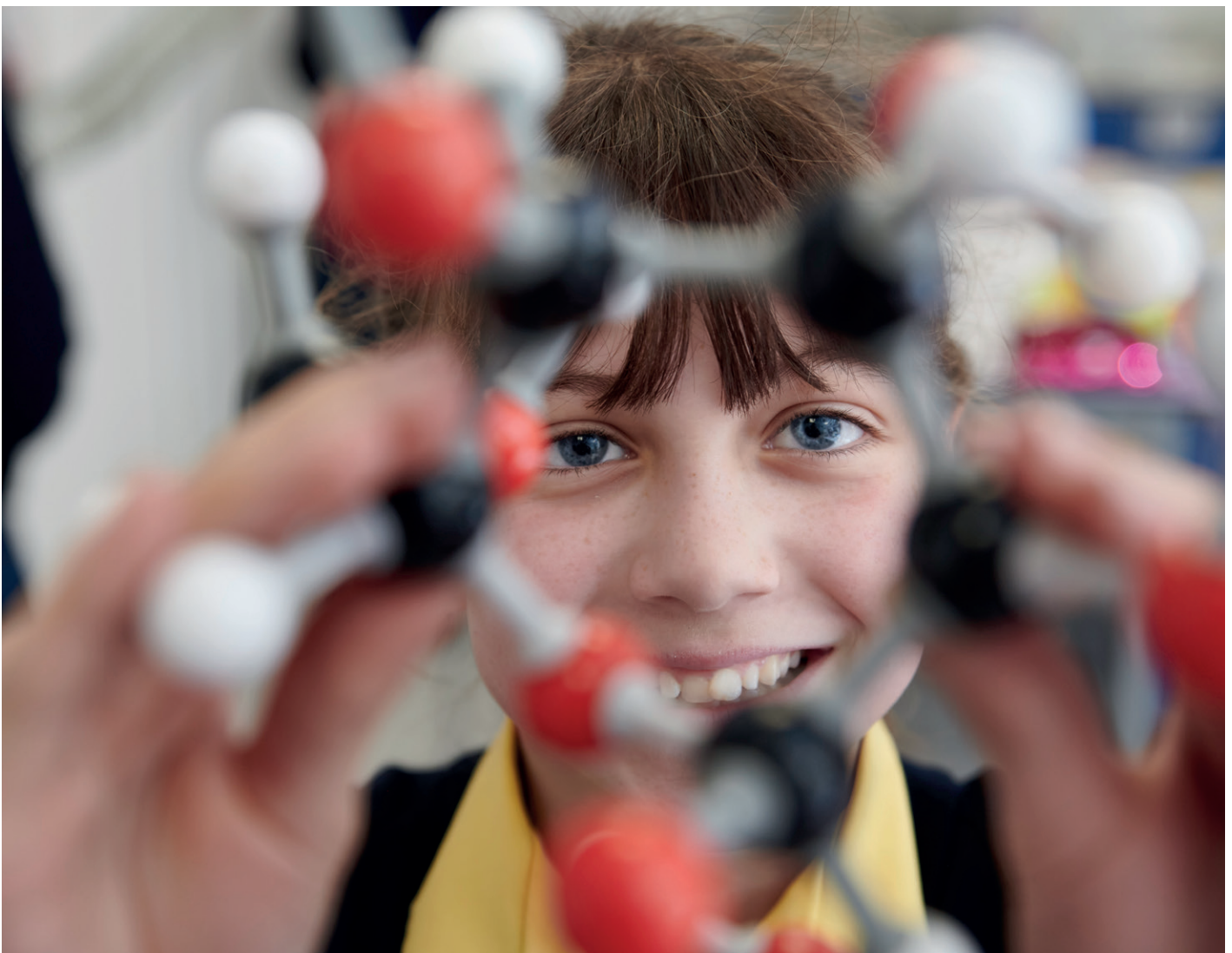
HOW TO APPLY

Applications should consist of a complete Marist School application form and covering letter addressing the criteria presented in the job description. A CV is not required.

Candidates are encouraged and welcomed to visit the school prior to submitting their application.

Closing date: Friday 5 March 2021, 9am

Interview dates: TBC



The Marist School
Kings Road
Sunninghill
Ascot
Berkshire SL5 7PS
01344 624291

themarist.com



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