



ST. EDWARD'S
OXFORD

Candidate information
for the position of
**DEPUTY HEAD
PASTORAL**





From the Warden

Thank you for your interest in joining St Edward's – or Teddies as we are also known. Not many schools have such a positive nickname, which reflects the warmth of our community and the affection which pupils, staff, parents and friends have for the School. More than anything else, we want our pupils to be happy and fulfilled in their lives at Teddies and beyond, and we are looking for someone who will share our determination to ensure that St Edward's is the leading school for pastoral care.

St Edward's is flourishing. We have a dynamic and forward-thinking management team, a talented and vibrant Common Room, rising academic results, momentum in sport and in the arts, exceptional new buildings, and a major programme for investment and growth. As a result, the school roll has increased by 22% since 2020 - vastly outstripping the independent sector, which grew by just 1% in the same period. We continue to see a huge increase in demand for places: applications to St Edward's have more than doubled since 2021 and they continue to rise.

That success gives us great confidence in the future of our exceptional school, even in the current economic and political climate. We also have enormous strength in our friendly and welcoming community, and we benefit every day from our location in the beautiful and inspiring university city of Oxford.

We are looking to recruit a Deputy Head Pastoral to oversee the provision of excellent care for over 800 pupils in our 13 boarding houses, to take a central role in the senior management team, and to share in creating and delivering our strategy to ensure that St Edward's leads the way in co-educational boarding, in educational innovation, and in the wellbeing of pupils and staff. The role provides a unique opportunity to be both creative and strategic, with scope for significant professional development in a highly supportive team. You may also be interested in our advertisement for Deputy Head Welfare on our website (www.stedwardsoxford.org/about-us/vacancies/).

I hope that the following information will motivate and inspire you to apply for this key role at St Edward's. There is much more to learn about the School and life at Teddies. Our [Working at Teddies booklet](#) and [Teddies TV](#) are good places to start. For specific information, or for an informal conversation about the role, please do not hesitate to contact the Sub-Warden, Clare Hamilton (01865 319238 / hamiltonc@stedwardsoxford.org) or me (01865 319328 / warden@stedwardsoxford.org). There is, however, no substitute for a visit, and I hope very much to meet you at interview.



JOB DESCRIPTION

Deputy Head Pastoral

Reports to: Sub-Warden

Responsible to: Warden

Relates to: Pupils, other teaching staff, support staff and parents

Role Purpose

The Deputy Head Pastoral is a member of the School's Senior Management Team (SMT), reporting to the Sub-Warden and working to ensure the effective running of the School and the realisation of the School's strategic objectives. The primary responsibilities are the line management of all Housemasters and Housemistresses (HMs) and the pastoral compliance of boarding houses.

Whilst all boarding houses will naturally have a unique character, the Deputy Head Pastoral ensures the standardisation of pastoral care for pupils so that routines and structures are mirrored in approach across the School.

Role Dimensions and Scope for Impact

The Deputy Head Pastoral works with the Sub-Warden to ensure the highest standards of behaviour among pupils, taking a leading role in disciplinary processes and line managing the Director of Behaviour and Standards.

The Deputy Head Pastoral will work closely with the Deputy Head Welfare, the Director of Safeguarding, the School Psychologist and the School Doctor to develop a positive pastoral environment for all pupils. The Deputy Head Pastoral is also a Deputy Designated Safeguarding Lead.

The Deputy Head Pastoral will drive continuous improvement, making evidence-based decisions to support pastoral objectives.



Principal Accountabilities

The Deputy Head Pastoral will line manage the HMs and the Director of Behaviour and Standards.

Core Responsibilities

- To take overall responsibility for all pastoral provision for pupils.
- To ensure that pastoral procedures, routines and policies are updated annually, understood and implemented by staff, and observed by pupils.
- To oversee the delivery of strategic priorities relating to pastoral care and the life of the boarding houses.
- To advise SMT on all pastoral matters, including updates to legislation, National Minimum Standards (NMS) and government guidance documentation.
- To act as a source of support, advice and expertise to house teams.
- To manage serious pastoral cases involving pupils as agreed with the Pastoral Steering Group (PSG), liaising with the Sub-Warden to inform them of all significant and ongoing pastoral concerns.
- To oversee standards of pupils' personal conduct throughout the School, working with the Director of Behaviour and Standards and with the Sub-Warden.
- To undertake, under the direction of the Sub-Warden, the investigation of serious disciplinary incidents for which the eventual sanction might be a fixed period of exclusion.
- To work with the Director of Behaviour and Standards to address and to monitor other lower-level disciplinary events, noting trends and engaging in restorative work with pupils.
- To contribute to the interview process for new HMs and to co-ordinate the appointment process for new Assistant Housemasters and Housemistresses (AHMs) and Resident Tutors (RTs), maintaining a suitable balance within each house team.
- In collaboration with the Sub-Warden Academic, to allocate Tutors to boarding houses.
- To take overall responsibility for the effective delivery and development of Tutors' work with pupils and to oversee the work of the Senior Tutor in supporting Tutor Periods.
- To organise and to deliver pastoral InSeT.
- To be the main point of contact for parents, pupils, teachers, support staff and external agencies in all matters of pastoral care beyond the level of the House.
- To act as a Deputy Designated Safeguarding Lead, supporting the Director of Safeguarding as required.
- To identify themes and trends across the Houses (for example in relation to rewards and sanctions), and to make recommendations to the PSG and/or the Director of Behaviour and Standards for their proactive management.
- To be responsible for the oversight of filtering and monitoring systems on the School's network in the evenings and at weekends, in collaboration with the Deputy Head Welfare (with the Director of Safeguarding and Safeguarding Co-ordinator holding the responsibility during the normal working week).

Management of pastoral care within the School

- To organise, convene and chair fortnightly training meetings with HMs, focussing on pastoral compliance.
- To attend weekly meetings with HMs for pastoral operations (including the Warden and Sub-Warden).
- To attend the daily meetings of the Pastoral Steering Group (PSG).
- To meet regularly and at least fortnightly with the Director of Behaviour and Standards and the Director of Organisation.
- To work with the Sub-Warden to ensure the School's readiness for inspection and to assure its compliance with the National Minimum Standards for boarding, through a programme of external visits and frequent internal checks.



Developing culture

- To support the Director of Safeguarding in ensuring that staff are aware of their safeguarding responsibilities at St Edward's.
- To ensure that there is in the School a culture of prioritising safeguarding, raising concerns, listening to adults and children.
- To oversee the pastoral components of the annual survey of pupils and the triennial survey of staff, preparing questions and analysing returns.

Line management

Housemasters and Housemistresses

- To deliver regular formal training, both to the HM body and to individual HMs.
- Annually to review and to update the job description for HMs.
- To deliver regular performance feedback to HMs, and to co-ordinate and conduct their biennial appraisal with the Sub-Warden and Warden.
- To oversee the induction of HMs new to their roles, including the arrangements for peer mentoring.
- To oversee the work of house staff in delivering suitable provision in the boarding houses in line with the Independent Schools' Inspectorate (ISI) standards, Keeping Children Safe in Education (KCSIE) and the NMS.
- To develop HMs aspiring to management positions, working with the Warden and the Sub-Warden to identify whole-school projects in which they can be involved.

Boarding Houses

- To undertake frequent and regular informal visits to the boarding houses, as well as formal inspection readiness visits.
- To provide support and supervision to all HMs, and to structure and oversee improvement plans for Houses where necessary.
- To ensure that each HM complies with boarding house emergency plans and risk assessments and undertakes the necessary practice drills.
- To ensure that each house team has undertaken the necessary training via the School's training platform in accordance with school policy (e.g. fire awareness, first aid training, food allergies and food hygiene).
- To ensure that HMs undertake periodic checks of the boarding house logbooks held by Matrons.
- To liaise with the Bursar on the allocation of house budgets, to oversee HMs in their financial management, and to scrutinise house accounts periodically.
- To liaise with the Bursar on the ongoing renovation and refurbishment of boarding houses, ensuring a consistently high standard of accommodation and presentation.



Support and supervision

- To provide support and supervision to any member of staff involved in a serious pastoral incident, paying particular attention to the needs of house staff.
- To work with HMs to identify Tutors who require further support to fulfil the requirements of their roles.

Monitoring and record keeping

- To support the Director of Safeguarding in ensuring the keeping, confidentiality and storage of records in relation to child protection, which should all be logged on CPOMS and maintained in accordance with KCSIE.
- To monitor records of pupils in the School who are subject to a child protection plan, and to ensure that this information is maintained and updated as notifications are received.
- In collaboration with the Director of Safeguarding, to keep and maintain records of staff training on child protection and safer recruitment procedures, which are held by the Human Resources Department.

Developing pastoral policies

- To convene and chair termly meetings of the Pastoral Advisory Committee and the Pupil Pastoral Committee, the former with the Sub-Warden and the latter with the Head of Pupil Voice and Action.
- To develop the School's policy and operating procedures for the management of co-educational boarding houses, and to oversee their implementation.
- To ensure that all pastoral policies are reviewed annually (as a minimum) and that all related procedures are updated and reviewed regularly, working with the Governors to those ends.
- To ensure that all pastoral policies are known, understood and used appropriately.
- To ensure that all pastoral policies with legal requirements are available on the school website.

Raising awareness and staff training

- To provide annual (as a minimum) pastoral updates to staff.
- To ensure that boarding house staff are up to date with all mandatory training.
- To provide ongoing reminders of pastoral protocols, making announcements as necessary to staff in meetings and InSeT.



Teaching and Learning

- A teaching load of 10-12 45-minute periods per week, potentially including the supervision of project work in the Sixth Form.
- Completion of documentation for pupils' university and other applications, as required.

Governor liaison and training

- To maintain a close working relationship with the Governors and to update them on any serious pastoral cases.
- To provide an annual pastoral report to the Warden for submission to the governing body, as well as termly updates for the relevant committees.
- To provide opportunities for Governors to visit Houses regularly (especially for members of the Safeguarding and Wellbeing Committee, as well as members of the General Purposes Committee).
- To attend meetings of the Governors' Safeguarding and Wellbeing Committee and the Risk and Compliance Committee, and other meetings as requested and required.

Staff induction

- To meet with all new staff to ensure that the induction process fulfils the areas stated in the School's policies.

Other duties as a member of the Senior Management Team

- To represent the School at meetings of pastoral deputy heads and to attend conferences and other external events relevant to the role, in consultation with the Warden and the Sub-Warden.
- To deputise for the Warden and the Sub-Warden as necessary in relation to all pastoral matters.
- To undertake partnership work in collaboration with the Beyond Teddies team, and to facilitate the involvement in such work of all members of staff with pastoral responsibilities.
- To deputise for the Sub-Warden at Open Days and to play an active role in marketing the School.
- To attend school functions and events as often as possible and to support all pupils and staff in their activities and endeavours to the fullest possible extent.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be specifically identified. You may therefore be required to undertake other tasks and duties commensurate with the grade and nature of the role and/or in the reasonable discretion of the School.

This job specification is current at the date shown. It will be reviewed from time to time by the Warden to ensure that it remains current, and the School reserves the right to make reasonable changes.



Knowledge, skills, experience and personal attributes

All staff at St Edward's are expected to embrace and demonstrate in their professional lives the School's values of integrity, kindness and courage.

Qualifications

High level of academic achievement (including a good degree)	Essential
Qualification in teaching and/or educational leadership	Desirable
A post-graduate teaching qualification	Desirable
Active membership of professional and academic associations	Desirable

Knowledge and understanding

Line management of teaching colleagues over a significant period	Desirable
Managing discipline in a school context	Essential
Planning and managing budgets	Essential
A thorough understanding of the Deputy Head Pastoral's responsibilities in relation to safeguarding and child protection issues and a clear commitment to delivering best practice in safeguarding	Essential
Understanding of the independent sector, including current trends and challenges	Desirable
An understanding of risk management	Desirable

Abilities and Skills

Ability to inspire through leadership and by example	Essential
A proven ability to operate at a strategic level	Essential
Outstanding communication skills, with the ability to relate sensitively to pupils, parents and staff	Essential
Collaboration and fostering a sense of teamwork and shared endeavour	Essential
Ability to run an inclusive and diverse team, valuing and promoting inclusion	Essential
Excellent organisation and administration skills	Essential
Ability and willingness to have difficult conversations when necessary	Essential
Excellent IT skills	Essential
Exceptional classroom practitioner across the age and ability range	Essential
Clear and engaging communication skills, on paper and in person	Essential
Ability to inspire confidence in pupils, parents and staff	Essential

Experience

Proven track record of initiative and innovation	Essential
Evidence of teaching a wide range of pupils, including the preparation of candidates for GCSE, A-Level and/or IB examinations	Essential
A proven track-record of working well in a team	Essential
A proven track-record of raising standards	Essential
Experience of understanding and meeting the needs of a broad range of pupils, including those with SEN and EAL	Essential
Experience in pastoral care and pupil wellbeing	Essential
Experience of teaching the International Baccalaureate	Desirable
Working in a boarding environment	Desirable
Working in a co-educational environment	Desirable
ISI inspection	Desirable

Personal attributes

Commitment to safeguarding children and young people	Essential
Commitment to professional development in teaching and learning	Essential
A flexible attitude to working hours appropriate to a full boarding school environment	Essential
Willingness to commit to the School's aims and values, and to be involved in its boarding community	Essential
Commitment to equality, diversity and inclusion and understanding how this applies to the role	Essential
Commitment to the use of current and emerging technologies	Essential
Enthusiastic and highly motivated	Essential
Emotional intelligence	Essential
Warmth and approachability	Essential
Ability to process information and to understand issues quickly	Essential
Enthusiasm and energy	Essential
Resilience and determination	Essential
The strength to push back if views and proposals need challenging	Essential
Commitment to personal and professional development	Essential
Calm under pressure, with the ability to prioritise	Essential
Personal confidence, with a manner that commands respect	Essential
Ambition and commitment to excellence	Essential

Confidentiality and Data Protection

In the course of their employment, staff may have access to confidential information relating to pupils and their families, or to the general business of the School, and they are required to exercise due consideration in the way in which they use such information. A strict code of confidentiality must always be respected and followed. The School is registered as a Data Controller with the Information Commissioner's Office (ICO) for the purposes of UK General Data Protection Regulation (UK GDPR) and staff must not at any time use the personal data held by the School or disclose such data to a third party. Staff should not act in any way which might be prejudicial to the School's interests.

Child Protection at St Edward's

St Edward's is committed to safeguarding and promoting the welfare of children and young people and we aim to create and maintain a safe environment for our pupils, where they feel respected and supported. We expect all staff to share this commitment and to become familiar with our policies and procedures for child protection and security. It is a requirement of the Children Act and Care Standards Regulations that all employees of the School must receive enhanced clearance from the Disclosure and Barring Service.

Health and Safety

The School is obliged, so far as is reasonably practicable to provide safe and healthy conditions and safe systems of work for all employees which prevent risk to health, safety and welfare. You are required by health and safety legislation to take reasonable care for your own health and safety and for the health and safety of others. Employees must not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare in pursuance of any of the statutory provisions.

About the selection process

The deadline for applications is noon on Monday 5th February. First round interviews will take place during the week beginning on Monday 19th February, with second round interviews during the week beginning on Monday 26th February. School Governors will be involved in the second round of interviews. Preliminary online interviews may be conducted on Thursday 8th and Friday 9th February. The interview process will include an observed lesson.

Candidates should send a covering letter addressed to the Warden and a completed application form by email to wardenpa@stedwardsoxford.org. Application forms can be found on the School website: www.stedwardsoxford.org. For further information or for an informal conversation about the role, please contact Claire MacKenzie, the Warden's PA, by email (wardenpa@stedwardsoxford.org) or by telephone (01865 319 323).

For external candidates, references will be taken up after the short-listing process, unless the candidate explicitly requests a delay. Online and social media checks will also be made at this stage.

The interviews will seek to assess how well the candidate meets the requirements of the post and will include an assessment of the candidate's suitability to work with children. Any discrepancies or anomalies in the application form will be addressed at interview. As part of the verification process, a candidate's present and past employers may be contacted, whether their name is given as a referee or not.



ST. EDWARD'S
OXFORD

St Edward's School, Oxford OX2 7NN
www.stedwardsoxford.org