

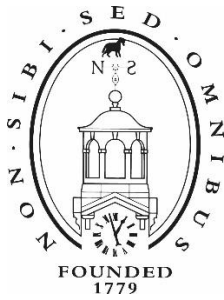


Ackworth School

Deputy Head Pastoral

Information for application

Ackworth School, Pontefract Road, Ackworth, Pontefract, Wakefield, WF7 7LT



Welcome from the Headmaster

Dear Candidate

This is a post that would suit an ambitious educator who aspires to eventual headship. Ackworth is a vibrant Quaker school with excellent and committed staff who help to maintain our formidable reputation for academic learning and pastoral care.

The current post holder has been appointed as the Head of an independent school in the north of England. We seek a committed, energetic educator, willing to go beyond the call of duty with an absolute desire to champion children and help staff. You must have a good understanding of boarding, particularly through having led a boarding house, and experience of competitive sport with an appreciation of the value of team work and discipline in modern society.

Anton Maree

The History of Ackworth School

Ackworth School was founded in 1779 by John Fothergill on behalf of The Religious Society of Friends (Quakers) and the School Committee (or Board of Governors) is still accountable to this body. The School was established for Quaker boys and girls and the Quaker Christian ethos, with its emphasis on quiet reflection and the search for God within oneself and within others, lies at the heart of the School. We are the oldest co-educational boarding school in the UK.

Our school motto is:

“Nom Sibi Sed Omnibus”

(not for oneself but for everyone)

We encourage our pupils to be mindful of the Quaker testimonies of simplicity, trust, simplicity, peace and sustainability. Quakers believe that their lives are about kindness, peace and tenderness. They are generous with their commitment to causes and to others; they listen carefully so that they can help where needed; they speak plainly to avoid mistakes and to hold witness to the value of truth. They believe that it is what we are rather than what we do.

What is it like at Ackworth today?

It maintains its ethos and traditions and is still governed by the Society. The school is academically non-selective and provides an excellent range of facilities and extra-curricular opportunities throughout both the junior and senior schools.

There are currently 310 students in the senior school 11-18 and 150 in Coram House (Junior School 3-11). Approximately one quarter of the senior students are boarders. The School also has an International Studies Centre providing academic English Language programmes. The school is set in beautiful grounds in the village of Ackworth and enjoys excellent transport links to nearby towns and cities such as York, Leeds, Harrogate and Wakefield. The Dales and the Peak District are just over one hour away. We are also a HMC school and a member of IAPS.

Our pupils do not just come to Ackworth for this added value, we also recognise the importance of preparing the next generations for an evolving and increasingly competitive global marketplace. To do this we focus on developing the individual character of every child, and during their journey with us, we aim to cultivate vital life skills through building relationships amongst the pupil body and teachers alike. We want our pupils to develop a prepared mind for life beyond school. This requires confidence, resilience and compassion, all built up over a period of time, and in a variety of ways, both within and beyond the classroom.

At Ackworth we pride ourselves on being completely inclusive. Our pupils are free to develop their individuality and it is one of the things that makes us special. We have a specialist Autism Resource and some of our pupils from there access mainstream lessons. They do so without fear of feeling different but in addition to this their fellow peers learn to accept them as part of their class. Our pupils support each other. We operate a system of family dining whereby our

tables consist of a mixture of age groups. You will find a first year sitting with a sixth former every day. They form friendships; the younger children feel supported; it breaks down barriers.

Indeed, a higher than average proportion of our pupils have special educational needs and this is supported and nurtured at all levels of the school. As a non-selective school, our exam success demonstrates that we really do work hard to ensure that as many of our children succeed to a level that maximises their capabilities and talents. Without the support of all of our committed staff, both teaching and support, we would not be able to achieve this progress and added value.

We want teachers who believe in our purpose as educators and are proactive in immersing themselves in school life during term time. We would like them to role model the qualities we hope to instil in our pupils throughout their journey from the nursery through to the end of the Sixth Form. Teachers are expected to take part in the extensive extra-curricular programme and can choose to offer an activity that they are passionate about. This includes our weekday programme as well as weekend boarder activities.

Our New Deputy Head (Pastoral)

The School Committee (Governors) is seeking to appoint a well-qualified honours graduate to lead, consolidate and develop the Pastoral care in the School. The successful applicant will have sympathy with and support the Quaker values and ethos of the School. The Deputy Head (Pastoral) will play a key role in the Senior Management Team (SMT), contributing to policy, planning and development.

The job description outlines in more detail what are expectations are in relation to skills, experience and knowledge.

Aims and Ethos

- To develop a well integrated and self-disciplined community, with an international dimension, in which the values of Quakers are seen to underpin the school.
- To help all pupils to progress at a pace appropriate to their age, aptitude, interests and ability, to achieve the best external examination results of which they are capable and to leave school equipped to lead a full and responsible life in the adult world.
- To provide, and encourage the use of, the widest possible range of opportunities, e.g. sporting, creative and recreational, outside the formal curriculum.
- To help pupils to grow in self-respect and to appreciate and enjoy the benefits of good health.
- To encourage pupils to consider others before self, to look for the good in people and to be honest and trustworthy at all times.
- To encourage service to others within and beyond school.
- To provide, in conjunction with parents and guardians, care and support for pupils as they develop and mature.

School Results and Achievements.

A Level	2018	2017	2016
Pass rate	96.3%	98.1%	95.2%
Grades A* - B	55.9%	54.9%	56.5%

GCSE	2018	2017	2016
Pass rate A* - C	86.1%	85.6%	80.5%
Grades A* - B	70.2%	71.5%	65.7%

Job Description

Job Title	Deputy Head (Pastoral)
Date	September 2018
Department	Senior School
Reports to	Head

Purpose of the Role

The position of Deputy Head Pastoral (DHP) is one of significant importance and responsibility. As a member of the school's Senior Management Team (SMT), the DHP has a vital role to play in both the strategic development of the School and in particular its pastoral provision, alongside day-to-day management. It will involve leading the pastoral provision of the school in both a proactive and reactive manner; shaping the way in which the school provides its pastoral care both in the future and on a day to day level, managing the pastoral teams to provide a positive, secure and happy environment for the boarding and day community where every pupil can flourish. The DHP will work with the pastoral teams to ensure outstanding levels of pastoral care in the boarding and day communities.

The DHP will have overall responsibility to the Headmaster for all aspects of boarding and day pupil pastoral care, policy and procedure, including ensuring compliance with ISI requirements. This will require the effective use of resources within the School, the ability to understand and motivate the different pastoral teams while striving continually to improve the standards of daily life and achievements of the boarding and day pupils.

The DHP is the lead Designated Safeguarding Lead (DSL) within the school and has responsibility for the safeguarding training of all staff, keeping up to date with policy changes at national, regional and local level. The DHP will be a driven individual with aspirations to ultimately lead a school; a committed team player with a collegiate and collaborative approach, together with an ability and willingness to create a working environment in which staff are empowered to take decisions.

Departmental Information

The Deputy Head (Pastoral) is a member of the SMT. The role reports to the Head and has the support of a secretary.

All welfare related roles such as the School Nurse and all counsellor/mental health positions report to the Deputy Head.

The role also has direct responsibility for both boarding house parents, the Sports Centre Manager and the PE department.

Main Tasks and Responsibilities

Strategy and Leadership

Take a collective leadership responsibility for maintaining a culture of purpose, discipline and ambition in the senior school.

Member of the Senior Management Team.

Provide leadership of the ISI inspection process.

Draft pastoral, behavioural and boarding policies and consultation papers pertinent to the senior school and contribute to those with a whole school implication. Present such papers to the Senior Management team and School Committee meetings.

Produce and maintain an up to date Staff Handbook with links to all school policies. Ensure that senior managers and School Committee are aware of current ISI requirements.

Report to meetings of School Committee (Governing Body) by preparation of papers or in person as required to provide updates on Boarding, Discipline, Wellbeing, Welfare, Sport and SEN. Liaise with the Clerk of Compliance.

Design, outlay, present, drive forward and embed into the culture of the school a fresh pastoral provision.

Operations:

Lead the tutorial system including the allocation of tutors and pupils to forms.

Act as Line Manager for the Senior Year Tutors, Sports Facilities Manager and liaise with external instructors, i.e., TTE, Pontefract Squash Club, YTA.

Contribute to the planning, appointment, and welfare of staff.

Oversee the induction programme for pupils and staff.

Liaise with and manage the School Medical Staff and Counsellor and ensure that the provision meets the ongoing requirements of the school.

Clerk (Chair) meetings of School Year Group Councils, Boarders' Council and Food Committee.

Co-ordinate Prizes and Awards.

Maintain and develop the Staff Handbook, Boarding Handbook, House Handbooks, and Pupil Organiser

Oversee the construction of the School calendar, including beginning and end of term arrangements and staff duty rotas

Share in SMT reading and checking of pupils' reports.

Undertake midweek and weekend duties as part of senior staff responsibilities.

With senior managers, organise staffing of key activities and events; be a presence on the campus and at school events. Oversee, advise, assist and direct the Senior Year Tutors as necessary in the planning and timing of the key events in the school year.

Advise and line manage aspects of the Senior Year Tutor role with regard to pupil management and day to day organisation.

Oversee the suppliers of School Uniform.

Act as Secretary to the Parent/Staff Association

Pupils:

Investigate and manage significant disciplinary incidents

Advise the Senior Year Tutors on matters pertaining to pupil discipline and progress.

Advise and support all middle and senior managers in dealing with pupils and their parents.

Manage all major disciplinary incidents (temporary exclusions) with assistance from the Senior Year Tutors and Boarding House parents, as appropriate.

Interview prospective pupils, as appropriate liaising with parents/agents where necessary.

Monitor pupil behaviour patterns.

Liaise on a regular basis with the Head of Autism Resource.

Staff:

Participate in both junior and senior school teaching appointments by advising the Head, assisting with shortlisting, arranging and conducting interviews as required.

Advise Houseparents on house issues.

Appraise the work of Senior Year Tutors.

Arrange with the DH(P) Secretary for the induction and training of all staff, including Matrons and other house staff and oversee arrangements for staff training: first aid, health and safety and child protection.

Oversee pastoral INSET and induction arrangements.

Organise and oversee the safeguarding induction of new staff and committee members.

To implement the pastoral systems via clear communication to all pastoral teams and to ensure that communication of the School's pastoral ethos and values are clearly disseminated through all School literature and the website.

Review job descriptions for pastoral roles.

Undertake regular evaluation of staff progress towards agreed improvement objectives through the School's appraisal, performance management and line management policies, practices and procedures.

Boarding:

Monitor and evaluate the needs of the fabric of the boarding houses and day areas and liaise with the Bursar.

Promote boarding within the School and at primary school and feeder school level, in conjunction with the Head and Marketing Department.

Through marketing and PR, help to create and develop a boarding strategy that works with existing markets and explores new markets both within the UK and abroad. Assist the international marketing of the school by being prepared to travel to fairs.

Safeguarding and Welfare:

Ensure that all staff are appropriately trained in safeguarding procedures, through a rolling staff-training programme and annual INSET.

Ensure that all pupils are made aware of who they can speak to if they have a problem of any kind.

Be the first point of contact for parents, pupils, teaching and non-teaching staff and external agencies in all matters of child protection. Keep parents informed of action undertaken under these procedures in relation to their child.

Co-ordinate the safeguarding and child protection procedures in the School.

Monitor the keeping, confidentiality and storage of records in relation to child protection.

Maintain links with the LADO (Local Authority Designated Officer) and other external agencies.

Monitor records of pupils in the School on the Child Protection Register (CPR) to ensure that this is maintained and updated as notifications are received and liaise with other professionals to ensure that children on the CPR are monitored.

Ensure regular updates on national policy are implemented within the School's Safeguarding and Child Protection Policies.

Ensure School policies related to the pastoral system are followed by all staff and that all staff are held accountable for their implementation and success.

Ensure that any changes in ISI guidance are implemented and rolled out to the School community and the School is 'inspection ready'.

Ensure that all safeguarding issues are appropriately escalated to the necessary external agencies and meticulous paperwork is maintained regarding all safeguarding incidents.

Produce termly reports for the safeguarding representative of school committee and report back to Committee Meetings.

Ensure all public areas are kept up to date with appropriately labelled posters informing pupils, staff and parents of the available contacts for safeguarding matters.

Meet termly with the School's Independent Listener, to ensure that policy and training needs are up to date.

Hold regular meetings with House staff to monitor the progress of the boys/girls and general pastoral or welfare issues in the House.

Create a cohesive, overarching strategy, putting in place a programme that seeks to help pupils to be literate about their mental health, and to make informed choices about their emotional and physical wellbeing.

Raise awareness of issues around mental health and related illnesses.

Learn the signs to look out for and giving advice for pupils to be able to support themselves and seek help.

Create an inclusive environment that does not discriminate against pupils facing mental health challenges, but instead seeks to find ways to promote emotional literacy, resilience, optimism, generosity, appreciation, healthy physiology, social connection and growth mindset.

Teaching:

Teach a moderate timetable per week.

Provide support to the PE department in games and PE. (desirable)

Person Specification

Educational Attainment

Good honours degree, PGCE or equivalent

Essential Experience

Previous boarding experience as a House Master/Mistress

Pastoral experience particularly in dealing with safeguarding issues.

Desirable Experience

A co-educational background

Experience of a specialist SEN function or working closely with SENCO at either Junior or Senior school level or both.

	<p>Experience of setting school strategy/school development planning.</p> <p>Participation in sport at a competitive level.</p>
<p>Knowledge and Experience</p> <p>The post holder will have worked in teaching roles whilst taking on Boarding duties to the level of being responsible for either girls' or boys' boarding in either a UK or international school.</p> <p>They will have a number of years' experience involved in safeguarding at various levels and be knowledgeable about all aspects of safeguarding including recruitment and staffing as well as pupils.</p>	
<p>Essential Skills</p> <p>Kindness, patience and a good sense of humour;</p> <p>Leadership qualities, including energy, resilience and the ability to enthuse, motivate and inspire others;</p> <p>A genuine interest in and strong commitment to the wellbeing of pupils academically, emotionally and socially, and the development of the whole person;</p> <p>Excellent inter-personal and communication skills with teachers, pupils and parents;</p> <p>Proven expertise as a classroom teacher in a specialist subject;</p> <p>Approachability, accessibility and flexibility;</p> <p>Excellent administrative, organisational and IT skills.</p> <p>Ability to play and coach at least one team sport.</p> <p>Empathy for the Quaker ethos</p>	<p>Desirable Skills</p> <p>Relevant post graduate qualifications</p> <p>Qualified Teacher Status</p> <p>DSL qualification</p>

Core Competences

Learning and Teaching: - Planning, Subject Knowledge, Pedagogy, ICT, Assessment and Feedback

Professional Conduct and Development

Outside the Classroom

Leading the Team

Administration

Health and Safety

Ackworth School is committed to safeguarding and promoting the welfare of children and young people. All staff and volunteers are therefore expected to behave in such a way that supports this commitment.

Recruitment Process

Applications

The position of Deputy Head (Pastoral) is a full-time position within the school. The role is vacant from the 1st January 2019 but it is anticipated that the successful candidate will be available to commence employment from the beginning of the summer term.

The salary for the role is dependent on experience and discussed at interview. It is expected that the post-holder will live on site. A house is provided as an essential requirement for the role and is therefore, rent free. All utilities are provided as a taxable benefit.

We have an excellent catering facility and this provides all meals during the working day. Staff have access to well being support and an independent listener.

We welcome all staff to have their own children educated at Ackworth and we provide a remission on fees from the junior school through to the sixth form.

If you feel that you can meet the above requirements, please submit a letter of application along with the Ackworth School application form to the Head. Only applications containing the requested information will be considered.

Applications should be sent to:

Mr Anton Maree
Ackworth School
Pontefract Road
Ackworth
Pontefract
WF7 7LT

Or by email to: recruitment@ackworthschool.com

Phone: 01977 611401

Closing Date: Thursday 27th September 2018 midday.

Interviews: Stage 1 - Wednesday 10th October 2018
 Stage 2 – Tuesday 16th & Wednesday 17th October 2018.

Applicants should read carefully the application procedure – guidance for applicants, Safer Recruitment policy. Our recruitment privacy notice is available on our website.

Ackworth School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974 and all applicants will undergo child protection screening, including checks with past employers and an enhanced DBS and Barred list check with Disclosure and Barring Service.

Ackworth School is an equal opportunities employer.

Contact

Mr Anton Maree
Head
Ackworth School
Pontefract Road
Ackworth
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WF7 7LT



Tel: +44 (0) 1977 611401

Email: recruitment@ackworthschool.com

