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**Head of Pastoral Care**

**Hazelwood School**

Hazelwood is a flourishing non-selective, independent co-educational Prep School for boys and girls between the ages of 4 and 13 years of age with a linked Nursery and Early Years site catering for children from 3 months to 4 years. The school is fast approaching 600 strong across both sites. Its pupils enjoy some amazing facilities including the Baily Building (opened in September 2016) and our brand new agile learning space, The Box. The Prep School is set within 25 acres of countryside with far reaching views towards the Ashdown Forest and the South Downs beyond. The nearest town, Oxted, is less than one mile away and has excellent mainline rail links into London. The M25 and Gatwick Airport are also easily accessible. Further details about the school can be found on the [www.hazelwoodschool.co.uk](http://www.hazelwoodschool.co.uk)

Hazelwood is proud to be a school where we work fearlessly and tirelessly to provide the best education platform for our pupils to bounce from. A school where we actively seek external inspiration for our pupils, an outward looking school with an awareness and active involvement in the world, a school of forward thinking educators who have an unshakable belief in the potential of every child. A school of balance.

We are excited to be recruiting for a newly structured Senior Management Team, from September 2019, who will be working closely alongside one another and the Head, promoting and providing the highest quality of education for our pupils. As an inspiring practitioner, with a keen interest in the all-round development of young people, you will be happy to be part of a team, but willing to take the lead as necessary; championing the vision of the school.

Please do come and visit us to see what we are all about!

**Head of Pastoral Care**

The successful candidate will be passionate about outstanding pastoral care. They will be responsible for the welfare of all the children in the school, and the overall administration and oversight of pastoral provision. They will also be a key figure in the safeguarding provision of the school and a member of the DSL team. Their discretion and integrity will be crucial and they will be able to lead by example, committed to maintaining the ethos of Hazelwood for the staff and children.

They will have strong experience of the Prep-School age group, ideally to include EYFS. They will maintain very high standards and expectations in teaching up to 13+ Common Entrance or equivalent level.

In addition to their management roles, SMT members, are expected to play a full part in the life of the school by being involved with sport or other activities, and supporting school events such as concerts, plays and fixtures. Currently no specific subject specialism is required. It is likely that a reduced teaching timetable will be available.

This vacancy might suit candidates who already have experience of such a post, or individuals seeking a first management role. Salary will be according to experience and the successful candidates will be placed on the Hazelwood School Leadership Salary Scale. The usual Teachers’ Pension is currently in operation.

**Job Description**

**Head of Pastoral Care (HoP)**

The HoP reports directly to the Head and Deputy Head and will be responsible for:

* Taking responsibility for the pastoral care of all pupils
* Overseeing child protection, safeguarding, welfare and safety issues, including external referrals and safeguarding training for new staff
* Overseeing school discipline, conduct, rules and regulations
* Contributing to staff development policies in relation to:

The induction of new and newly qualified teachers and other staff

The provision of professional advice and support and the identification of training needs

* Informing Form Tutors, the Deputy Head and the Head about issues with individual pupils
* Keeping Form Tutors and, as required, the Deputy Head, or Head informed of all rewards and sanctions which have been initiated in accordance with school policies
* Keeping abreast of school rewards lists to ensure a fair system
* Being responsible for Staff Induction, arrangements, policy, practice and the relevant handbooks
* Chairing all pastoral and welfare meetings, taking minutes and ensuring the correct information is shared with the relevant stakeholders in conjunction with the Deputy Head
* Having a significant role in the induction of new pupils including the allocation and monitoring of the ‘Buddy’ system
* Ensuring that all staff and pupils are aware of the relevant Codes of Conduct and

implementing any activities that enhance the school environment

* Liaising with parents and staff on concerns with individual pupils. Follow up of any concerns as necessary
* Monitoring and evaluating pupil behaviour and conduct throughout the school
* Leading by example as a teacher and as a manager, ensuring and achieving high standards of pupil behaviour, discipline and motivation, presentation and pride in the school.
* Supporting staff in the development and implementation of behavioural management and initiatives
* Setting appropriate expectations for staff and pupils in relation to standards of pupil’s behaviour and conduct, establishing clear targets for improving and sustaining pupils’ behaviour and welfare.
* Overseeing and implementing an exciting and inspiring House system inclusive of whole school house events.
* Chairing a half termly whole school pastoral meeting in conjunction with the Deputy Head, taking and distributing minutes and outside of this forum, maintaining regular liaison between staff and Head, communicating ideas and suggestions
* Organising the leavers programme in conjunction with Head of Organisation
* Preparing the school for the pastoral elements of Inspection
* Keeping all relevant policies up to date and compliant

As a key member of the School Management Team, the HoP is expected to be fully conversant with all school policies and to play his/her part in promoting good conduct among pupils, both within departments and throughout the School.

**Professional Standards**

The successful candidate will be expected to:

* Support the School Promise to uphold the ethos and expectations of the school community
* Treat all members of the school community with respect and consideration
* Treat all pupils fairly, consistently and without prejudice
* Set a good example to the pupils in terms of appropriate dress, punctuality and attendance
* Participate fully in the school’s extracurricular programme
* Take responsibility for personal professional development within the school’s CPD programme
* Attend all departmental and staff meetings as required
* Attend Parents’ Evenings
* Contribute fully to the SEF and the 3-year plan
* Undertake any other duties that may be reasonably assigned by the Head

**How to apply**

Applications should be submitted online via the TES. The personal statement with the application from should contain the candidate’s reasons for applying for the post and mention the qualities which he/she feels able to bring to the role.

**The closing date for applications 5pm on Monday 14th January 2019**

Long-listed candidates will be invited for interview in the week beginning 21st January 2019.

Final interviews will be on Friday 25th or Saturday 26th January 2019.

All references will be sought prior to interview.

Hazelwood School is committed to Child Protection and the successful candidate will be required to obtain an enhanced DBS Certificate through Hazelwood, prior to starting work.

The school will reimburse all reasonable travel costs incurred.