



## **Deputy Head, Pastoral**

### **THE SCHOOL**

The Royal Masonic School for Girls (RMS) is an exceptional independent girls' school of circa 1000 pupils aged 2 to 18, approximately 100 of whom are boarders, and with over 300 teaching and support staff. The school has a deserved reputation for excellent pastoral care that is focused on each individual. We are situated on a beautiful 200-acre parkland site in Rickmansworth, Hertfordshire. The school is comprised of Ruspini House Pre School (ages 2-4), Cadogan House Pre-Prep and Prep School (ages 4-11), RMS Senior School (ages 11-16), and Hind House Sixth Form (ages 16-18).

### **THE ROLE**

The Deputy Head, Pastoral is responsible for leading the pastoral care and pupil support in Senior School at RMS, and for supporting the Head of Hind House in the pastoral care of sixth-form pupils. This is an SLT position that reports to the Head of Senior School. The post holder will work closely with the Senior School SLT and the Heads of Year to ensure that the highest standards of pupil wellbeing, behaviour, learning and academic attainment prevail.

The Senior Leadership Team (SLT) of Senior School meets regularly to discuss matters of routine and general school policy in an atmosphere of confidentiality and collective responsibility. All members of the SLT are expected to have a knowledge of relevant issues affecting schools nationally and within the independent sector, and to contribute to discussions relation to planning and the development of policy.

The Deputy Head, Pastoral has broad operational and strategic responsibility for the pastoral management of Senior School, and for its development. The post holder has overall responsibility for the development and implementation of policy and practice, and is the School's Designated Safeguarding Lead (DSL). The Deputy Head, Pastoral will play a key role in establishing key strategic pastoral goals for the School, and in extending the School's reputation for outstanding pastoral care and values-led education.

The Deputy Head, Pastoral has line management responsibilities for the following staff: Heads of Year; Deputy DSLs; Director of Boarding; Health Centre; Chaplain; Senior School Counsellors and Head of Life Skills. They also work closely as DSL with the Head of Sixth Form, Cadogan House and Ruspini House in order to ensure

consistency and progression of provision. A key responsibility will be to lead the Heads of Year and tutor team in Years 7-11 to ensure the effective development and delivery of the School's pastoral provision.

The Deputy Head, Pastoral is responsible for the co-ordination, delivery, and monitoring of the highest standards of safeguarding, well-being, and pastoral care, and for the promotion of good relationships between home and School, liaising with parents, local educational establishments, and the broader community to develop supportive relationships. It is a role that requires first-rate leadership and management of staff and pupils, and excellent communication with all stakeholders.

In addition, the post-holder may be asked to advise on any matter of school policy, procedure or routine beyond the remit of this Job Description, and to inform the Head of significant developments, problems or opinions on any matter from any relevant source.

This Job Description should be seen as enabling rather than restrictive; it will be subject to regular review.

## **JOB SPECIFICATION**

The main areas of responsibility which attach to the position of Deputy Head, Pastoral are set out below:

### **Safeguarding**

Acting as the School's Designated Safeguarding Lead, and performing all of the functions associated with that role, including (but not limited to):

- Being the main point of contact within the whole school for safeguarding and child protection, receiving and acting upon any reported concerns. This includes ensuring that the completed paperwork is accurate, correct, fully completed and reviewed as necessary and stored in a secure and safe place.
- Implementing, promoting and regularly reviewing the school's Safeguarding and Child Protection Policies and Procedures.
- Ensuring all staff are familiar with and adhere to the Safeguarding and Child Protection Policy, knowing the procedures to follow and who to go to should the need arise.
- Leading the training of staff (and other relevant parties, such as governors). Ensuring all relevant information around Safeguarding and Child Protection is communicated to the staff team.
- Ensuring that relevant staff attend external training.
- Providing support, advice and guidance to any staff on an ongoing basis on any specific safeguarding issue as required, and promoting best safeguarding practice at all times.
- Reporting to the Board of Governors on matters relating to safeguarding, and undertaking an annual review of safeguarding.
- Ensuring that the School fulfils its responsibilities under the Prevent strategy.
- Keeping abreast of developments and understanding the latest information on data protection, confidentiality and other legal issues that impact on the protection of children, including attending appropriate regular training and ensuring all staff have appropriate and up to date training.

- Monitoring regularly (along with the DFO and HR) the Single Central Register.
- Reporting on an ongoing basis to the Head of Senior School in relation to all matters regarding safeguarding.
- Advocating the importance of Safeguarding and Child Protection to parents, staff, volunteers and pupils.
- Ensuring that when on leave or absent from work for any significant period, that the role of DSL is suitably covered by the Deputy DSL team and/or Head of Senior School.

### **Pastoral Leadership**

- Working closely with the Deputy Head, Academic and SLT to support the Head of Senior School in ensuring the smooth running of the Senior School.
- Leading on all pastoral matters across the Senior School, and ensuring that RMS remains an exemplar of best practice in relation to pastoral care, equality, and inclusion.
- Ensuring that RMS teaching staff are not just aware of mental health first aid, but that over time they are increasingly confident in their use of this with pupils.
- Line management of the Pastoral team, including the HoYs, Form Tutors, Health Centre, School Counsellor, School Chaplain; leading these pastoral teams, ensuring both consistency of approach and the professional development of those team.
- Overall management of HOYs and Form Tutors, ensuring that their work reflects the values, ethos and behaviours of RMS.
- Ensuring the smooth organisation and highest standards of tutoring, allocating tutors in Years 7-11 as required, and overseeing the pastoral work of Heads of Year and tutors.
- Meeting with Heads of Year regularly to discuss their year groups, and supporting Heads of Year to maintain standards and excellence in tutoring.
- Updating and ensuring the effective implementation of key policies (e.g. anti-bullying, safeguarding).
- Ensuring appropriate systems for monitoring pastoral matters, and sharing information as required across staff (with due regard to confidentiality).
- Chair the Pastoral Board and Heads of Year meetings.
- Attend, and provide reports for, relevant pastoral governor sub-committee meetings.
- To actively participate in SLT management meetings.
- To lead the Assembly programme in Senior School.

### **Pupil Well-Being, Standards, and Behaviour**

- Ensure that the pastoral welfare and mental health of all pupils remains of the highest standard, and that pupil well-being is the foremost priority of all staff.
- Working with Heads of Year and relevant colleagues to ensure that the Induction programmes for new pupils are supporting all of their needs and is implemented successfully.
- Manage and oversee all pupil discipline and sanctions in Senior School, and support the Heads of Year in cases of serious breaches of discipline, including carrying out the serious disciplinary procedures as necessary and maintaining discipline records.
- Manage pupil rewards and the system to monitor and evaluate these results to ensure that they are being used consistently and fairly.

- Ensure that pupils take pride in their appearance and being members of the School (particularly at formal events), and taking the lead in ensuring the uniform standards are upheld;
- In conjunction with the Head of Senior School, taking charge of any issues which might involve the Head's decision to suspend or expel.
- To monitor and to keep records of our provision, send letters to parents and coordinate providers
- Being the key link to statutory agencies (e.g. Social Care or Police) during and following any formal investigations that may have to take place. This includes maintaining confidential records of reported cases, action taken, liaising with the statutory agencies and ensuring they have access to all necessary information.

### **Digital Safety**

- Ensuring the School's use of IT and future development of it gives due consideration to pupils' digital safety.
- Working with the Heads of Year, the Head of Life Skills and other relevant staff to ensure that pupils are appropriately educated on matters of digital and on-line safety.
- Ensuring the School's system of sanctions and policies is consistent with best practice in relation to on-line activity and digital safety.

### **Registration and Attendance**

- Monitoring child attendance, including non-attendance, accidents logs, pre-existing injury reports, concern forms and incident forms to exclude any possible child protection issues. Ensure any relevant information is recorded and acted upon accordingly.

### **Parental Partnerships and Education**

- To liaise and consult with individual parents and outside agencies as appropriate.
- Building ongoing strong relationships with parents, in part through developing and implementing a programme of communication and education for Senior School parents to assist them in supporting their daughters pastorally, but also through small group and one-to-one support

### **Strategic Vision**

- Retaining oversight of the implementation of relevant parts of the RMS Strategic Vision and School Development Plan, and reporting to the Head of Senior School or Head of RMS on this as required.
- Engaging with staff in the ongoing implementation and development of the School's strategic planning in relation to all relevant pastoral matters.
- Strategic direction, planning and implementation (with Heads of Year, and the Head of Boarding) of the pastoral curriculum, including Life Skills, Assemblies, Tutor time and the Induction programmes for new pupils.

## **Life Skills, SMSC, and Fundamental British Values**

- Overseeing the development of tutoring and Life Skills programmes, to ensure a full, consistent and coherent programme of pastoral development as pupils move through the School.
- Working with the Head of Life Skills to ensure that the School's programme of PSHEE and SMSC is consistent with statutory guidance and regulations.

## **Financial Management**

- Working within agreed budgets and budgetary systems in relation to the fulfilment of all elements of the Job Description.
- Ensuring financial efficiency and value-for-money in all school activities related to this Job Description.

**In addition, as a member of SLT, the Deputy Head, Pastoral is expected to undertake the following general responsibilities:**

- To assist in the recruitment and selection of new staff.
- To undertake teaching as required (in accordance with the JD for teachers)
- To advise on the construction of the school calendar

*This job description and specification does not define in detail all responsibilities. This is in addition to duties and responsibilities set out in the job description for a general teacher. The responsibilities and activities in the job description may be varied to meet the changing demands of the School at the reasonable direction of the Head of RMS.*

## **PERSON PROFILE**

The holder of this post will demonstrate a commitment to child protection and the promotion of a safe environment for children and young people to learn. They will have enthusiasm and enjoy working within a team with all members of the School community, showing commitment to the School's support and promotion of Equal Opportunities as well as demonstrating empathy with pupils and adults and their understanding of it being 'all about the pupils and all for the pupils'.

## **PERSON SPECIFICATION**

### Qualifications and attainments:

- Qualified Teacher
- Evidence of continuing professional development
- Relevant and up to date DSL training

### Experience and skills:

The following experience/ skills are essential:

- Experience of working successfully in a senior leadership capacity in a pastoral role.
- Experience of working at a strategic level, creating a vision for the pastoral side of school and for the future development of the school

- Significant experience of leading a team successfully
- An innovative thinker who can promote and implement new ideas and initiate change by influencing and motivating 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
- Experience of managing child protection issues,
- Substantial experience of working with pupils from Year 7 through to Sixth Form and a good understanding of the issues / pressures on girls of this age
- Experience of dealing with challenging situations
- Exceptional communication skills, to different audiences, both orally and in writing, for a range of purposes
- High-level organisational skills, including the ability to manage a demanding workload
- Evidence of a successful teaching career; a superb classroom practitioner
- Proven IT skills

### Personal Attributes:

The successful holder of this post will need to demonstrate that he/she:

- Demonstrates a genuine empathy with pupils and adults alike
- Has enthusiasm and stamina, with a positive outlook and attitude
- Has the ability to be flexible, to maintain high professional standards, and to remain calm under pressure
- Ability to manage the many demands on time and energy
- Demonstrates confidentiality and sensitivity, as appropriate
- Has an understanding of, and an empathy with, the aims and ethos of The Royal Masonic School

### **DISCLOSURE AND BARRING SERVICE**

The School is a “Registered Body” under the provisions of the Police Act 1997 because employment at the School involves access to children under the age of 18. This post will require an Enhanced Disclosure and Barring check from the Disclosure and Barring Service (DBS) before an offer of employment can be confirmed.

### **SAFEGUARDING CHILDREN**

The post holder’s responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact, will be to adhere to and ensure compliance with the School’s Safeguarding Policy Statement at all times. If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School s/he must report any concerns to the Head.

### **REVISION OF JOB DESCRIPTION**

According to the development and requirements of the School, Job Specifications will need to be reviewed and updated periodically, after consultation with the Job Holder.