



**Appointment of Assistant Head (Pupil Development)  
Upper School  
To start in September 2020**

The role presents an exciting opportunity to help shape the pastoral development of over 1200 pupils at a leading independent co-educational day school. The Assistant Head (Pupil Development) position is a new role being created with effect from the 1<sup>st</sup> September 2020.

Public exam results regularly place The Perse in the top 20 schools nationally and in a typical year over 40 pupils will receive Oxbridge offers. The Perse is a very special school which is both traditional and innovative, academic and caring, flexible and structured, industrious and fun. All teachers and pupils are required to demonstrate 3D excellence in contributing to the academic, pastoral and extra-curricular life of the school. Our values shape what we do and how we do it. Alongside endeavour and scholarship we promote balance, wellbeing, perspective, and valuing one another and our environment.

The post holder will need to be emotionally intelligent with excellent communication skills. This is a job for a proactive and hands-on leader who is able to juggle multiple demands on their time and keep a sense of perspective. The Assistant Head (Pupil Development) will need to be effective with both big picture strategy and small detail operations with a commitment to excellence and continuous improvement. The new post will strengthen the leadership and management of the pastoral team and further develop positive links with parents.

The Assistant Head (Pupil Development) is a member of the Perse's 3-18 Senior Leadership Team, and will deputise for the Deputy Head (Pupil Development and Welfare) at Upper Executive Leadership Team (ELT) meetings as appropriate.

The Upper ELT consists of the Head, Senior Deputy Head, Deputy Heads, Bursar, Director of ICT and Director of Business Development with the Director of Communication, Registrar, and Director of HR attending as required.

The 3-18 Senior Leadership Team consists of the Upper ELT plus the Head of the Junior Division, Pelican Head, Pelican and Prep Deputy Heads, and the Upper Assistant Heads, Section Heads and relevant Directors.

For full details about the School and how to apply using the School's online application form please visit <http://www.perse.co.uk/job-vacancies/>

**Job Description: Assistant Head (Pupil Development)**

**Accountability**

The Assistant Head (Pupil Development) is ultimately accountable to the Head through the Senior Deputy Head but day to day accountability will be to the Deputy Head (Pupil Development and Welfare). The post holder will play a key role within the pastoral team, working closely with the Deputy Head (Pupil Development and Welfare), Assistant Head (Pupil Welfare), pastoral tutors, Heads of Year, Section Heads, Senior Tutors and Chaplain in delivering high quality pastoral care.

The portfolio of the combined pupil development and welfare team includes the following key school functions:

- Responsibility for proactive and reactive pastoral care for all the pupils in the school;
- Setting standards and monitoring pupil behaviour and discipline, oversight of pupil investigations and the sanctions and rewards structure;

- Responsibility for Child Protection and Safeguarding;
- Oversight of the Student Council, Pupil Voice, Anti-bullying Ambassadors and the Green Team;
- Coordination of pupil surveys;
- Oversight of the PSHE curriculum and the delivery of spiritual, moral, social and cultural education through assemblies and tutorials;
- Responsibility for pupil registration and attendance in conjunction with the Attendance Officer, Tutors, Year Heads and Section Heads;
- Liaising with the Perse Parents' Association and seeking ways to enhance the parent experience at events and through effective communications such as the Parent Portal and Perse Post;
- Developing pupil leadership opportunities; supporting the Prefect Coordinator;
- Oversight of School Uniform, including the supply, affordability and maintaining pupil standards of attire;
- Organisation of Tutorial Evenings and the coordination of pastoral themed seminars for parents in conjunction with the Perse Parents Association;
- Responsibility for the awarding of Colours and Awards, including the organisation of Speech Day and end of term prize winner assemblies.

The precise boundaries between the Deputy/Assistant Head in the discharging of these responsibilities will be open to some discussion in respect to the particular skills and experiences of the successful candidate. It is also hoped that the post holder can be given some exposure to the full range of roles so that they can be developed towards deputy/headship in the future.

However it is envisaged that the successful candidate will primarily be tasked with the following:

### **Supporting Parents**

- Be the liaison point with the Perse Parents' Association (PPA). Attend committee meetings and support PPA, pastoral, fundraising and social activities, such as pastoral talks and the Christmas Fair
- Work with the Communications team to ensure the parent portal, Perseposts and other parent communications are accurate, clear, timely and relevant.
- Further develop the advice we give to parents on wellbeing and pastoral matters.
- Take overall responsibility for the content and operations of Tutorial evenings, liaising with Section and Year Heads.

### **Pupil Leadership**

- Line manage and regularly meet with the Prefect coordinator and support the prefects in their roles.
- Line manage and regularly meet with the Anti-Bullying Coordinator and support the Anti-bullying ambassadors in their roles.
- Line manage and regularly meet with the Pupil Voice Coordinator and support the Student Council and Green team in their roles.
- Organise pupil awards including colours/end of term awards and Speech Day.
- Organise gap year scholarships and travel awards.
- Attend a timetabled meeting with Deputy Head (Pupil Development and Welfare) each cycle.
- Attend and contribute to Pastoral Team meetings.

### **Pupil disciplinary investigations**

- Take on pupil serious disciplinary cases where necessary and carry out investigations, liaising with police, the School's legal advisors, Children's social Care and other agencies where appropriate.

## **Curriculum**

- Teaching throughout the school in a manner appropriate to pupils' ages and abilities.
- Assessing and recording pupils' progress in accordance with departmental and school policies.
- Preparing pupils for university applications in related subjects.
- Attending and contributing to departmental meetings.
- Developing and sharing teaching and learning resources.
- Monitoring the work and progress of pupils, including those with specific learning needs.
- Maintaining professional skills through INSET and our Professional Development programme.
- Exploring innovative ways of delivering ICT through the curriculum to enhance Teaching and Learning.

## **Extra-curricular and pastoral**

All teachers at The Perse School are required to be a form tutor and contribute to the extra-curricular programme, alongside their academic teaching. These (3D) elements of a teacher's role are fundamental to working at the school and are embedded in our core values. Teachers are required to:

- Contribute to the extra-curricular life of the school through Games, the Enrichment Programme or other appropriate commitment.
- Be a form tutor.
- Contribute to the PSHEE or Emotional Wellbeing programme.

## **Safeguarding**

- Promoting and safeguarding the welfare of all children and young persons and caring for those for whom you are responsible and with whom you come into contact.

## **Person Specification: Assistant Head (Pupil Development)**

### **Qualifications**

- High Class Honours Degree.
- PGCE desirable but by no means essential.

### **Personal competencies and qualities**

The ideal candidate will be someone:-

- Who is pastorally astute, caring and emotionally intelligent.
- With excellent written and oral communication skills.
- Who is a good judge of situations and processes, and who listens well and reflects on information and advice.
- Who has already held a middle-management post, ideally of a pastoral nature.
- With the ability to get on well with a population of unusually gifted and independent-minded pupils, parents, and staff with the right balance of sensitivity, humour, flexibility and decisiveness.
- Able to motivate and inspire others – both colleagues and pupils.
- With the ability to manage both the big picture and small detail.
- With a considerable work-rate and high degree of accuracy and administrative efficiency.
- With the PR skills, gravitas and public speaking talents needed to represent the School on public occasions.
- With diplomatic skills to deal with potentially contentious parental, pupil, staff and public concerns.
- With a creative, imaginative and positive approach to problem solving.
- With a generosity of spirit which accepts that there will be a significant amount of out-of-normal-hours work to be done.
- And with the resilience, perspective and stamina needed for all of the above.

## **Review**

The job specification will be reviewed biennially as part of the professional development cycle. Any changes may only be made by agreement with the Head and Deputy Head (Pupil Development and Welfare)

The Assistant Head (Pupil Development) will be a full member of the 3-18 Senior Leadership Team (SLT). As such they will be expected to attend Senior Leadership Team meetings, which are used for school management and professional development purposes.

## **Timetable**

The School operates to a ten-day timetable cycle, consisting of 80 periods. Most members of staff teach about 58 periods per cycle including games and enrichment sessions. All new members of staff receive training and induction and the post holder will receive a significant period remission for this role. An office and appropriate administrative support will also be given.

## **Salary**

Full details about the School, its locality, salary, teacher benefits and staff profiles can be viewed at the school website: <http://www.perse.co.uk/job-vacancies/>. This is an important senior role and a commensurate salary package will be offered.

## **Applicants without formal teaching qualifications or experience**

Applicants without formal teaching qualifications will be considered for this position. However, we would expect the successful applicant to have relevant experience and skills.

## **2019 ISI Inspection Report**

The Pelican, Prep and Upper were inspected during the spring of 2019. The inspection report can be viewed at <http://www.perse.co.uk/about-us/our-approach/inspection-reports/>

## **Applications**

Applications are to be made using the School's **online application form**, available from the School website <http://www.perse.co.uk/job-vacancies/>

Any queries regarding the application process should be directed to the HR Co-ordinator at [recruitment@perse.co.uk](mailto:recruitment@perse.co.uk).

## **Safer Recruitment**

The Perse School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post including: references from previous employers, a Disclosure and Barring Service check at the enhanced level, as well as eligibility to work in the UK (in compliance with UK immigration regulations). Interviews will be conducted in person, and they will explore candidates' suitability to work with children.

## **Recruitment Policy**

The School's Recruitment, Selection and Disclosure Policy and Procedure is available for your information on the School website.

## **Interviews**

Candidates will be invited to spend time at the School and to meet the Head and Deputy Heads.

The closing date for applications is 23<sup>rd</sup> January at 12.00pm, but applications will be considered as they are received. The Perse School reserves the right to make an appointment before the closing date and interviews will be arranged from the 27<sup>th</sup> January to 7<sup>th</sup> February.

Daniel Cross  
Senior Deputy Head  
January 2020