



# SILCOATES

Independent education for boys and girls aged 3-18

## **DEPUTY HEAD (PASTORAL)**

**for September 2018**

**CANDIDATE INFORMATION PACK**



## From The Headmaster



Thank you for your interest in this post.

I have been the Head of Silcoates since September 2017, having been Deputy Head (Academic) at Reading Blue Coat School and, before that, Head of History and Politics at Highgate School, Head of History at Colston's Girls' School and a History and Politics teacher at Whitgift School. Having never had internal promotion, I have had to progress in my career through moving schools. I therefore know from first hand that applying for – and getting – Deputy Head posts is not easy and so I would like to thank you in advance for the time and effort it will take to complete an application.

I have hugely enjoyed my time at the School so far: it is a lovely community with friendly, dedicated staff and able, enthusiastic and courteous pupils. The information on the School within this pack will hopefully give you more of a flavour of this. Our new website is due to be launched later this month and so please do not view our current version as representative of who we are and what Silcoates has to offer! In terms of the management of the School, one of my earliest decisions has been to reorganise the Senior Leadership Team (SLT). The reformed SLT will comprise the Headmaster, Senior Deputy Head (Staff), Deputy Head (Academic), Deputy Head (Pastoral), Head of the Junior School, Director of Admissions and the Bursar. There is currently no Deputy Head (Pastoral) as such and so the postholder will have an opportunity to stamp their own ideas and personality upon it.

My intention in reshaping the SLT is so that each member has a clear role and responsibility for a major area of school life. Not only does this enable there to be transparency and accountability but I hope that each person will possess enough autonomy for them to innovate and implement new ideas within their remit. That said, I also believe passionately in teamwork and already feel that the SLT is working in a collegiate fashion under my leadership.

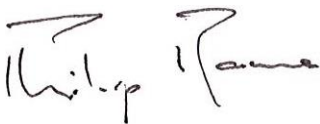
The Person Specification will hopefully give you a clear idea as to the qualities we are looking for in the successful candidate. I have certainly benefitted a great deal from the range of experience I have had to date; someone who has knowledge of a variety of roles and schools will therefore be at an advantage. I also consider flexibility to be key, with the ability to adapt to a variety of roles and requirements. I value highly people who are able

to finish the job in hand: successful school leadership requires not just an ability to devise solutions to problems but also an ability to deliver change – and then to re-deliver if at first it does not succeed. Lastly, personal qualities will be an important consideration. Being on the SLT is a great deal of fun but it can be tough at times and so an ability to be honest within the team, and to seek or offer help where it is needed, will be vital.

I would also strongly encourage those from outside the immediate area to apply. Having moved around the country quite a bit, I have been struck by the friendliness of the Wakefield area. It is also very affordable, particularly in terms of housing costs, and Silcoates offers generous fee remission for children of staff who attend.

I hope that you are excited by this new opportunity at Silcoates and that, having read the information below, you are encouraged to apply. I appreciate that this could be big step for you, both personally and professionally, and so do please get in contact with me via my PA, Carol Woodhead – at [head@silcoates.org.uk](mailto:head@silcoates.org.uk) – so that we can have an informal conversation on the telephone if you would wish. Please also get in touch if you would like to arrange a visit prior to applying.

With best wishes,



Philip Rowe  
Headmaster



## **OVERVIEW OF SILCOATES SCHOOL**

Silcoates is a co-educational 3 to 18 school of 560 pupils, which seeks to bring out the very best in every pupil through instilling in them a love of learning and a willingness to seize every opportunity they are given. Whilst many of our pupils begin their life at Silcoates in the Junior School, others join aged 11 and 16 (and at many points in-between!). This continuity serves to embed the skills and qualities that make our pupils enthusiastic and effective learners. It also ensures that they develop strong and life-long friendships with their peers. New pupils to the School are given an especially warm welcome and they soon feel valued members of our community.

Whilst we are academically selective, the pupils have a broad range of abilities and needs and thus we have a curriculum that becomes increasingly flexible as pupils develop their own strengths and aptitudes. The most academic will succeed at Silcoates – in 2017, one of our Sixth Form leavers went to Cambridge, three went to Durham and four went to medical school – but all our pupils are given the opportunity to fulfil, or even exceed, their academic potential. Indeed, 90% of our UCAS applicants last year achieved places at their first choice universities on the back of their academic success. At GCSE, 94% of grades were at C or above, with 47% at grade A\* or A. 24 of the 55 pupils in Year 11 achieved 5 or more A\* or A grades. All bar one of the pupils achieved at least a C grade in English Language and Maths and all bar two gained 5 A\* to C grades.

The breadth and variety of our curriculum is matched by the range of activities on offer outside the classroom. Having all the School on one site enables the pupils in the Junior School to benefit from the vast array of facilities on offer, from the all-weather playing surface to the indoor swimming pool to the fully-equipped Drama Studio. In the Senior School, pupils are given numerous opportunities to get involved, both within and outside the curriculum. These become enshrined in the Silcoates Diploma, which is a formal recognition of a pupil's commitment.

Sport and exercise are important features of life at Silcoates. Boys are introduced to our core sports of rugby, hockey and cricket in the Junior School and, due to our size, most have the opportunity to play for the School throughout their career. In 2017, our 1st XV made it to the semi-final of the NatWest Vase competition at the home of Saracens RFC. Girls are equally as competitive in hockey and netball. Recent tours have included the US and Canada, Italy and South Africa. We passionately believe that sport is for all and so alternative options are available, such as basketball, tennis and badminton, with the emphasis being as much on participation and development as on achievement.

All pupils are given every encouragement to express themselves in the full range of artistic activities. This is certainly in evidence in the Junior School, where the children have the chance to sing, paint and perform on an almost daily basis. Pupils throughout the school have the opportunity to excel in Art and are also able to study Photography at A Level. Music is thriving, not least due to our modern and well-equipped specialist facility. Drama is thriving: recent productions have included 'Oliver!', in which almost almost a fifth of the

School participated, and 'The Lion, the Witch and the Wardrobe'. 'Grease' is going to be produced in February 2019.

Pupils of all ages have the opportunity to push themselves way beyond their comfort zones through going on trips and expeditions abroad. The Duke of Edinburgh's Award Scheme is very well established at the School and several pupils achieve Gold every year. 'Grit' and determination are also evident on our biennial expedition to Tanzania, when senior pupils have the opportunity to participate in the life of a rural village, whether that be through refurbishing a school or educating the children. Such activities are life-changing and many pupils look back on them as one of their highlights of their time at Silcoates.

The principal accolade that many parents and former parents afford the School is that it is a warm and welcoming community and that their children make friendships here that last them a lifetime. It is certainly true that there is not one 'type' of Silcoatian and that the School endeavours whenever possible to focus on an individual's needs, whether they be academic, co-curricular or social, to ensure that that everyone feels encouraged, safe and happy. Our pastoral system enables every pupil to have a close relationship with their form teacher or tutor and, in the Senior School, their Head of Year. We also have a full-time Chaplain and School Nurse, who are both on hand to offer advice and care.

Not only do we care for one another, we also acknowledge the good fortune we have been given to be part of Silcoates. All pupils take part in a large number of charitable activities throughout the year. In 2017, we were given the Yorkshire Society Community Award for raising more than £50,000 across the year. In our regular acts of worship, which are broadly Christian, we seek to imbue each and every member of our community with a sense of mission to help others. Humility and a sense of responsibility are traits we wish to see at the heart of all Silcoatians.

### Further Information

The school's November 2016 ISI Inspection report is available on our website. We are delighted that ISI have captured the essence of our school and our commitment to continuous improvement.

### Location

The school is located five minutes from Junction 41 of the M1 motorway and ten minutes from Junction 30 of the M62 motorway. A daily coach service, covering six routes, is provided for pupils living slightly further afield. Our postcode is WF2 0PD.



## **JOB DESCRIPTION**

The role is a key part of our Senior Leadership Team (SLT), along with two other Deputy Heads. The postholder is responsible for overseeing child protection and safeguarding, pastoral care, pupil discipline and well-being, in order to ensure the provision of a safe, caring, friendly and stimulating environment. He or she will work closely with other SLT colleagues, the Heads of Section, the School Nurse and the Chaplain, as well as individual staff members, to promote the pupils' well-being. The Deputy Head (Pastoral) needs to be visible around the school and must continually review and improve our pastoral provision, maintaining excellent standards and supporting all pastoral staff.

The successful candidate will have extensive pastoral experience and be able to display responsibility for whole school initiatives in the past. They must be able to demonstrate that they are an effective team member and experienced leader, who can help to promote pastoral care within the School. This is a wide-ranging role encompassing all areas of school life and it is essential that the post holder is a strategic thinker, capable of winning the respect of the pupils, staff and parents.

Principal responsibilities of the role include:

- The School's Designated Safeguarding Lead (DSL).
- Line management of the Heads of Section (Heads of Sixth Form, Upper School (Y10-11) and Middle School (Y7-9)), the Head of PSHEE, the School Nurse, the Chaplain and the Head of Safeguarding and Welfare (who is currently the DSL).
- Responsibility for behavioural strategy development and monitoring.
- Investigation and management of serious behavioural incidents.
- Leadership of staff training in relevant safeguarding and pastoral areas.
- Liaison with local statutory bodies as required.
- Development and ownership of anti-bullying strategies and monitoring.
- The promotion of e-safety throughout the school community.

- Oversight of strategies to promote pupil retention.
- Pastoral target-setting and monitoring.
- Production and analysis of data to support further school improvements.
- Management and oversight of PSHEE, working with the Head of PSHEE.
- Management and oversight of careers and work experience, working with Head of Careers and Heads of Section.
- Induction and on-going monitoring of new pupils.
- The allocation of pupils to Houses, Tutors and Tutor bases.
- Tutor training.
- Co-ordination and management of attendance and registration processes.
- Co-ordinator of co-curricular activities, including target-setting and monitoring.
- Oversight of the Silcoates Diploma (our School's initiative to recognise and record pupils' co-curricular activities and out-of-school achievements).
- Management of student planners.
- Contribute to management of Open Mornings, including allocation of pupils to activities.
- Participation in wider SLT duties and whole school initiatives, such as charring meetings, attendance at governors' meetings and participation in CPD and performance management initiatives.

### **PERSON SPECIFICATION**

The successful candidate will possess, and be able to demonstrate, the following:

- A professional, welcoming and engaging style.
- Experience of successfully leading and managing a team.
- An excellent classroom practitioner, keen to adopt different teaching methods, ideas and strategies.
- A strong knowledge of, and interest in, pastoral care, safeguarding and welfare.
- A creative thinker, able to discern solutions to problems and then to implement them.
- Experience in successfully delivering whole school initiatives, particularly strategies and policies in the areas of safeguarding, pastoral care and behaviour management.
- An ability to command respect from pupils whilst remaining approachable.
- Diplomacy, integrity and a capacity to persuade others to accept and adopt different methods and approaches.
- A high level of productivity and an ability to complete tasks promptly and according to deadlines.
- Effective, and proven, leadership and management skills.
- A willingness to participate in co-curricular activities.

## **KEY INFORMATION**

- The start date is 1<sup>st</sup> September 2018 (although attendance at the INSET days on Thursday 30<sup>th</sup> and Friday 31<sup>st</sup> August is expected).
- The Deputy Head (Pastoral) will be expected to teach approximately 22 55-minute periods a fortnight (out of a total of 60). The appointment will be made regardless of subject specialism.
- The salary for this position will be between L14 and L17 on the Leadership Group Pay Range for England and Wales.
- Service with the School is pensionable in accordance with the Teachers' Pension Scheme.
- Children of full-time members of staff are entitled to 50% fee remission, subject to satisfying the usual entry criteria.
- School lunch is provided free of charge during term time.

## **PROVISIONAL TIMETABLE**

### **Monday 5<sup>th</sup> February 4.00pm**

Closing date for applications.

### **w/c Monday 26<sup>th</sup> February: Long List interviews**

Candidates will be invited for a full day in School, in which they will be given a tour of the School, meet with members of the SLT, have lunch with a group of pupils and have an interview with the Headmaster.

### **w/c Monday 5<sup>th</sup> March: Short List interviews**

Two or three candidates will progress to the Short List interviews. Candidates will be required to give a short presentation, followed by questions, about an aspect of pastoral care with the School and then have a full panel interview, in which one or more Governors will also be participating. They will also undertake a written exercise.

## **APPLICATION PROCEDURE**

**All applications must be submitted using the School's Application Form, which should be downloaded from our website and returned via email. Please include an accompanying letter in support of your application.**

Silcoates School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.