



PATE'S GRAMMAR SCHOOL FOUNDATION & THE RICHARD PATE SCHOOL ("the School")

Deputy Head Pastoral

Information pack

About Us

The Richard Pate School is owned and operated by Pate's Grammar School Foundation. It is a successful independent day school for 3-11 year olds. We offer children a broad education in purpose built facilities, including large, modern classrooms, a specialist Art, Languages and Science block and excellent sporting facilities. The School has an impressive record of admissions to both grammar and independent schools, with 52% moving on to grammar schools and a large number gaining scholarships to independent schools. The School also provides a broad education in sport, art, drama and languages and a varied extra-curricular programme as well.

Vacancy Details

This is a full-time post for an experienced, dedicated practitioner to work with the Headmaster and other members of the Senior Leadership Team from September 2023. The successful applicant would lead pastoral care throughout the School along with other essential duties relating to compliance and safeguarding. As with all our Senior Leadership Team the Deputy Head Pastoral will also have responsibility for a Key Stage 2 class. The post will see the successful candidate working closely with the Headmaster, Deputy Head Academic, Head of Pre-Prep and Bursar in ensuring the daily running of the School as well mapping the future strategic direction. Along with the Deputy Head Academic the successful candidate would be asked to deputise for the Head when necessary.

To be successful in this role you must be:

- Qualified with QTS and have experience of teaching a range of subjects in KS1 and/or KS2.
- An outstanding classroom practitioner focused on raising standards and supporting the pastoral care and individual needs of every pupil.
- Experienced as Designated Safeguard Lead (DSL) or DDSL or be prepared to undergo training for the role.
- Experienced in leading a team of professionals towards a shared vision and prepared to be immersed fully into school life.
- Capable of communicating effectively with pupils, colleagues and parents.
- Respectful of the School's aims and values.

In return we offer a positive working environment with supportive colleagues and regular opportunities for professional development and training. We expect all our staff to engage in pedagogical reflection and development, and to contribute to ongoing improvements in learning and curriculum design and delivery.

Job Description

To co-ordinate all aspects of pastoral care for pupils, parents and staff to ensure the continued well-being of all members of the School community. This will involve leadership on all aspects of pastoral care, safeguarding and discipline in line with the School's aims and objectives.

A. Teachers' Standards

In addition to the School's general requirements and key responsibilities set out below, Teaching Staff must also have regard for the Teachers' Standards which are integral to the School's appraisal system.

B. Key responsibilities

- To create, update and implement all policies, procedures and practices related to pastoral care, safeguarding and discipline and to take on relevant roles including Designated Safeguarding Lead. Update policies generally against government statutory guidance and ISI regulations. Ensure all relevant policies are available in the staff handbook and on the website.
- To organise training for staff and trustees in regards to safeguarding and specifically annual updates to Keeping Children Safe in Education (KCSiE). Prepare, deliver and mark quiz for checking if staff/Trustees have read the relevant sections of KCSiE.
- Report to Trustees annually on pastoral and safeguarding matters and meet regularly with the Trustee designated for Safeguarding within School.
- To co-ordinate the delivery of pastoral care, safeguarding and discipline for pupils through the Pastoral Leads and form teachers. Attend meetings with form teachers and/or Pastoral Leads for difficult pastoral or discipline challenges and related meetings with parents.
- To work alongside the Headmaster and Bursar in recruitment, appointment and induction of new staff (teaching and non-teaching) through Safer Recruitment.
- To create the timetable for all teaching staff and teaching assistants in the Juniors in conjunction with the Deputy Head Academic.
- To create and monitor the duty rota for Junior staff each year.
- To arrange any cover required for teachers or teaching assistants on a daily basis or longer term. That will include any internal cover or organising of external supply.
- To organise and coordinate lunchtime supervisors in the Juniors and support the Head of Prep with the lunchtime supervisors deployed there as well.
- To support the Headmaster in setting and delivering strategic targets for pastoral care.
- To set and review the School's arrangements for sanctions and rewards through House points, the Commendation Book, the Achievement Board, etc.
- To monitor the effectiveness of the weekly Pastoral Meetings for both Prep and Junior Departments.
- To oversee the PSHEE Curriculum as subject leader and oversee E-safety within the curriculum as well.
- To deal with outside agencies in regard to safeguarding and welfare issues e.g. MASH, Local Authority, Social Services, etc.
- To deliver a weekly assembly to the Junior Department and deputise for the whole school assembly if the Headmaster is unable to do so.
- To undertake other reasonable duties or requests as requested by the Headmaster.

All responsibilities outlined in this job specification are subject to review and change from time to time.

C. Desirable but not essential

ISI Inspector for Compliance or Educational Quality

Person Specification

Qualifications and experience

- Qualified to degree level (or equivalent), holding QTS in the appropriate subject and age range
- Applicants must have experience teaching KS1 and/or KS2
- Management experience at a senior level
- Experience of working with children across the ability spectrum
- Relevant training and professional development

Knowledge and understanding

- Understanding of primary education
- Up to date knowledge of the characteristics of high-quality teaching and the main strategies for improving and sustaining high standards of learning and achievement for all pupils
- Thorough understanding of current education policies and practice, in particular relating to Safeguarding and Health and Safety
- Knowledge of the Independent Schools Standards Regulations (ISSRs)
- Working knowledge of ICT both in supporting children's learning and effective management of pastoral issues
- Understanding of the local market and competition

Skills

- Able to teach pupils of all abilities and ages to a high standard, utilising creative classroom teaching skills to promote excellent pupil progress
- Promote the School's aims positively and use effective strategies to enthuse pupils with a love of learning
- Create a happy, challenging and effective learning environment
- Innovative in approach to teaching and learning
- Able to review, understand and apply the ISSRs applicable to the School
- Able to run effective and efficient meetings in the absence of the Head
- Effective at problem solving and prioritising of competing needs
- Able to bring teams of people together to work collaboratively
- Able to see the big picture but manage the small detail

Personal characteristics

- Excellent sense of humour
- Professional in approach and appearance
- Strong interpersonal skills to effectively communicate with staff, parents and pupils
- Good team player, willing to make a full contribution to the work of the School
- Well organised, highly motivated and comfortable with using own initiative or working in a team
- Committed to the protection and safeguarding of children and young people
- Understands and is willing to uphold, the core values of The Richard Pate School
- Well organised with high expectations of achievement and behaviour
- Able to manage challenging situations with calm, rational thought
- Well respected and trusted by colleagues

In return, we offer you

- Talented and dedicated colleagues with inspirational team spirit
- Children who are enthusiastic to learn, with outstanding behaviour
- A supportive and nurturing ethos which will help you fulfil your potential
- A strong commitment to on-going professional development and lifelong learning.

Salary Scale

Teachers pay is set with reference to National Pay Scales as published from time to time but the School is not obliged to replicate the National Pay Scales or to award the same pay increases as are awarded nationally. The pay for this position would be commensurate with qualifications and experience.

Safeguarding

We are committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo Child Protection screening appropriate to the post, including checks with the Disclosure and Barring Service.

In addition to an assessment of their ability to perform the duties of the post applied for, candidates invited to attend for interview should expect further discussion relating to safeguarding and promoting the welfare of children.

Further Information

Up to date information including policies may be found on our website, **www.richardpate.co.uk**.

Should you wish to discuss any of the detail contained within this information pack, please contact the Headmaster.

How to Apply

To apply, please download an application form from our website. Please post completed forms to the following address:-

Mr R. MacDonald
Headmaster
The Richard Pate School
Cheltenham GL53 9RP

Or e-mail to: rmacdonald@richardpate.co.uk

Applications must be received by 12:00pm on Monday 6th February 2023.

Interviews will be held on **Thursday 16th February 2023.**

NB: CVs will not be accepted in place of an application form, but may be submitted as additional supporting documentation.

The Richard Pate School is an equal opportunities employer.

Pate's Grammar School Foundation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. And is an equal opportunities employer. In accordance with the DfE's Keeping Children Safe in Education 2022, references will be sought on all short-listed candidates prior to interview, and online checks undertaken.