

# CANDIDATE INFORMATION

## Deputy Head Pastoral



DOVER  
COLLEGE



THINK DIFFERENTLY. THINK DOVER COLLEGE.

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## BACKGROUND

**Dover College is a thriving co-educational day and boarding school in Kent educating over 300 pupils, a third of whom are boarders.**

The College was founded in 1871 by local businessmen as a school principally for the local children but has since developed an international pupil base. Dover College was one of the first schools considered a “Public School” as evidenced by its inclusion amongst only twenty-five other such schools in the first edition of the Public Schools’ Yearbook published in 1889. Dover College maintains the original characteristics of its inception – a school which caters not only for a broad range (both academically and socially) of local pupils, keeping its fees affordable to achieve this, but also caters for a significant minority of pupils from overseas. It is a school with an ethos based in regular worship in Chapel in the Church of England traditions and this reinforces the ethos of friendliness and openness that is now well established – it is very much part of the value of a Dover College education. Dover College has nearly always had a Junior School of some description, first at Westmount on the Folkestone Road and more recently opening a new Junior Department in 2001 and in 2011 opening on the same site as the senior school when it was re-named ‘The Junior School’. In September 2019, the Junior School was renamed ‘The Prep School.’

We are very much a family school, catering for pupils from age 3 to 18. Many of our pupils have siblings at the school, and in some cases their

and as a result pupils are remarkably tolerant and understanding of one another. It is important to us that every child is valued within our community. Good academic results are not enough: we seek to provide young people with the necessary skills and self-confidence to become well-rounded, balanced adults who will make a positive contribution to those around them. We expect pupils and staff to be sympathetic to our Christian ethos and values, although we welcome and value those of other faiths too.

Our new connected curriculum, has recently had a root-and-branch review as part of the College’s development plan, Project 150 and is creative, well planned, wide ranging and enriching. Its balance and focus on individual development helps us to stimulate an enquiring mind, establishing key skills and a wealth of experience in our pupils that will be of great benefit to them for the future. The College gains outstanding results at A-Level and BTEC with excellent value-added results at GCSE. We understand that a well-rounded education is about more than what happens in the classroom or on the sports field, and that is why we offer and encourage our pupils to participate in a wide variety of outstanding extra-curricular opportunities. Dover College enjoys an excellent reputation for a broad range of sport, games and other activities and opportunities. We seek to stretch the most able, whilst providing opportunities for all pupils to undertake an activities programme which aims to provide them with enjoyment, confidence, skills and fulfilment.



Music forms a pivotal role in all that we do, and the school has a choir and music school that encourages pupils to express themselves through music. We offer after-school care for day pupils until 17:30 and work hard to ensure that our boarders are given all the opportunities they need to have experiences that are full and varied. We believe that providing such opportunities helps to develop self-esteem, and encourages important life skills such as leadership, teamwork, commitment and determination, as well as cultivating a sense of duty and understanding of others. What happens outside the classroom also has a positive spin-off in lesson time, helping to engender an ethos of mutual respect between teachers and pupils. The successful candidate will be expected to contribute to current activities and initiatives and to develop new ones.

Candidates are encouraged to clearly celebrate their conventional, and unconventional interests on their application. Appointments will be made subject to a full DBS check and the receipt of satisfactory references.

For more information, please visit: [www.dovercollege.org.uk](http://www.dovercollege.org.uk)

## JOB DESCRIPTION

Dover College is looking to appoint a new Deputy Head Pastoral from September 2020.

Reporting to the Head, the Deputy Head Pastoral is responsible for all pastoral matters and works closely with the Head to ensure that the highest standards of behaviour, learning and academic attainment prevail across the College and in maintaining and extending the College's reputation for outstanding pastoral care, values-led education and extra-curricular success and participation.

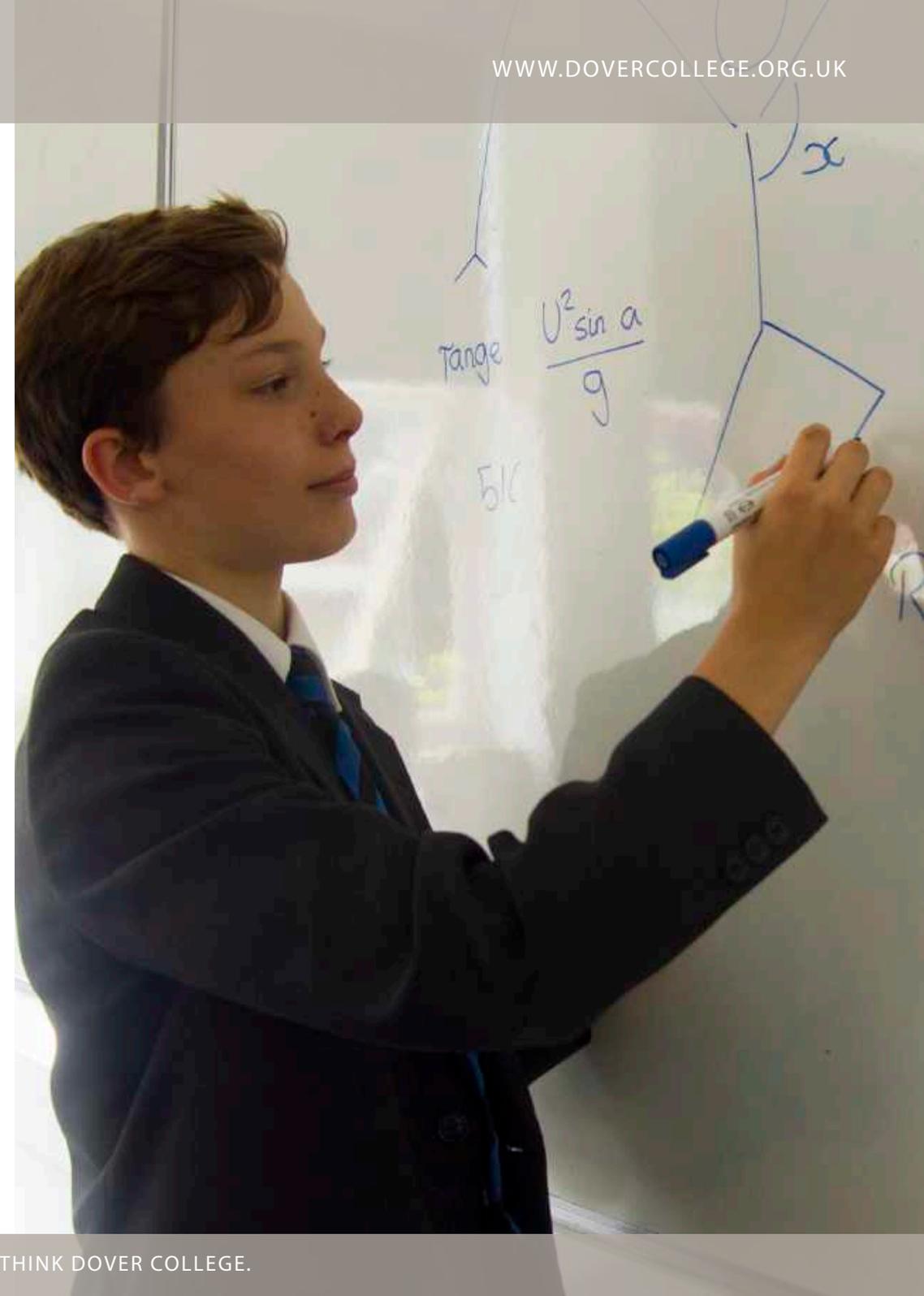
The Deputy Head Pastoral will work with the Head and Deputy Head Academic to establish key strategic goals for the College, which will themselves be set within the framework of the Development Plan. He/she will work closely with Senior Housemaster/mistress (SHSM) to ensure the effective development and delivery of the College's pastoral and extra-curricular provision. The post holder will also work closely with Senior Staff to ensure coordination and consistency of provision across the College.

The Deputy Head Pastoral will report directly to the Head, keeping him/her informed of any significant issues relating to the behaviour, performance or progress of the College and its pupils.



## General

- The Deputy Head Pastoral's main responsibility is the College's pastoral care, ISI preparation and providing line management and leadership to the Housemasters/Housemistresses (HSMs) and linked staff;
- Required to liaise with the Senior Staff at Dover College to ensure the consistent implementation of policies and common operational objectives;
- Responsible for all ISI Inspection preparation and compliance in liaison with the PA to the Headmaster, the HR department, the Bursar and fellow members of the safeguarding team.





## Safeguarding

- The Deputy Head Pastoral is the Designated Safeguarding Lead (Designated Person for Child Protection and Safeguarding) for the entire school. In this role, he or she will undertake Level 3 safeguarding training at two-yearly intervals in addition to any other training or accreditation required by law or suggested by best practice;
- Ensure that the College and its entire staff remain committed to safeguarding and child protection; and that all members of staff have appropriate training and guidance to ensure that they are equipped to discharge their responsibilities in this respect;
- The post holder will ensure the College's Safeguarding and Child Protection Policy is updated and reviewed annually;
- Identify thresholds for intervention and record a rationale for school decision making;
- Be able to keep detailed, accurate, secure written records of concerns and referrals;
- To identify training needs to ensure appropriate safeguarding training is in place for all staff and training records are maintained;
- Make referrals to the Local Authority under 'Children Missing in Education' requirements;
- Where children leave the College, ensure their child protection file is transferred securely to the new school within statutory timescales, separately from the main pupil file, and taking responsibility for ensuring that reasonable steps are taken to effect secure transit and for obtaining confirmation of receipt from the new school;
- Provide appropriate safeguarding induction training for new staff, volunteers and Governors to provide them with the relevant skills and knowledge to safeguard children effectively;
- Work closely with the Deputy Designated Safeguarding Lead.



## Pastoral Care

- The Deputy Head Pastoral has overall responsibility for the pastoral care of the College's day, boarding and weekly boarding pupils. He or she will discuss any significant issues with the Head at the earliest opportunity and agree with him appropriate strategies for their resolution;
- In liaison with the SHSM, responsible for all pupil discipline within the College;
- Oversight of the Personal and Social Health Education provision within the College;
- Provide leadership to the pastoral staff (including the HSMs, Assistant HSMs and Tutors, with whom regular meetings will be held);
- Line Manage the Senior Pastoral Staff.

## Discipline

- The Deputy Head Pastoral will be responsible for ensuring that the highest standards of discipline are maintained. He or she will work closely with the Head to ensure that incidents are dealt with in the most appropriate way in order that the College's Behaviour Policy is implemented consistently and effectively;
- Have the authority to determine levels of appropriate sanction up to, but not including, exclusion, although in normal circumstances significant decisions would be made only after the Head has been consulted and an agreed response determined.

## Pupil Involvement & Leadership

- The Deputy Head Pastoral will take a lead role in the creation of opportunities for international students to integrate with pupils from Dover College;
- Ensure that appropriate opportunities exist for pupils to become involved in leadership activities and for the views of pupils to be reflected in decision-making and development planning;
- Liaise with HSMs on the appointment of Prefects and the Heads of School, alongside planning and running their training and development;
- Oversee the School Council;
- Responsible for overseeing pupil pastoral feedback.





## Trips & Excursions

- The Deputy Head Pastoral will organise residential trips and day excursions, ensuring a variety of educational, cultural and sporting opportunities are offered to the pupils;
- Oversee the Educational Visits Co-ordinator for the College and will review risk assessments for each trip and excursion;
- Ensure that feedback from each trip and excursion is obtained to monitor their efficacy and popularity.

## Health & Safety

- The Deputy Head Pastoral has oversight of Health and Safety issues within the College, including those relating to risk assessments, fire regulations and works and maintenance issues. He or she will work closely with the Bursar and the Estates Manager, who has overall responsibility for Health and Safety within the College.

## College Organisation

- The Deputy Head Pastoral will have general responsibility for the extra-curricular activities;
- Planning the yearly College calendar with the Head and the Head's PA;
- Oversight of supervision arrangements, ensuring that all areas of the College are appropriately supervised by members of staff;
- Involved in the Professional Development and Review procedures undertaken at the school;
- Oversight of the scheduling and organisation of sanctions, including detentions;
- Oversight, in conjunction with the Deputy Head Academic of assemblies, chapel services and evening events;
- Planning and oversight of major College events, in conjunction with the Bursar.



## Staff Recruitment

- The Deputy Head Pastoral is responsible for the recruitment and management of the College's Gap Students and liaises with the SHSM over their appointment;
- Undertake safer recruitment training, and support the College in achieving best practice in recruitment and selection of staff;
- Participate in interviews for new staff and assume full responsibility for ensuring that questions around safeguarding demonstrate the applicant's ability to identify suspected abuse/harm, report concerns and fully appreciate safeguarding vigilance within an educational setting;
- Responsible for the safeguarding induction of all staff.

## Regulatory Compliance & Contingency Planning

- The Deputy Head Pastoral will work with the Head, Bursar and other Senior Members of Staff to ensure that the College fully complies with all its regulatory obligations;
- Preparing and maintaining documentation for an ISI inspection;
- Working with the Head and other Senior Staff to ensure that appropriate disaster contingency and critical incident plans are in place.

## Meetings

The Deputy Head Pastoral will attend meetings including:

- Flagging, Staff Meetings, SMT, HSMs and any other meetings as directed by the Head;
- Pastoral meetings with Tutors and HSMs;
- Weekly Safeguarding meetings with the Deputy Designated Safeguarding Lead.

## Report Writing & Other Publications

- The Deputy Head Pastoral will share with the Head responsibility for oversight of the pastoral (Tutor and HSM) end of term reports on all pupils in the College;
- Oversight of the end of term newsletter.





## JOINT AREAS OF RESPONSIBILITY

### With the Deputy Head Academic

- Prize Giving and other major events;
- INSET organisation;
- New Staff induction;
- Beginning and end of term arrangements;
- Assemblies;
- Contingency planning;
- Regulatory compliance.

### As a Member of the Senior Management Team

- ISI inspection preparation;
- Development planning;
- Leadership/membership of working groups as directed by the Head;
- Disciplinary issues;
- Support for School routines and events;
- Responding to pupil and parental concerns relating to academic and other matters.

## How to Apply

The closing date for applications is Monday 24th February at 9am GMT.

In order to apply, please visit the Dover College website where an application form can be downloaded. Please send this with a comprehensive CV and covering letter which sets out your interest in the role and encapsulates the aspects of your experience relevant to the required criteria, to [headmaster@dovercollege.org.uk](mailto:headmaster@dovercollege.org.uk). Please include the names and addresses of two referees.

The College is an equal opportunities employer and is committed to safeguarding and promoting the welfare of children and young people and expects all members of staff and volunteers to share this commitment. Appointments are subject to satisfactory enhanced DBS clearance and satisfactory employment references which the College will endeavour to take up prior to interview. Dover College reserves the right to close applications early and make an appointment at any stage.



Dover College 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 checks with past employers and the Disclosure and Barring Service.

### Additional information

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed, or any duties that may be reasonably required by the Head according to the normal practice of an independent college. In allocating time to the performance of duties and responsibilities, the post holder must use directed time in accordance with the College's published timetable.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once every two years (as part of the appraisal process) and it may be subject to modification or amendment at any time after consultation with the holder of the post. The School undertakes to provide appropriate induction, mentoring and professional development for the Deputy Head Pastoral.

