



ST EDMUND'S
SCHOOL
CANTERBURY

Junior School Head of Pastoral Care
April 2022

Letter from the Head of the Junior School

Andrew De Silva

Dear Colleague,

Thank you for your interest in the post of Head of Pastoral at St Edmund's Junior School from April 2022. This is certainly a very exciting time for the Junior School, and indeed the wider school family. St Edmund's is a 3 – 18 school and strives to provide all children with Outstanding learning opportunities, through an inspirational curriculum, excellent resources and facilities and talented staff.

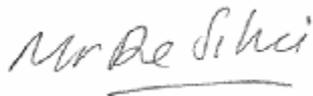
Therefore, I am looking for an outstanding Head of Pastoral to join the Junior School Leadership team and to bring ideas from either the state maintained sector or the independent sector, so that our children can continue to thrive in all areas, not just academic. The role is full time and year-round, which means that the successful candidate will be able to work closely with children, parents and staff during parts of the school holiday. There is no requirement for the post holder to have teaching experience, although it is imperative that they have enough evidence to showcase their outstanding relationships with pupils in a school context. As such, the Head of Pastoral is the deputy DSL (Designated Safeguarding Lead) and works closely with the 3–18 DSL.

This is an exciting role, which will provide you with opportunities to improve the overall quality of provision at the Junior School, to work closely with all stakeholders, to be present at school events and to take part in the wider life of St Edmund's School. You will have responsibilities in the following key areas of school leadership (*please note that this role may well include aspects throughout the 3-18 nature of the school*):

- Shaping the future
- Leading Learning and Teaching (Pastoral)
- Developing self and working with others
- Managing the Organisation
- Securing Accountability
- Strengthening Community

This pack will detail the expectations of the role and the requirements of the successful candidate, but I am looking for a passionate practitioner, who is child-centred and driven to achieve the best academic results, whilst ensuring that we continue to develop well-rounded citizens of the future. If you wish to apply for the role, please email a covering letter and the attached Application Form to Sarah Hudson, Head of HR. Finally, may I wish you good luck with your application. Please do not hesitate to contact me if I can be of further assistance.

I look forward to receiving your application.



Mr Andrew De Silva
Head of The Junior School



Main purpose

To support the Head of the Junior School in providing professional leadership for the school, in order to secure its success and improvement, ensure high quality education for all its children and improve standards of achievement.

Accountabilities

Shaping the Future

- Support the Head of the Junior School in ensuring the vision for the school is clearly articulated, shared, understood and acted upon effectively by all.
- Demonstrate the vision and values in everyday work and practice
- Motivate and work with others to create a shared culture and positive climate
- Support the Head and the Deputy of the Junior School in ensuring that strategic planning takes account of the diversity, values and experience of the school and community at large
- Be up to date with new initiatives regarding safeguarding, welfare, wellbeing and pastoral care





Leading Learning and Teaching

Curriculum

- Support and contribute to the implementation of a diverse, flexible curriculum
- Support the Head of the Junior School in ensuring that learning is at the centre of strategic planning and resource management
- Be an outstanding Role model for relationships with staff, parents and pupils
- Support the Head and Deputy of the Junior School with enhancing teaching and learning practice
- Demonstrate and articulate high expectations

Behaviour and Learning behaviours

- Lead and support staff with their facilitation of positive behaviour management
- With the Deputy, monitor, evaluate and review classroom practice and promote improvement strategies related to pastoral and learning behaviours
- Challenge underperformance at all levels and ensure effective corrective action and follow-up



Developing Self and Working with Others

- Treat people fairly, equitably and with dignity and respect to create and maintain a positive school culture
- Support the Head of the Junior School in building a collaborative learning culture within the school
- Acknowledge the responsibilities and celebrate the achievements of individuals and teams
- Regularly review own practice, set personal targets and take responsibility for own personal development
- Manage own workload and that of others to allow an appropriate work/life balance

Managing the Organisation

- Support the Head of the Junior School in implementing successful performance management processes with all staff
- Encourage staff to take heed of EHCPs for children with learning difficulties and to offer extension work for gifted and talented children in the areas of pastoral care
- Support the Head of the Junior School by listening, following advice and guidance, being proactive about feedback and actions and being a partner for school improvement
- Line manage pastoral support and work closely with the manager of AEN

Securing Accountability

- Support the Head of the Junior School in developing a school ethos which enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes
- Support the Head of the Junior School in ensuring individual staff accountabilities are clearly defined, understood and agreed, and are subject to rigorous review and evaluation
- Work with the Governing Body (providing information, objective advice and support) to enable it to meet its responsibilities

Strengthening Community

- Co-operate and work with relevant agencies to protect children, including being the Deputy Designated Safeguarding Lead
- Forging good relationships with the parent body, including support to the Parents Association and events arranged – including PIPs (Parents in Partnership)
- Play an active role in the life of the school
- Provide support to the boarding community of St Edmund's Junior School (School House and Choir House), often out of conventional working hours (see Conditions of Service, below)
- Promote the 3–18 ethos of the school



Safeguarding

- Acting as Deputy Designated Safeguarding Lead – oversight of the School's policies relating to 'Keeping Children Safe in Education', work and liaison with social services and other external agencies
- Ensuring that we remain legally compliant, in policy and practice, in matters relating to the safeguarding of children in the school
- Delivering/organising school safeguarding training, and Deputy DSL training (and maintaining accurate records of such)
- Ensuring that safeguarding records are requested and received for incoming pupils and that they are passed on in a timely manner for exiting pupils
- Provide reports to the Head of the Junior School, Governing Body and inspectors
- Ensuring that members of staff are made aware of safeguarding issues where appropriate and that proper confidentiality is maintained otherwise
- Taking a lead role with e-safety, and keeping up-to-date with relevant changes and developments in keeping safe online.
- Delivering whole school and individual training on pastoral and safeguarding matters (at least weekly)



Pastoral Management

- Ensuring the welfare and well-being of the pupils, parents and staff
- Overseeing the system of pupil registration to ensure that records are accurate and absences followed up.
- Liaison with parents and guardians on pupil matters
- Overseeing pastoral care in School House (Junior Boarding) and Choir House (Cathedral Choristers) and visiting on appropriate evenings and weekends.
- Enabling the pupil voice through councils and committees.
- Management of the effective execution of the School's Rewards and Sanctions procedures
- Overseeing the School Anti-Bullying Policy and initiatives, keeping accurate records of any incidents and responses
- Working with pupils, form tutors/teachers and parents to ensure the highest standards of behaviour in the school.
- Acting as a central source of expertise for queries from teachers about the school's behaviour systems
- Proactively analysing behaviour data across the Junior School identifying and flagging trends
- Liaising regularly with Heads of Lower and Upper School on pastoral matters
- Contribution to the programmes for both Chapel and Line (assembly)
- Induction of new pupils
- Producing and updating the pupil and parents handbooks
- Chairing of Pastoral Care Meetings and Safeguarding Team meetings.
- Attending key School events
- Monitor CPOMs and provide reports when required

Any other duties that may be reasonably required by the Head.



Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> Significant experience in a school setting related to providing Pastoral Support to Children Leadership experience 	<ul style="list-style-type: none"> Further professional study and qualifications School Leadership qualification e.g. degree, masters Currently trained as a DSL/Deputy DSL
Leadership qualities and competencies	<ul style="list-style-type: none"> Able to lead and inspire the whole school community in the Pastoral areas of school improvement Positive attitude with a clear vision, passion and conviction for education Excellent organisational and management skills including effective time management, e.g. creating timetables and ensuring their effective implementation Experience of effective working with the Head, senior leaders and governors Experience of effective monitoring and self-evaluation Evidence of the impact of proven strong leadership skills Experience of assessing pupils needs and putting action plans in place to support development Experience of leading CPD High level of literacy and attention to detail Experience of accountability within leadership Effective communication with all members of the school community including governors and parents Evidence of reporting school progress e.g. to governors, external agencies Knowledge and understanding of ISI regulations and compliance High expectations of self, of pupils and of staff, seeking to fulfil their potential Effective experience of coaching and mentoring The ability to develop initiative in an imaginative and exciting way and successfully <i>finish</i> what has been started within an agreed timeframe Ability to work with other professionals within and beyond the setting 	<ul style="list-style-type: none"> Experience of leading the Performance Management process Evidence of subject/initiative leadership impact Experience of leading intervention Experience of line managing teams of staff Currently a deputy DSL Member of a school SLT
Personal Qualities	<ul style="list-style-type: none"> Committed to children A key confidant for the Head of the Junior School - being a good listener, who is loyal, honest and trustworthy and able to challenge Recognises when to seek advice and support and is prepared to do so Reflective, creative and innovative Has professional integrity - displays a constructive and optimistic attitude that has a positive effect on others Has excellent interpersonal skills and a presence which inspires confidence and commands respect from all members of the St Edmund's School family Able to motivate, engage and develop high aspirations in themselves, in pupils and in staff Committed to all aspects of school – willing and able to be flexible Able to work as a team member of SLT Able to evidence impact of leadership Is approachable and caring A generosity of spirit towards the demands of a busy school, as the role requires flexibility and will involve out of hours, weekend and holiday work Professional in their relationships with children, staff and parents and has a good sense of humour! 	<ul style="list-style-type: none"> Able to evidence impact of leadership and management



Conditions of service

- Salary Scale: £22,379 - £25,461
- If a teacher - The school is a member of the Teachers' Pension Scheme and it is assumed that all teaching staff will continue as members of this pension scheme unless they inform the school otherwise.
- Fee remission is available for all staff according to discretion of the governors, subject to change/withdrawal.
- Lunch is offered free-of-charge for all staff whose working hours encompass the time of school lunch and who accept the necessary supervisory role of staff and pupils during this period.
- All members of staff are expected to contribute to the wider life of the school community and fulfil the role of a form tutor as and when required. All full-time members of staff contribute to the games and/or activities programmes. All Junior School teaching staff contribute to the Junior Boarders' Saturday morning programme and new members of staff are expected to complete one night's boarding duty per week for one term in their first year of service. Members of the Junior School SLT are also expected to contribute to the emergency cover rota for Junior Boarding.
- St Edmund's School Canterbury 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 (DBS).



All potential candidates are encouraged and welcome to arrange time to speak to Mr De Silva by contacting Mrs King, the Junior School Secretary – yk@stedmunds.org.uk or by phoning 01227 475606.

Applications must be completed on the school's Application Form. CVs will not be accepted. If applying for the post, please send:

- A covering letter addressed to the Head of the Junior School, Mr De Silva
- A completed St Edmund's School Application Form, complete with a statement detailing how you meet the job description and the person specification

	Date	Action
Advert live	Tuesday 14 th September	
Potential candidates speak to Mr De Silva/tour the School	Wednesday 15 th September – Friday 1 st October	Email Mrs King (yk@stedmunds.org.uk) or phone 01227 475606
Closing date	Monday 4 th October	Email Covering Letter and Application Form (including Statement in Support of Application) to Sarah Hudson (Head of HR): slh@stedmunds.org.uk
Interview	Thursday 7 th October (all day)	Please allow for 8am – 5pm for the process. If shortlisted, details will be sent to candidates
Start post	April 2022	

