

Keswick



School

**Deputy Head Teacher (Pastoral)
Information Pack**

Permanent

1.0fte

Closing Date: 10am, Wednesday 25th January 2023



Welcome

If you are reading this information you will by now have shown some degree of interest in the post on offer and I hope that the enclosed information will encourage you to apply.

Keswick School Academy is a highly successful coeducational 11-18 comprehensive with 1264 pupils on roll. There are 264 students in the sixth form and 45 boarders. The academy has been recognised under a number of designations including; National Teaching School, Leading Edge, Science Specialist, High Performance and Gifted and Talented SSAT Consultant School.

The academy has 86 well qualified teaching staff. There is a Senior Leadership Team consisting of the Head Teacher, two Deputies, three Assistant Heads and a Director of Finance and Operations. Nearly all teaching staff are Form Tutors and work in support of the senior pastoral staff. The academy has a high reputation for pastoral welfare.

We are a happy, friendly school and, even though large in size, we retain a family atmosphere. As a state boarding school, we are quite literally home to 45 students. Staff, students and parents work together in partnership.

We are dynamic and aspirational, have high ambitions, innovate, take calculated risks and do things our own way.

We have staff who go the extra mile and students who actively participate in clubs, societies, sport, music, trips and visits. We have a clear sense of direction, strong values and a passion for learning.

We want someone to share in our desire to provide the best education for our students and be hungry for the success of the school.

Applicants are asked to provide a letter of application no more than two sides of A4, outlining their suitability for the post. Please complete the application form and return both by the closing date.

I look forward to receiving your application.

A handwritten signature in black ink, appearing to read 'S. Jackson'.

Simon Jackson MA(Oxon) MEd FRSA
Head Teacher



JOB DESCRIPTION

POST TITLE:	Deputy Head teacher (Pastoral)
RESPONSIBLE TO:	Headteacher
PAY GRADE:	Leadership scale ISR 21 – 25
TEACHING COMMITMENT:	8.5 hours per week
JOB PURPOSE:	Promoting excellence in pastoral work and support to enable all students to be happy and achieve their potential.

MAIN DUTIES & RESPONSIBILITIES:

Strategic Leadership

1. Promote safeguarding the welfare of all pupils and be responsible for the strategic development, implementation, policy and procedure revision, and quality assurance of all aspects of pastoral work
2. Plan and deliver safeguarding training to staff, students, parents, Governors and Directors
3. Oversee the support provided by the Learning Support department (with the SENDCO)
4. Contribute to strategic planning, including the SIP and SEF, and lead on one priority area

Designated Safeguarding Lead – responsibilities

1. Ensure all staff understand the Child protection policy and procedures and update annually
2. Provide advice, support and expertise to staff on child protection and child welfare matters
3. Act as a point of contact with the three safeguarding partners
4. Discuss ongoing enquires under section 47 and Police investigations with the Headteacher
5. Liaise with the Headteacher and LADO for child protection concerns involving a member of staff
6. Liaise with other staff on matters of safeguarding and when deciding whether to make a referral
7. Carry out and co-ordinate early help assessments and support other staff in this as required
8. Take part in strategy discussions and multi-agency meetings (child protection case/review conferences)
9. Co-ordination and compilation of in-school safety plans for students with mental health, behaviour or other issues which need careful monitoring
10. Ensure staff are alert to the specific needs of children in need, children with SEND and young carers
11. Keep detailed, accurate and secure written records of concerns and referrals
12. Obtain access to child protection resources and attend refresher training
13. Attend Designated Safeguarding Lead network and Inclusion panel meetings
14. Oversee arrangements for managed moves, managed transfers or referrals to alternative provision
15. Ensure child protection files are transferred to new schools and any appropriate information is shared
16. Oversee the management of CPOMS, including updates and offering relevant training to pastoral staff
17. Oversee the supervision system in school for safeguarding.

CLA designated teacher – responsibilities

1. Develop and implement PEPs in partnership with others and ensure responsibility is clearly identified

2. Lead the process of target setting for CLA and track their attainment progress
3. Ensure CLA are prioritised for targeted academic support (including one-to-one tuition)
4. Ensure effective communication with carers, social workers and where appropriate, birth parents
5. Ensure PEPs are reviewed before a statutory review
6. Lead staff training on the emotional, psychological and social effects faced by CLA

Senior Mental Health Lead - responsibilities

1. Maintain a policy that sets out how the school supports pupils' mental health and wellbeing
2. Work with the pastoral team to support the implementation of the mental health and wellbeing policy
3. Provide training to aid in the delivery of our mental health and wellbeing objectives
4. Liaise with external agencies such as CAMHS, MHSTs or local community provision
5. Evaluate the outcome of interventions and gather input from pupils on what their concerns may be
6. Source external expertise in response to any gaps in provision where no feasible internal solutions exist

Operational Management

1. Work in collaboration with the Headteacher and deputise in his absence
2. Work with the Headteacher to update the behaviour policy and behaviour sanctions ladder
3. Support the pastoral team/other staff with students and parents when serious behaviour issues arise
4. Carry out/co-ordinate investigations into serious incidents/issues which arise in school
5. Issue suspensions/internal supervisions and hold meetings for reintegration following these
6. Seek potential managed moves or managed transfers for students to avoid Permanent Exclusion
7. Work with the DHT (Learning) regarding curriculum provision for vulnerable students
8. Oversee the TLR Pastoral team and chair Pastoral board and weekly Head of Year meetings
9. Review data relating to attendance and punctuality and make recommendations for improvement
10. Oversee the development of pupils SMSC, and PSHE (including RSE and mental health)
11. Make the most effective use of Form time and quality assure what happens
12. Generate duty team rotas (including obligatory duties, lunchtime duties, lunch/after school detentions)
13. Share assemblies and be the duty team leader once a week
14. Oversee the management of "set events" such as prizegiving and the carol concert
15. Provide a termly pastoral report to the Local Governing Body and up-date sections of the school's SEF
16. Attend the Local Governing Body Boarding and Pastoral, and Personnel committees

Staff development

1. Lead CPD sessions with a focus on areas of responsibility as set out in this job description
2. Train support staff on key elements of safeguarding and pupil welfare
3. Lead the pastoral elements of the new staff induction programme
4. Coach, develop and support pastoral leadership and management skills in all staff

Head of Boarding (Pastoral) – additional allowance of £1,300pa

1. Ensure pastoral policies and processes are kept up-to-date in the boarding house
2. Support boarding staff in dealing with safeguarding and well-being matters as they arise
3. Ensure staff have undertaken relevant training in safeguarding and related issues
4. Ensure effective reporting to and communication with parents and guardians
5. Be available to go into boarding to assist with safeguarding issues in the evenings/weekends if required, including on-call for telephone advice or support.
6. Ensure suitable student records in relation to welfare, health and emotional issues and are maintained
7. Develop and review safety plans and procedures for the safety, welfare and security of boarders
8. Ensure relevant supervision is undertaken in relation to safeguarding issues
9. Assist with the recruitment and appointment of new boarding house staff

Line management

5. To include: appraisal, line management meetings and a regular programme of quality assurance (classroom visits, observations, work audits and SoW scrutiny as part of subject area reviews)
6. The post holder will line manage:

- a. Head of Personal Development
- b. AHT (Head of Sixth Form)
- c. SENDCO
- d. Education Support Officer
- e. School nurse
- f. KS3/4 Pastoral Assistants
- g. School Counsellor

The list of responsibilities stated here is not exhaustive and further reference should be made to the STPCD. Job descriptions will be reviewed annually and there is the expectation that the post holder will have the capacity for flexibility. The post holder will be expected to comply with all reasonable requests from the Headteacher to undertake work of a similar level that is not specified in their job description.

Health & Safety:

The Health & Safety at Work Act 1974 and amendments state it is the responsibility of all employees to comply with Health & Safety Law. The post holder will be required to attend all statutory Health & Safety training as directed.

Confidentiality:

Staff and pupil information is confidential. It is a condition of employment that all employees will not use or disclose any confidential information obtained during the course of their duties to any person or body other than as directed by their line manager.

Person Specification

Deputy Head Teacher (Pastoral)

The successful candidate will meet the following person specification. Please note that the listed criteria will form the basis of the selection process. Applicants should address the essential elements of the person specification, indicating experience and where appropriate citing supporting examples within their application.

ATTRIBUTES/ REQUIREMENTS	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<p><i>This will include</i></p> <ul style="list-style-type: none"> • QTS • Level 3 accredited Safeguarding training (up-to-date) • NPQSL/NPQH or equivalent qualification • Recent evidence of CPD with particular emphasis on safeguarding and pastoral issues 	<p><i>This may include</i></p> <ul style="list-style-type: none"> • First or second class (Hons) degree • Train the trainer (for safeguarding issues) course completion • Undertake training as a Senior Mental Health lead (or be willing to undertake this if appointed) • Mental Health First Aid trained
EXPERIENCE	<p><i>This will include</i></p> <ul style="list-style-type: none"> • Recent experience of effective senior leadership as Deputy Head/Assistant Head or equivalent • Successful leadership of significant pastoral innovation • Have the experience to provide leadership on pastoral matters and relate them to personal development and learning • A track record of success in meeting SIP targets or the equivalent 	<p><i>This may include</i></p> <ul style="list-style-type: none"> • Inspiring classroom practitioner
PROFESSIONAL SKILLS	<p><i>This will include</i></p> <ul style="list-style-type: none"> • Demonstrate a commitment to quality and excellence in pastoral work and learning • Be able to further enhance standards through developing pastoral work • Be aware of the different types of pastoral issues and their impact on student motivation and achievement • Be skilled in the effective monitoring of performance of people and policies • Challenge and influence staff and students to attain high goals • Have the ability to identify and build on the strengths and expertise of individual staff, and possess the flair to motivate • Have the ability to analyse problems, reach judgments and resolve issues whilst demonstrating fairness and consistency • Be able to manage change successfully 	<p><i>This may include</i></p> <ul style="list-style-type: none"> • Be able to oversee the day-to-day operation of the school in the absence of the Head Teacher

KNOWLEDGE Understanding of:	<i>This will include</i> <ul style="list-style-type: none"> • Issues related to the leadership and management of a secondary school • Principles of effective pastoral work and how this enhances engagement and learning • The legislative framework for pastoral work and how this ties in with the work of outside agencies • The legislative framework for safeguarding • Effective quality assurance of pastoral systems (teaching and support staff) • The current OFSTED framework • Pastoral issues related to boarding • Role of Designated Teacher for CLA • An up-to-date understanding of mental health issues 	<i>This may include</i> <ul style="list-style-type: none"> • The unique context of Keswick School • The use of CPOMS
EDUCATIONAL PHILOSOPHY Commitment to:	<i>This will include</i> <ul style="list-style-type: none"> • Our core purpose - <i>“Levavi Oculos”</i> • Every student should be happy and enjoy learning at school • Build a pastoral team around every child and ensure that they and their families have access to the best support possible • Continuously raise standards • Innovative thinking • Partnership work with other schools and organisations • Expanding the range of educational opportunities for all students 	<i>This may include</i> <ul style="list-style-type: none"> • Be willing to contribute to the extra-curricular activities programme
PERSONAL ATTRIBUTES	<i>This will include</i> <ul style="list-style-type: none"> • Be cheerful, optimistic, and enthusiastic, and have a great sense of humour. • Possess integrity, drive and determination to succeed • Communicate clearly and succinctly to a range of audiences • Be a good listener • Be able to relate to all students in a positive and constructive way and inspire them to achieve more than they think possible • Have the capacity to earn the respect and trust of students, staff, governors, parents, external agencies, partner schools and the wider community • Use time effectively • Possess excellent written and verbal communication skills • Possess emotional resilience and have a suitable support network 	<i>This may include</i> <ul style="list-style-type: none"> • Be prepared to celebrate others and learn from your own mistakes



The Selection Process

Criteria

In most cases, essential criteria as identified by the person specification must be met in full. This includes qualifications, experience and any other requirements need to perform the role in relation to working with children and young people.

To be successful, you will need to demonstrate during the recruitment process that you have these skills.

Assessment of suitability to work with children

During the selection process, your suitability to work with children and young people will be tested. This will be by means of specific questioning based on the essential and desirable criteria identified in the person specification as well as specific safeguarding questioning at interview.

Verification

Keswick School MAT will contact current and previous employers if you are shortlisted as part of the pre-appointment check.

Anomalies

Upon shortlisting, any discrepancies or anomalies in the information provided or issues arising from references will be discussed at interview.

This may include unexplained gaps in employment history.

Safeguarding

Keswick School MAT is committed to safeguarding and promoting the welfare of all children and young people. There is an explicit expectation that all employees share this commitment and adhere to all safeguarding policies and procedures.

Sources of assessment

- Application form
- Performance at interview
- Verification of qualification
- Original documents are required to be presented at interview when they are identified as essential criteria



Equal Opportunities

It is the intention of Keswick School MAT that no member of its community will suffer unfair discrimination on the basis of their sex, age, racial origin, physical ability, educational need, sexual orientation, political persuasion or religious creed. Whether they are married or in a civil partnership, pregnant or on maternity leave or propose to, have started or have completed a process to change their gender.

Curriculum

All aspects of the curriculum will be developed in ways that avoid the exclusion of particular groups or individuals for other than sound education reasons.

Behaviour

We expect behaviour to always be impeccable. Intimidating or insulting language will not be tolerated.

Staffing

In recruiting staff, Keswick School MAT will ensure that its practices do not discriminate against candidates or potential candidates in ways that are unconnected with their ability to perform the duties of the post.

Since young people see staff as role models every effort will be made to ensure that equality of opportunity is seen to operate at all levels in all areas of staffing.

The Academy and the Community

The academy enjoys an excellent relationship with the local community and its reputation is high in the district and beyond.

The academy is well supported by an energetic Local Governing Body. It is also a National Teaching School leading the West Cumbria Teaching School Alliance.



By Air: Glasgow International 2 hrs 20 mins
Manchester International 2 hrs 10 mins
Newcastle International 2 hrs
Durham Tees Valley 1 hr 50 mins

