

PORT·REGIS

Deputy Head Pastoral

Port Regis is one of the country's leading co-educational day and boarding schools for children aged two to thirteen. A school in which tradition and innovation have gone hand in hand for more than a century, we provide a thoughtful, rounded education that enables children to thrive. This education goes well beyond our beautiful buildings and outstanding facilities – it is rooted in our culture and values.

Role Profile

This is an exciting opportunity for an inspirational and passionate leader to join our talented team as Deputy Head Pastoral. Port Regis is widely considered one of the country's leading prep schools and recently received an outstanding ISI inspection report. But there is no resting on laurels, and we are ambitious to move the school forwards, blending our strong traditions with innovative new ideas.

As Deputy Head, you will work closely with the Headmaster, providing dynamic strategic vision and leadership across the whole School. Applications are invited from candidates who are forward-thinking and big-hearted, who model great drive and enthusiasm. The successful applicant will be an inspirational teacher, with a strong track record and proven leadership in either a prep or senior school.

The Deputy Head Pastoral plays a pivotal role in the life of the School, with responsibility for the development and implementation of all pastoral policies and practices; ensuring the School is an exemplar of best practice and delivering outstanding pastoral care to every child.

The successful candidate will join our Senior Leadership Team and play a vital part in shaping the School's ethos and strategic development, as well as the day-to-day running of the School.

We are looking for a dynamic and passionate professional, who can articulate and deliver a clear and compelling vision for the pastoral life of our thriving Prep school.

Remuneration and Benefits

Port Regis has its own competitive salary scale and pension options. Subsidised accommodation on site may be provided if desired by the successful candidate. Further details can be discussed at interview or with our HR Manager (hr@portregis.com).

The successful candidate(s) can expect:

- Competitive salary, pension and holiday benefits.
- An employee assistance programme with extensive support in relation to wellbeing and wellness, finance and legal, work and personal issues, as well as a wide range of rewards and discounts.
- Complimentary use of the School's staff gym and Sports Centre.
- Delicious meals in our Dining Hall during term time.
- To join a delightful team and exceptional working environment.

Hours of Work

Full-time (Monday morning to Saturday lunchtime) with a half day off each week during term time (32 weeks a year). This is a senior leadership post and as such some work will be required during school holidays.

Start Date

September 2023.

Job Description

Reports to: Headmaster

Leadership and management of pastoral policies and practices in conjunction with the Headmaster

- Advising and supporting the Headmaster and other members of the Senior Leadership Team with regard to all issues involving the pastoral life of the School.
- Lead, manage and have strategic oversight of the implementation of the School's pastoral policies and practices.
- Leadership, management and training of all relevant staff in relation to pastoral matters.
- Ensure that the School's pastoral ethos and aims are clearly communicated through the School's communications and website.
- Ensure that all pastoral policies and practices are relevant, up to date, clearly understood and any necessary training for staff is carried out.
- Ensure there are appropriate systems for monitoring pastoral matters and sharing information as required across staff (with due regard to confidentiality).
- Analyse and report (to the Senior Leadership Team and Governing Body) on pastoral data and implement measures to address and mitigate any areas of concern.
- Develop monitor and review the School's rewards and sanctions policy and practice, promoting best practice and providing support, training and advice as required.
- Oversee the work of the boarding and pastoral teams in the coordination of duty rotas to ensure effective supervision of pupils' outside of lesson time.
- Liaise with local agencies related to behaviour and pastoral issues and cascade relevant information to colleagues where appropriate.
- Communicate with individual pupils and parents on sensitive issues, such as mental health problems, child protection and safeguarding matters, and serious disciplinary situations.
- In consultation with the Deputy Head Academic, ensure that the School is prepared for Inspection in relation to pastoral policies and practices and compliance with all necessary ISI or other relevant compliance requirements.

- In consultation with the Headmaster and Deputy Head Academic, annually review the School Rules for pupils and ensure they are on the website and shared with all pupils in a consistent manner.
- To support and oversee the school's appraisal system where relevant to pastoral staff.
- In conjunction with the Bursar and HR Manager, have oversight of safer recruitment procedures; including safeguarding interviews for all job applicants and safer recruitment checks and procedures; providing safeguarding training for new staff and updating training for existing staff; keeping and maintaining records relating to safeguarding training and ensuring training is up-to-date for all staff.
- In consultation with the Deputy Head Academic, ensure policies and procedures with regard to pupil attendance and registration are compliant and in line with national guidance.
- Support and manage the work of the School's registration team.
- Support the work of the Head of Boarding and PSHE/RSE and Health Centre Manager and ensure that all regulatory and best practice requirements are being met by the school.
- Ensure that the school has clear systems and processes for identifying possible mental health problems, including routes to escalate and clear referral and accountability systems.

Responsibilities as a member of the Senior Leadership Team

- Enhance school leadership and development by playing a full and constructive role in the work of the Senior Leadership Team and supporting the work of other members of the team.
- Uphold the School's ethos and values.
- Help to maintain the positive atmosphere that pervades the School for its pupils and staff.
- All members of the Senior Leadership Team are expected to support School events.

Meetings

Attendance at the following meetings regular meetings:

- Senior Leadership Team (weekly)
- Pastoral (weekly chaired by the Deputy Head Pastoral)
- Boarding (weekly)
- Health and Safety (termly)
- Governing Body (the Wellbeing Committee every term and the Council of Management or other Committee meetings as required from time to time)

Teaching

In addition to the leadership role outlined above, the successful candidate will be required to teach a reduced timetable and it would be advantageous if they could contribute to our sport/games programme. Applicants are asked to identify clearly in their application their subject specialism(s) – both academic and sport.

General

- With support from colleagues, ensure health and safety compliance across the School for pupils, visitors and colleagues.
- To carry out, review and implement risk assessments as required.
- Undertake professional development as required.
- Be available to communicate with parents, governors, and other groups or individuals on pastoral matters.
- Safeguarding and compliance with our Child Protection and Safeguarding Policy.
- Adhere to the school's policies as contained in the Staff Handbook.
- Undertake any other duties as may reasonably be required by the Headmaster.
- Contribute to the wider life of the school. This will include the School's sports/games programme; after school hobbies, prep, cover duties, break/lunch supervision, INSETs, school events and parents' meetings.

Designated Safeguarding Lead (*this additional role may be offered to the successful candidate and will be discussed at interview*)

- The Designated Safeguarding Lead (DSL) should take lead responsibility for safeguarding and child protection (including online safety).
- The role of the DSL should be carried out in compliance with the expectations set out in Keeping Children Safe in Education.
- Ensure that the School's Safeguarding and Child Protection Policy is annually reviewed and up to date in conjunction with the Head of Boarding and designated Safeguarding Governor.
- Ensure that Headmaster and Bursar are kept informed of all safeguarding issues.
- Actively raise awareness of safeguarding and child protection issues with all school staff.
- Ensure all new staff are inducted with regard to safeguarding issues promptly.
- Where appropriate, take part in child protection conferences or reviews where a pupil has left the school and ensure their destination school is made aware of any safeguarding/child protection issues in line with national, regional and school policy.

Person specification

Essential

- A commitment to promoting and safeguarding the welfare of children
- A commitment to, and ability to deliver, outstanding pastoral care for every child
- Experience and expertise in pastoral care

- Ability to inspire children in the classroom and beyond
- Exceptional subject knowledge
- Outstanding classroom teacher with strong classroom management
- Excellent communicator (verbal and written) and ability to develop strong links with children, parents and colleagues
- Excellent ICT and organisational skills
- A reflective practitioner with the ability to innovate
- The ability and vision to develop and enhance the current provision
- Patience and a sense of humour
- Flexible and calm under pressure
- A collaborative team player

Desired

- Experience at Senior Leadership level
- A skilled and experienced games teacher
- A teaching qualification (QTS, PGCE, BEd or equivalent)
- Experience of working in an independent school

Application Procedure

If you feel you can meet the requirements of the post, I would be delighted to hear from you. Please complete the application form linked with this advert and send it, along with a covering letter, to our HR Manager, Mrs Geraldine White at hr@portregis.com or via post to Port Regis, Motcombe Park, Shaftesbury, Dorset SP7 9QA at your earliest convenience and to arrive **before Thursday 2 February 2023**. **Early applications are encouraged.**

Diversity and Inclusion

Port Regis is committed to equality, diversity and inclusion. We encourage applications from a diverse range of suitably qualified candidates, including candidates wishing to work flexibly or requiring reasonable adjustments.

Titus Mills
Headmaster

Note: The post-holder's responsibility for promoting and safeguarding the welfare of children and young persons, for whom they are responsible, or with whom they come into contact, will be to adhere to and ensure compliance with the school's Child Protection & Safeguarding Policy at all times. If, in the course of carrying out the role, the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, they must report any concerns to the school's Designated Safeguarding Lead or to the Headmaster.