



St Mary's School **Job / Person Description Assistant Head (Pastoral)**

THE ROLE

The successful candidate will work collaboratively with the Deputy Head (Pastoral) to ensure St Mary's continues to provide outstanding pastoral care, while also playing a key role in promoting the good order of the School. They will work in a collaborative way with an inspiring and experienced Senior Leadership Team, led by the Headmistress.

The post will suit a driven, enthusiastic and dynamic person with a passionate interest in enhancing the School's excellent pastoral provision and ensuring that St Mary's retains its very strong position within the competitive local school scene.

MAIN RESPONSIBILITIES

The specific duties of the successful candidate within the SLT will vary according to their particular strengths and aptitudes. However, they are likely to include (but may not be limited to) the following:

- Working with the Senior Deputy Head (Pastoral) and Heads of Year to enhance the School's pastoral care provision
- Management of the iSAMS Wellbeing Module to ensure that all concerns and actions are followed up in a timely manner
- Oversight and management of the School's PSHCE programme including Relationships and Sex Education (RSE), e-Safety and visiting PSHE speakers
- Responsibility for reviewing and updating School policies relating to PSHE, RSE and e-Safety and for adapting these to ensure they meet the needs of pupils, parents and staff
- Working with the Senior Deputy Head (Pastoral) and Heads of Year to oversee the School's system of rewards and sanctions
- Responsibility for certain aspects of the day-to-day operation of the School (for example, the monitoring of pupils at break, lunch and after school)
- Oversight of the School Council and other pupil forums/surveys
- Monitoring and promoting pupils' participation in co-curricular activities, in conjunction with the Director of Co-curricular and Outreach
- Liaison with the School Shop, in conjunction with the Bursar
- Responsibility, in partnership with the Assistant Head (Marketing and Communications), for maintaining, reviewing and updating any relevant sections of the School's ISI Self Evaluation Form; ensuring that the School is fully prepared for ISI inspection in their areas of responsibility
- Working with the Assistant Head (Marketing and Communications) and the Head of Sixth Form to plan Leavers' events
- Responsibility for e-Safety in Senior House and Prep

Safeguarding

- Acting as one of the School's Designated Safeguarding Officers (Deputy Designated Safeguarding Leads); assisting the Designated Safeguarding Lead (DSL) with matters relating to Safeguarding as required

Other

- Assisting The Headmistress with the recruitment and appointment of members of the Teaching Team
- Conducting teaching staff professional development reviews, capability and disciplinary procedures
- Regular informal observation of day-to-day learning and teaching around the School through visits to departments and discussions with teaching staff and pupils (each member of SLT is linked to two or three academic departments)
- Work with other members of SLT on the annual review, formulation and implementation of the School Strategic Plan
- Attendance at meetings of Governors' meetings by invitation of the Chair
- Participation in annual weekend Governors-SLT strategy days
- Any other reasonable tasks required by The Headmistress in association with a SLT role

Please note that the above list of responsibilities is non-exhaustive and the Assistant Head job description is subject to annual review by The Headmistress.

The key areas of responsibility and accountability for each SLT member are annually reviewed and updated.

A teaching timetable (details to be discussed upon appointment, but likely to be circa 50%) is envisaged and no specific specialist subject is sought. The above responsibilities are in addition to the responsibilities and duties outlined in the School's standard job description for a Teacher. These responsibilities are also subject to the general duties and responsibilities contained in the Contract of Employment.

The Assistant Head (Pastoral) reports directly to The Headmistress and as a member of SLT will be involved in the formulation of St Mary's School strategy in conjunction with the Governing Body.

PERSON SPECIFICATION

The successful candidate will be expected to demonstrate evidence of the following skills, qualifications and experience:

Essential Criteria

- Commitment to the paramount importance of the safeguarding and wellbeing of pupils
- A strong academic record and a good honours degree in a relevant academic discipline
- Demonstrable and sustained success in a post at middle management level, or as a member of a senior leadership team
- To be capable of expressing an independent view and of working loyally as part of a team

- To be able to make a significant contribution to strategic planning; to debate and discuss issues constructively; to subscribe to the principle of collective responsibility for key decisions; and to show interest in all areas of School leadership
- To be willing to work effectively as part of the SLT, whose members are mutually supportive and complement each other through their diverse backgrounds, skills and abilities
- An established track record of initiative and innovation
- Have the ability to work with equanimity and efficiency when under significant pressure.
- To be a cheerful and well-presented person, capable of inspiring confidence in colleagues, pupils and parents, and an effective public speaker
- The ability to get on well with a large population of bright and independent-minded pupils, with the right balance of sensitivity, humour, decisiveness, flexibility and discipline
- Have outstanding communication skills, and relate well and sensitively to pupils, staff and parents in small groups or as a public speaker to large audiences
- To be eager to learn and to attend (and at times lead) INSET/CPD as necessary
- To be aware of Health and Safety issues and to comply with Health and Safety policy
- Have a strong commitment to the professional development of staff and staff welfare
- To be aware of the nature of the School and prepared to commit to its all-round ethos, co-curricular activities and pastoral approach
- To be willing to work hard with energy and enthusiasm, with a generosity of spirit which accepts that there will be a significant amount of out-of-normal-hours work in a SLT role
- To maintain, along with other members of the SLT, a highly visible and professional presence around the School and at events within and beyond the School day, including at weekends where necessary
- Enthusiastic commitment to all aspects of the candidate's academic department and its programme of co-curricular activities, including trips and visits
- The ability and willingness to contribute significantly to the School's co-curricular programme.
- Outstanding administrative skills, with a high degree of computer literacy and an eye for detail

Preferred criteria

- Knowledge of Microsoft 365, in particular Microsoft Teams, as a platform for online learning
- An understanding of the nature of Independent education, and of the challenge of educating and inspiring bright pupils with a commitment to high academic achievement
- Qualified Teacher Status (QTS)
- Be seeking a fresh professional challenge and possibly headship in due course
- Understand the importance of marketing and development together with the ability to promote the School with energy and enthusiasm for these purposes

Please note that there may be some changes and additions to the above. This document is designed to provide applicants with a flavour of the position and the responsibilities involved.

EQUAL OPPORTUNITIES

It is the policy of St Mary's School to provide equal employment opportunities for all qualified individuals; to prohibit discrimination in employment on any basis protected by applicable law, including

but not limited to race, colour, religious creed, marital status, sex, sexual orientation, ancestry, national origin, age, medical condition or disability. St Mary's School promotes equal employment opportunities in all aspects of employment through positive employment policies and practices.

If any special requirements are needed to attend an interview, please inform the School.

SAFEGUARDING

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 Safeguarding Policy and Procedures at all times.

Please note that all appointments are subject to the St Mary's School Recruitment Policy and Procedures.