



# St Mary's School

## Gerrards Cross



## Application Pack

Job Role: **Assistant Head (Pastoral)**

Start Date: January 2026

Closing Date: 9:00am on Monday 6<sup>th</sup> October  
2025

Interview Date: 14<sup>th</sup>/15<sup>th</sup> October 2025



# Welcome from the Head

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St Mary's is a truly special place to work — from the moment you step through our doors, you experience the warmth of the community and the clear sense that each individual student is at the heart of all that we do. Every member of staff plays a vital role in helping our girls flourish and achieve her dreams and ambitions.

Our motto, *Embrace – Empower – Excel*, reflects not only our approach to educating girls, but also the professional culture we foster. We value individuality, encourage ambition, and create space for both students and staff to grow and excel.

Working at St Mary's means joining a team where collaboration, kindness, and high expectations go hand in hand. We offer opportunities for professional development, leadership and innovation, and we welcome applications from those who are excited to contribute to the life of a forward-thinking, dynamic school.

If you are looking to make a meaningful impact in a school that is dedicated to developing our girls and young women, then we want to hear from you.

## About St Mary's School

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St Mary's is an independent day school for girls aged 3-18 in the heart of Gerrards Cross, Buckinghamshire.

Founded in Paddington in 1872, the school moved to its present site in 1942. Class sizes average 16-18 and academic outcomes are excellent.

St Mary's School is a warm friendly community where parents, staff, students, and governors work together to ensure that every student exceeds her potential whilst having the time of her life, making memories, and building skills to equip her to be successful through her future years.

Our students leave with the resilience to take on the next challenge, the ambition to follow their dreams and the confidence in themselves to go from success to success in their future careers. Through the pastoral and classroom support she has received at St Mary's, she knows her worth, who she is as an individual, and what she wants to go on to do.

Well-being and happiness of staff and students alike is at the heart of our success – a happy school is a successful school!

Joining St Mary's staff community, you would be welcomed into a supportive, close-knit community who can regularly be found spending lunch times in the Senior or Prep staff room, enjoying social time outside of school, competing in the teacher's relay, performing in the school orchestra or at an open mic event, and can even be caught on a space hopper on the lawn on the last day of term!





# St Mary's School Values

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St Mary's is committed to providing an excellent education in a caring, happy environment, where each girl develops self-confidence and exceeds her potential.

Staff and students, alike, are encouraged to find their own SMS Spirit by exploring our huge range of Co-Curricular activities to try new skills and meet new people, explore different learning or teaching techniques in small classes and make friends from Nursery right through to Sixth Form through our House System and whole school opportunities that brings.

Staff are supported in their roles through Department Heads, and SLT links, with wellbeing at the heart of staff satisfaction and the positive morale which we pride ourselves on. A comprehensive CPD programme allows for staff members to grow personally and professionally and broaden their skills in their specialist areas finding their very own SMS Spirit in their own individual ways.

Our whole school community operates under our Take Care acronym which ensures each individual reaches his or her potential in a supportive and challenging environment.



**T – Team Work** – we work together to ensure we achieve the best outcomes for our students, pastorally and academically, and that as a staff community we work in a supportive, collaborative caring team who have each other's backs.

**A – Ambition** – we go above and beyond in everything we do. We look for the WOW factor at every opportunity.

**K – Kindness** – through our ethos runs the theme of kindness. Everything our staff and students do should consider kindness first.

**E – Enthusiasm** – staff and students alike bring the energy and desire to succeed.

**C – Curiosity** – we always ask why.

**A – Adventure** – work should be exciting, satisfying and thrilling – we are spending time doing what we feel passionately about.

**R – Resilience** – we carry on in the face of challenge, and come out stronger and wiser.

**E – Excellence** – aim for the highest quality in all that we do.



# Why Work at St Mary's?

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- Competitive Salary
- Pension scheme
- Fee Remission at St Mary's
- Subsidised staff socials
- Annual pay review



- Hot daily meal
- Use of fitness suite
- On-site parking if available
- Free annual flu vaccine
- Electric Car purchase Scheme
- Cycle to work Scheme

- Full staff induction in Term 1
- Staff buddy system
- Full training and development program
- Equal opportunities for all
- Well-being committee to share ideas



All staff share responsibility for promoting and safeguarding the welfare of our pupils and must adhere to, and comply with, the school's safeguarding and Child Protection Policy at all times.



# The Role – Assistant Head (Pastoral)

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Reporting to the Head, the Assistant Head (Pastoral) will be the main lead for the pastoral provision at SMS taking overall responsibility for the pastoral care and welfare of the pupils in Senior House and the promotion of their wellbeing. The Assistant Head (Pastoral) will lead the entire pastoral team but in particular the Heads of Section, Heads of Year, the counselling team as well as the medical team. They will be the Deputy Designated Safeguarding Lead with delegated responsibility for Online Safety across the School. The Assistant Head (Pastoral) will also line-manage the Head of PSHCEE. They will lead on all aspects of the Pastoral Strategic Plan, contribute to the development of Pastoral policy and share responsibility for maintaining high standards of behaviour across the school.





# Main Duties

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<b>Senior Leadership Strategic and Management Responsibilities</b>	To serve as a member of the Senior Leadership Team and of all policymaking bodies.
	Attend and contribute to Senior Leadership meetings, Governors' Pastoral meetings and Strategy Days.
	To ensure that our pastoral provision meets the needs of the current and future student cohorts.
	To carry out and advise the Head and GB on reviews of the pastoral provision.
	To assist the Head in the development, delivery, implementation and monitoring of the aims of the School, the School Strategic Plan and all School policies.
	To jointly plan, develop and implement the school's pastoral strategy including mental health and wellbeing.
	To share responsibility with the Senior Leadership team for regulatory compliance and the school's preparedness for inspection.
	To keep SLT and Governing Body apprised of any developments in relation to providing outstanding pastoral care and their implications for the school.
	To participate in the recruitment process and the appointment of new pastoral staff, assisting with the selection and interviewing of candidates as required.
	To share responsibility with the Head and the other members of the SLT for leading and presenting whole-school Assemblies, for maintaining a presence at school related events and liaising with external bodies.
	To foster a culture of individually tailored support and commitment to the wellbeing of each member of the student cohort.
	To take an active day-to-day role in championing and ensuring discipline and good behaviour throughout the Senior House.
	As a member of the Senior Leadership team, when required, to undertake emergency contact responsibility for school trips and for the school during holiday periods.
	To uphold and embed a culture that contributes to a happy, vibrant and caring school community.
As a member of the Senior Leadership Team, write and update school policies relating to the school's pastoral provision including Behaviour and Rewards / Sanctions policies.	



# Main Duties

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<b>Key Responsibilities and duties</b>	Responsible to the Head for the provision of an outstanding pastoral provision, founded on empowering every student to thrive and succeed and out belief that a happy child is a successful child.
	Effective line-management of and within the extensive pastoral team thus ensuring the highest standards of pastoral care being delivered by all SH staff.
	Working with the Head, and Heads of Sections / Head of Year to oversee the school's system of rewards and sanctions.
	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.
	To lead the Heads of Year / Heads of section in taking responsibility for monitoring pupil attendance and implement intervention strategies to improve low levels of attendance; alert Head and DSL to any significant concerns that may require referral to external agencies.
	Oversee the creation of new tutor groups as well as allocation of Form Tutors prior to the start of each academic year.
	Work with the Bursar to oversee budgets relating to the pastoral provision.
	Responsibility for dealing with parents on matters which are beyond the scope of the Heads of Year / Heads of Section.
	To oversee that pastoral matters raised in the iSAMS module are being actioned and addressed.
	Oversee pastoral programmes for KS3 – KS5, taking occasional year/section assemblies, chairing pastoral meetings as appropriate, and contributing to Staff Briefing.
	As a member of SLT, contribute to the SH assembly programme and advising SLT on topics / issues / events that may need covering during assembly.
	In liaison with the pastoral team leaders, plan and coordinate pastoral trips and activities (such as Year Group events / Sixth Form trips)/
	In conjunction with the Head and Heads of Sections KS4 & 5, to meet and provide advice and guidance to Year 11 pupils and parents in preparation for transition to the Sixth Form, including A level subject choice reviews, aiming to increase retention into Sixth Form and attending Futures events.



# Main Duties

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<b>Key Responsibilities and duties</b>	Making presentations, as required, to staff, Governors and parents about pastoral developments.
	To undertake any additional duties as reasonably required by the Head.

<b>Line-management responsibility within Pastoral provision</b>	Responsible for the review of the effectiveness of the pastoral structure.
	Responsible for the pastoral sections of the ISI Inspection.
	Ensuring form tutors deliver the highest standards of individual support.
	Line-manage and train the pastoral team of Form Tutors, Heads of Year and Heads of Section.
	Ensure ongoing training and support of form tutors by Heads of Year / Heads of Section.
	Oversee delivery of Heads of Section assemblies.
	Line-manage counselling team and, whilst upholding students' confidentiality, ensure that relevant safeguarding and pastoral information is shared on a need-to-know basis.
	Line-manage medical team and ensure medical data is appropriately shared when relating to safeguarding and attendance.
	In conjunction with and by leading and guiding the pastoral team leaders, ensure pupil disciplinary matters are dealt with appropriately and in line with the relevant policies.
	As an integral part of the Safeguarding team, support the Heads of Section in their work as DDSL and when dealing with safeguarding concerns in their Key Stages.



# Main Duties

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<b>Student support</b>	To embrace the school's commitment to the provision of individual and personalised support.
	To ensure regular review of 'girls of concern' and implement intervention strategies.
	Liaison with the Prep Department regarding whole-school approaches to pastoral care.
	Liaise with Prep Department regarding a comprehensive transition programme.
	In conjunction with Deputy Head (Academic), review and assess student progress in the context of pastoral concerns.
	In conjunction with the data manager and Head of Sections, ensure accurate tracing and record-keeping of attendance data with ongoing evaluation of intervention strategies.
	To provide Line-management and guidance to Attendance Officer.
	In liaison with Heads of Section, to plan, coordinate and review tutor-time / pastoral walks and develop a culture where these are positively reassuring and improving student support.
	Along with the rest of SLT, be closely involved in advising pupils on GCSE and A Level options.
	In conjunction with DH (Academic), DSL, students / parents, plan and organise reduced or alternative attendance n(EBSNA) regularly review arrangements to ensure timely return to full-time attendance.
	Together with the Heads of Section / Heads of Year, create pupil support plans tailored to individual pupils, and monitor and review these.
	Maintain a pastoral environment within which pupils are enabled to share concerns and are supported in making appropriate choices.
	Utilising the triaging within the pastoral team, and depending on the cope of the issues, meet with pupils over whom there are concerns and contact home where necessary.
	With the pastoral team, explore ways of measuring and tracking pupil wellbeing and propose actions accordingly.
	Analyse pastoral iSAMS module entries and student voice data as appropriate and propose actions accordingly.



# Main Duties

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<b><i>Pastoral Staff Development</i></b>	Develop and maintain school-wide systems to support pupil wellbeing.
	To plan and chair regular meetings of pastoral staff and team leaders.
	Lead on induction training and INSET training in relation to St Mary's pastoral provision.
	Leadership, monitoring, support and appraisal of all direct reports, including Heads of Section and Heads of Year.
	To develop and deliver staff training INSET programmes relating to improved pastoral provision within school.
	Develop and where appropriate lead a programme of professional development (CPD) for pastoral staff; ensure accurate record-keeping of any CPD / training undertaken by Senior House staff.
	Encourage staff to be active in their personal and continuous professional development.
	Ensure that staff have access to the latest research relating to outstanding pastoral care.

<b><i>Communications and Marketing</i></b>	To contribute to effective communication within the school.
	Support and provide guidance to the School Council.
	Ensuring communication of essential pastoral information about pupils on admission and subsequently to staff.
	Communication with staff, pupils and parents as necessary.
	Promoting St Marys in the local community and being a positive ambassador for the school online and at national conferences and events.
	Oversee compilation of relevant information booklets and presentations together with other members of SL (such as long-term transition programme from KS4 into Sixth Form).
	Working with the Head of Sixth Form and Head of KS4 to plan Leavers' events / Celebration events.



# Main Duties

<b>Safeguarding</b>	Acting as one of the School's Designated Safeguarding Officers (deputy Designated Safeguarding Leads) and assisting the Designated Safeguarding Lead (DSL) with matters relating to Safeguarding as required.
	Fulfil the role of Deputy Designated Safeguarding Lead, with delegated responsibility for Online Safety, working with the Director of IT, to keep abreast of changes to statutory requirements with regards to Online Safety.
	Stay abreast of all developments in safeguarding through attending the internal DSL team meetings, relevant DSL cluster meetings, reading weekly updates from Andrew Hall, and liaising with the Deputy Head (Head of Prep and DSL).
	In conjunction and under direct from DSK, work with external agencies if scope is beyond Heads of Section.
	In conjunction with DSL (DH) and DSSL, (Heads of Section) have oversight of previously looked after children in Senior House.
	Continually review processes, documents and policies relating to monitoring student attendance (SH) as well as medical and counselling appointments to help identify patterns.
	Be part of the DSL rota for school holidays, checking the iSAMS module and emails daily following up on any safeguarding matters and attending Child in Need and Child Protection meetings as appropriate.

**The Assistant Head (Pastoral) will have a reduced timetable in their specialist subject area, and would report in this capacity to the Head of Department concerned.**





# Candidate Specification

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<b>Qualifications</b>	Good honours graduate.
	Qualified Teacher status.
	Evidence of relevant continuing Professional Development and its successful application.
	Commitment to lifelong learning for self and others.

<b>Experience</b>	Proven track record of successful leadership, ideally 2-3 years.
	Successful leadership of people, e.g. as Head of Year or Head of Department.
	Experience in teaching in all Key Stages (3-5) and across all ability ranges.
	Successful experience of raising standards for all with measurable outcomes.
	In-depth knowledge and experience of Child Protection and Safeguarding procedures.
	Confidence with IT and database technology.

<b>Knowledge and Skills</b>	Ability to lead change.
	Ability to communicate effectively orally and in writing to different audiences.
	Ability to think creatively to anticipate and solve problems.
	Commitment to promoting and working with different learning styles and multiple intelligences.
	Committed to the development and maintenance of good relationships with staff, parents, pupils, governors and the community.
	Ability to drive for improvements and challenging underperformance.
	Ability to establish and sustain appropriate structures and systems and monitor them.



# Candidate Specification

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<b>Attributes</b>	Skilled and effective diplomatic communicator.
	Honest, reliable, energetic and possessing integrity.
	Effective problem solving, negotiation and mediation skills.
	Decisive and collaborative.
	Proven commitment to be fully involved in the life of the school, and to work unsocial hours when required, but understanding the importance of work / life balance.
	Able to delegate effectively, work to people's strengths and help them achieve their best.
	Excellent oral and written communication skills.
	Proactive and creative with a very keen eye to detail.
	Excellent organisational skills.





# Safeguarding

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*St Mary's School is committed to safeguarding and promoting the welfare of children and young people in its recruitment and selection of job applicants. The school expects all staff and volunteers to share this commitment and be willing to undergo checks with the Disclosure and Barring Service.*



## How to Apply

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Please complete an application form which can be obtained from the HR Administrator at [hadmin@stmarysgx.co.uk](mailto:hadmin@stmarysgx.co.uk) or from our website [www.stmarysschool.co.uk](http://www.stmarysschool.co.uk)

Early applications are advised as the school reserves the right to appoint at any stage during the application process. Completed application forms and cover letters must be addressed to the Head and emailed to [applications@stmarysgx.co.uk](mailto:applications@stmarysgx.co.uk)

Interviews will take place over two days with a variety of tasks, formal interviews as well as the opportunity to meet with members of the pastoral team and girls. Interviews will be held at the school. As part of the process, you will be given a tour of the school and attend a panel interview. You will also be asked to provide documentation confirming your identity and qualifications and a search of an online social media presence may also be conducted as part of due diligence checks.

All applications will be acknowledged and interview dates are provided below. References will be requested for all those invited to interview.

**Closing date for applications:** 9:00am on Monday 6<sup>th</sup> October 2025

**Interview date:** W/C 14<sup>th</sup>/15<sup>th</sup> October 2025

**Hours:** Full-Time

**Salary:** Competitive