



BISHOP WORDSWORTH'S SCHOOL  
DEPUTY HEAD (PASTORAL)  
SEPTEMBER 2022



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## APPOINTMENT OF DEPUTY HEAD (PASTORAL)

This appointment offers an exciting opportunity to join one of the country's leading academic schools. This is a senior and influential role and the individual appointed will have significant responsibility to lead and develop the pastoral care at Bishop Wordsworth's School. The Deputy Head (Pastoral) will be one of two Deputy Heads who work closely with the Head and Senior Leadership Team.

The school is renowned for its strong academic tradition and outstanding results, but educational quality here goes well beyond examinations. We fuel students' wider intellectual curiosity, promote artistic expression, and give opportunities for leadership and personal development. A day at Bishop's brings genuine breadth of activity, challenge and pace, making this a stimulating environment for staff and students alike.



## THE SCHOOL

### History and traditions

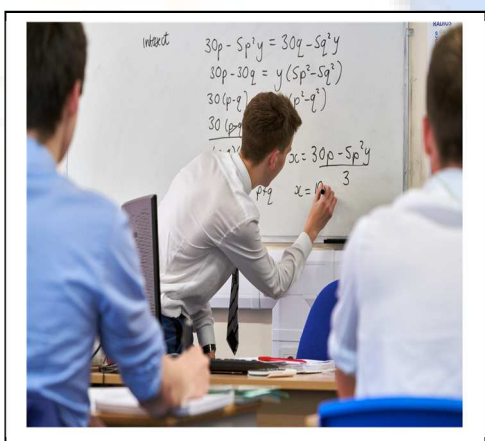
Bishop John Wordsworth intended that his school should provide a centre of academic excellence in the heart of Salisbury. Since 1890 Bishop's has fulfilled that mission, and today we educate over 1,200 students aged between 11 and 18. Under the shadow of the Cathedral spire our eclectic buildings span the seventeenth to the twenty-first centuries, reflecting the school's heritage. This creates a very special atmosphere in which students are conscious, on a daily basis, of their part in a long tradition of academic endeavour.

### Admission on ability

As a Church of England Grammar School and Academy, we set our own entrance test and policy on admissions. Any student living within reasonable travelling distance of Salisbury is welcome to apply, and students from the broadest range of schools and backgrounds thrive here.

### Christian values

Our Church school ethos permeates the fabric of life here – from regular worship in the Cathedral and our Chapel, through religious education, to the way we operate as a community. We welcome students of all faiths or none, but the Christian values of concern for one other, respect and tolerance provide a moral compass that influences everyone, both personally and culturally.





## Spirit of togetherness

As the school motto *veritas in caritate* (truth through caring) suggests, consideration and thoughtfulness are central to life at Bishop's. Right from day one, we work hard to make students feel valued and welcome. Within each year there are five tutor groups of 32 students led by form tutors. During Year 7 we monitor these groups carefully, knowing that the happier students are, the quicker they will settle in and flourish. Through the house system and a host of other activities students mix across years, fostering a close community in which older students can become friends and mentors to their younger peers. If problems arise the form tutor or the relevant Head of School are the first points of contact and Heads of School operate an 'open door' policy whenever possible.

## Academic life

Rigour, depth and breadth characterise academic life at Bishop's. Students enjoy being taught by highly qualified subject specialists. Teachers teach so that students do well – but also to extend students' knowledge and understanding beyond the narrow confines of exam syllabi. Throughout, we aim to engender a passion for learning and the skills to pursue that passion independently. In and out of school there are countless opportunities for students to develop their academic interests – workshops, lectures, master classes, fieldwork and more. Students regularly take part in school and national competitions, with many gaining success both within and beyond the curriculum.

## Extra-curricular

A broad extra-curricular programme helps students to understand more of the world, to challenge themselves and to grow as individuals. At Bishop's we aim to provide many and varied opportunities, so that every student has the chance to find new interests and achieve great things. Competitive sport is in the lifeblood of the school. Rugby, Cross Country, Athletics, Basketball, Soccer, Hockey, Netball, Lacrosse and more figure in the sporting calendar, with regular fixtures against schools across Wiltshire and the South West of England and competition at a National Level. While we are justly proud of our outstanding reputation for sporting success both regionally and nationally, we value equally the commitment of students who give their best to an activity they enjoy.







The opportunities to experience activities here and abroad are immense.

Music is very strong at Bishop's, and many students have instrumental lessons at all levels. As well as touring abroad and in the UK, the Choir performs regularly for school occasions in the Cathedral. Students play in orchestras, wind bands, brass and string ensembles, and often collaborate to form rock bands of their own.

Drama thrives too, with every age group having opportunities to take part either in clubs or productions. Through our vibrant Art department, students can develop their talents both in and out of lessons. Theatre and gallery trips feature regularly, as do plays, musicals and concerts on a variety of scales. Over 40 clubs and societies meet during lunch breaks or after school.

Students can become involved in voluntary work locally, play chess, try debating or film-making. The opportunities to experience activities and destinations here and abroad are immense; from Outward bound and community service to fieldwork, expeditions and cultural exchange, all students will have the chance to give it a go.



# CANDIDATE PROFILE

Bishop Wordsworth's School seek an outstanding and imaginative leader who will lead and advance the renowned pastoral care of BWS. Experience of leading a team is important. The successful candidate will show a deep commitment to the welfare and wellbeing of the students and seek the best outcomes for them. They will have a keen interest in all areas of school life and will be a visible, energetic and reassuring presence around the school – inspiring confidence in staff. They will be a strong team player and confident in taking responsibility for decisions. They will build rapport quickly with colleagues, be persuasive and display tact, subtlety and empathy in challenging situations.

The Deputy Head (Pastoral) will act as Designated Safeguarding Lead and will lead the team of DDSLs in advising and training others in this important area, empowering staff with the confidence to deliver this individual and nurturing support in a high achieving environment.

All members of staff are expected to contribute to the rich co-curricular life of the school



<https://twitter.com/BWordsworths>



<https://www.linkedin.com/school/bishop-wordsworth-s-school/about/>



@bwordsworths

# PERSON SPECIFICATION – DEPUTY HEAD (PASTORAL)

Attributes	Essential	Desirable
<b>Education, Training &amp; Qualifications</b>	<ul style="list-style-type: none"> <li>❖ Good honours degree</li> <li>❖ UK Qualified Teacher Status</li> <li>❖ Evidence of recent and relevant professional development.</li> </ul>	<ul style="list-style-type: none"> <li>❖ Higher degree or NPQH or commitment to achieve NPQH within two years.</li> </ul>
<b>Experience and Knowledge</b>	<ul style="list-style-type: none"> <li>❖ Leadership and or responsibility of colleagues within a school environment</li> <li>❖ Understanding of current trends and policies in education</li> <li>❖ Proven track record in implementing strategies and interventions to rapidly raise achievement and standards</li> <li>❖ Effectively tackling underperformance in staff and students</li> <li>❖ Experience of pastoral work in a school setting</li> <li>❖ Successful teaching experience in more than one secondary school</li> <li>❖ Developing and implementing school wide systems</li> <li>❖ Up to date knowledge of the curriculum and current trends or developments</li> <li>❖ Appreciation of issues facing Schools and Academies.</li> </ul>	<ul style="list-style-type: none"> <li>❖ Safeguarding Experience</li> <li>❖ School Development and Improvement planning within a secondary school.</li> </ul>
<b>Skills and Abilities</b>	<ul style="list-style-type: none"> <li>❖ A confident and competent classroom practitioner and role model for others</li> <li>❖ Able to inspire, challenge and motivate others</li> <li>❖ Strategic planning and thinking</li> <li>❖ Ability to lead other colleagues in a shared vision</li> <li>❖ Good communication and interpersonal skills</li> <li>❖ Good reasoning powers and ability to make balanced judgements in a variety of situations with the ability to make the right decision and tough decisions</li> <li>❖ Ability to build positive working relationships with colleagues</li> <li>❖ Ability to manage change, conflict and empower others.</li> </ul>	<ul style="list-style-type: none"> <li>❖ Use of Data including the ability to analyse and form action plans</li> <li>❖ Ability to represent the school at a local and national level</li> <li>❖ Collaboration with others within and beyond the school.</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>❖ High expectations of pupils and their behaviour</li> <li>❖ Ability to work hard, prioritise deadlines and maintain good humour</li> <li>❖ Willingness to engage fully with continuing professional development</li> <li>❖ Demonstrable commitment to equal opportunities</li> <li>❖ Commitment to safeguarding and promoting the welfare of pupils</li> <li>❖ Commitment to the School ethos and selective education in general</li> <li>❖ Ability and willingness to contribute to the wider life of the School</li> <li>❖ A strong sense of professionalism, commitment to upholding standards and setting an appropriate example.</li> </ul>	



# SPECIFIC RESPONSIBILITIES

## **Main Tasks in Leadership and Management:**

The Deputy Head (Pastoral) is the Head of the Pastoral Structure at Bishop's. He or she leads the large team of pastoral staff and is accountable for the quality of pastoral provision and support that is offered to the students. He or she is also the head of the discipline structure and the House System. Finally he or she will be accountable for the management of risk - through multi-agency working, safeguarding and support for vulnerable students and those with special educational needs.

### **Management**

- Where required act in place of the Headmaster in his absence;
- Jointly oversee the day-to-day and routine running of the School including directing the prefect teams as required.
- Act as Line Manager (Team Leader) for the purposes of the School's system of appraisal (both teaching and non-teaching staff);
- Prepare agendas for and then chair meetings of the Heads of Pastoral Section and their teams;
- Attend and participate in meetings of the School's Leadership Team of senior staff, leading and co-ordinating staff responses where necessary;
- As appropriate, advise the Finance Manager and Bursar on matters of financial planning;
- Lead the team of Pastoral Section Heads in routine and strategic planning, implementation of new developments and routine pastoral operation, including the allocation of tutors and mentors;
- Take a lead on complex/demanding pastoral and disciplinary cases where necessary, including attending multi-agency meetings where required;
- Work with the Heads of Pastoral Section in dealing with cases of internal and temporary/permanent exclusion and managed moves to partner schools;
- Lead on whole school attendance related issues and oversee the work of the Attendance Officer;
- Assist with preparation for and then attend governors' panels and other high-level meetings for pastoral and disciplinary cases
- Present the school's case at admissions appeals hearings
- To act as line manager for the BWS SENDCo and Learning Support Department
- To act as the Whole School Designated Safeguarding Lead
- To act as the named teacher for Looked After Children
- Leadership of PSRE, Citizenship and Community Cohesion;
- Oversight of the work of the School Student Councils
- SIAMS preparation and lead;
- Oversight of Chaplaincy
- Oversight and co-ordination of individual photos of students and staff.

### **School Development Planning and Resourcing**

- Assist the Headmaster and other members of the Leadership Team with producing the School's 3-year Strategic Plan;
- Assist the Headmaster in producing the annual School Improvement Plan;
- Work with the Headmaster, Bursar and Governors to undertake a regular review of the budget and make recommendations concerning the allocation of available resources to departments;
- in partnership with the Headmaster work to deliver the vision of the School;





### Academic Standards

- Act as a team leader for a range of subject departments and monitor the academic standards in those departments
- Take a lead on intervention where required to raise academic standards in those departments

### Governors, Parents' and External Relations

Assist in the smooth functioning of these by:

- Attending meetings of the Full Governing Board where required;
- Attending, as required, as a co-opted member (non-voting), Governors' Committees;
- Meeting with link governors as required;
- Assisting the Headmaster and Governors in the appointment of staff;
- Attending, on rotation, meetings of the Parents' Association Committee.

### Additional Responsibilities

The Deputy Head is also required to:

- Provide the Headmaster with information and reports relating to these duties as required;
- Teach within their specialist subject area and/or such other subject areas as may reasonably be required;
- Take school assemblies and, when required, lead acts of collective worship;
- If required, support the Admissions Officer and Exams Officers with guidance and advice in dealing with both staff, parents and outside agencies;
- Leading and co-ordinating the House Prefects to ensure that the House System is well-planned and effective across all age groups.

<b>Reporting to:</b>	Head Master
<b>Liaising with:</b>	Head/Academic Deputy/Assistant Heads/Heads of Pastoral Section Heads of Department, Student Support Services and relevant staff with cross-school responsibilities, relevant non-teaching support staff, LA staff, parents.
<b>Working Time:</b>	195 days per year, full time, or pro rata as appropriate.
<b>Salary/Grade:</b>	Leadership Group L17-L21
<b>Disclosure level</b>	Enhanced with barred list check

### MAIN (CORE) DUTIES

#### Operational/ Strategic Planning

- To actively monitor and follow up student progress.
- To implement School Policies and Procedures..
- To work with colleagues to formulate aims, objectives and strategic plans for the area of responsibility which have coherence and relevance to the needs of students and to the aims, objectives and strategic plans of the School.
- As a member of LT to foster and oversee the application of ICT, including the development of materials for independent and remote learning.
- To ensure that Health and Safety policies and practices, including Risk Assessments, throughout the area of responsibility are in-line with national requirements and are updated where necessary, therefore liaising with the School's Health and Safety Manager.



<b>Curriculum Provision:</b>		<ul style="list-style-type: none"> <li>As part of LT work to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements the School Improvement and Strategic Plans.</li> </ul>
<b>Curriculum Development:</b>		<ul style="list-style-type: none"> <li>To keep up to date with national developments in relevant subject areas and teaching practice and methodology.</li> <li>To actively monitor and respond to curriculum development and initiatives at national, regional and local levels.</li> <li>To monitor and selectively implement national developments relevant to the area of responsibility.</li> </ul>
<b>Staffing</b>		
<b>Staff Development:</b>		<ul style="list-style-type: none"> <li>To work with the Assistant Head (CPD) to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs.</li> <li>To undertake appraisals and to act as team leader for a group of staff (both teaching and non-teaching).</li> <li>To participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with school procedures.</li> <li>To promote teamwork and to motivate staff to ensure effective working relations.</li> <li>To act as a positive role model.</li> </ul>
<b>Recruitment/ Deployment of Staff</b>		
<b>Quality Assurance:</b>		<ul style="list-style-type: none"> <li>To ensure the effective operation of quality control systems.</li> <li>To proactively contribute to the School procedures for lesson observation.</li> <li>To implement School quality procedures and to ensure adherence to those.</li> <li>To monitor and evaluate the area of responsibility in line with agreed school procedures including evaluation against quality standards and performance criteria.</li> <li>To seek/implement modification and improvement where required.</li> <li>To ensure that quality procedures meet the requirements of Self Evaluation and the Strategic Plan.</li> </ul>
<b>Management Information:</b>		<ul style="list-style-type: none"> <li>To ensure the maintenance of accurate and up-to-date information concerning the area of responsibility on the management information system.</li> <li>To make use of analysis and evaluate performance data provided.</li> <li>To identify and take appropriate action on issues arising from data, systems and reports; setting deadlines where necessary and reviewing progress on the action taken.</li> <li>To produce reports within the quality assurance cycle.</li> <li>To provide the Governing Body with relevant information relating to pastoral care.</li> </ul>
<b>Communications:</b>		<ul style="list-style-type: none"> <li>To ensure that all members of the staff are familiar with the aims and objectives of this area of school development.</li> <li>To ensure effective communication/consultation as appropriate with the parents of students.</li> <li>To liaise with partner schools, higher education, Industry, examination boards, and other relevant external bodies.</li> </ul>





<b>Marketing and Liaison:</b>	<ul style="list-style-type: none"> <li>To contribute to school liaison and marketing activities, e.g. the collection of material for press releases.</li> <li>To lead the development of effective subject links with partner schools and the community, attendance where necessary at liaison events in partner schools and the effective promotion of subjects at Open Days/Evenings and other events.</li> <li>To actively promote the development of effective links with external agencies.</li> </ul>
<b>Management of Resources:</b>	<ul style="list-style-type: none"> <li>To manage the available resources of space, staff, money and equipment efficiently within the limits, guidelines and procedures laid down; including deploying the department budget, acting as a cost centre holder, requisitioning, organising and maintaining equipment and stock, and keeping appropriate records.</li> </ul>
<b>Pastoral System:</b>	<ul style="list-style-type: none"> <li>To contribute to the delivery of cross curricular themes such as PSHE, Citizenship, ICT and the International Dimension as required.</li> <li>To ensure the School's Behaviour Policy is implemented so that effective learning can take place.</li> <li>To lead the pastoral team of Heads of Section and drive their work with the tutor and mentor teams so as to encourage student well-being and successful outcomes in the broadest sense</li> </ul>
<b>Teaching:</b>	<ul style="list-style-type: none"> <li>To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher.</li> </ul>
<b>Additional Duties:</b>	<ul style="list-style-type: none"> <li>To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage and ensure staff and students to follow this example.</li> </ul>

**Other Specific Duties:**

To continue personal development as agreed

To engage actively in the annual appraisal process

To contribute to the process of school self-evaluation as required

To undertake any other duty as specified by STPCB not mentioned in the above

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.





