



St Dunstan's
College

Junior School Deputy Head (Pastoral) Recruitment Information

Employment Status	Full Time, Permanent
Required From	September 2020
Job Location	Junior School
Application Closing Date	0900 on Thursday 20 February 2020
Interviews Week Commencing	Monday 24 February 2020



WELCOME TO ST DUNSTAN'S COLLEGE

Welcome to St Dunstan's!

We are very proud of this community and believe we offer something genuinely different and exciting for the families and staff who join us. Our Lewisham setting allows us the privilege of working in a diverse and vibrant school that, combined with our co-educational ethos and smaller size, engenders a culture that genuinely cherishes individuality and celebrates open-minded thinking.

Underpinned by a liberal, Christian heritage, we deliberately embellish the values embodied by St Dunstan, using the life of that great polymath to guide our own educational narrative. We are a dynamic institution, encouraging creativity and innovation in all we do. We want all our pupils to embrace the richness of the broad and cutting-edge education we offer here and our staff to be excited by what we are able to provide for the children under our care.

As a Nursery to Year 13 College, we pride ourselves on genuinely knowing our children and families, and we hope that everybody who joins us will feel an important part of this exciting community.

Mr N Hewlett
Headmaster

ST DUNSTAN'S COLLEGE

The history of St Dunstan's College can be traced back to 1408, making it one of the oldest schools in the country. It still retains strong links with the City of London, from where it originated. For the last 130 years the College has been located in Catford, within the Borough of Lewisham, in South East London. The location of the College is a key element in defining its identity and the College is proud of its reflection of the diverse and vibrant community in which it is located. The Headmaster is a member of HMC (The Headmasters' and Headmistresses' Conference) and the Head of the Junior School a member of IAPS (The Independent Association of Prep School Heads). The College Leadership Team, chaired by the Headmaster, consists of the Bursar, the Head of Junior School and the Deputy Heads of Senior School. Admission to the College is competitive at all entry points.

St Dunstan's has a truly coeducational ethos, following the admission of girls in 1994, for over 940 pupils aged from 3 to 18 years. The Pre-preparatory Department was established in 1995 and a Nursery followed in 2008. Both now form part of a flourishing Junior School which sits within the College site and, by extension, is an essential component of College identity. Most Junior School children transfer on to the Senior School as a natural transition. Parents like to commit to the whole-College 'family' and a large proportion of parents have more than one child at the College. The social life of the College is therefore an important feature of its ethos and our 'Friends of St Dunstan's' is as important in name as it is in what it achieves.

The College has enjoyed considerable development and refurbishment over recent years, with an investment of several million pounds and a significant programme of capital works planned for the next few years. The relatively recent acquisition of 30 acres of playing fields, just 500 metres away from the College buildings, provides an exciting opportunity for further development on both sites.

The size of the College is small compared to many of its competitors, offering all pupils a cohesive community that celebrates individual talents, strengths and approaches to learning and development within a friendly, inclusive and nurturing environment. The diversity of the College is furthered by the inclusion of international students from a whole range of different countries around the world. The College has a particularly special link with Hangzhou, China.

The ethos of the College is welcoming, without pretence, and draws upon the liberal Christian values of its foundation. Relationships between all members of the community are based upon mutual respect and this is well embedded. St Dunstan's is a happy place in which to learn and teach, where great careers are launched and genuine friendships are forged.



THE JUNIOR SCHOOL

The Junior School at St Dunstan's College is a happy, kind and safe place. Girls and boys from Nursery to Year 6 are encouraged and challenged to achieve their academic potential whilst taking advantage of the broad co-curricular programme we have in place to find activities that they can enjoy and hopefully excel in.

Whilst we want our pupils to develop a lifelong love of learning, we also want them to become confident and considerate individuals who are aware of the community around them and who want to contribute to society. We work closely with parents and regularly welcome them into school to watch their children play in matches or perform in assemblies, concerts and dramatic performances.

There is always a lot going on in the Pre-Prep, where children are happy and busy engaging in a rich mix of activities and experiences. The Pre-Prep is a safe, self-contained place where boys and girls learn about the world and about themselves. At the end of Year 2 children transfer automatically to our Prep Department, well-prepared and ready for the challenges ahead.

In Years 3 to 6, pupils learn a wider range of subjects and move around the school more for lessons, benefitting from increased specialist teaching. Alongside the core subjects of English and Maths, pupils cover the humanities and science through the International Primary Curriculum.

From Year 3, two co-curricular sessions (Forder) are built into the timetable and pupils also receive specialist teaching in ICT, Modern Foreign Languages (MFL), Drama, Music, Art & Design, PE & Games and our own Skills for Life programme (PSHEE). In MFL lessons, pupils study French in Year 3 and in Years 4 to 6, they follow a carousel of French, Spanish and German. At appropriate points, the curriculum is further enhanced with Philosophy and Mindfulness.

Our College Co-Curricular Programme (Forder) provides more opportunities as pupils begin to get an idea of both what interests them and where their individual talents may lie.

The form teacher plays a key role in the pastoral care of children. Our approach is designed to make every child feel appreciated and understood. We guide and motivate children through active reinforcement of positive behaviour in all its aspects.

JOB DESCRIPTION

Responsible to:	Head of Junior School
Line Management:	The Junior School Deputy Head Pastoral is responsible for managing and leading the Junior School Pastoral Leadership Team (JSPLT), which currently comprises the four Heads of Section: EYFS (also the Head of Pre-Prep), KS1, Years 3 & 4 and Years 5 & 6. All Heads of Section (apart from the Head of Pre-Prep) are managed by the Junior School Deputy Head Pastoral. In addition, the post holder may line manage a selection of Junior School specialist teachers.
Works closely with:	Deputy Head Pastoral (Senior School) Junior School Deputy Head Academic Head of Pre-Prep Form Teachers Junior School Head of Inclusion and Enrichment SDC Festival Coordinator Heads of House Head of Lower School Head of Co-curricular/Co-curricular Administrator Educational Visits Co-ordinator

Strategic and Operational responsibilities

The Junior School Deputy Head Pastoral is a key part of the Junior School Leadership Team (JSLT) responsible for both the strategic priorities and the day-to-day running of the Junior School. This team is chaired by the Head of Junior School and includes the Junior School Deputy Head Academic and Head of Pre-Prep. The JSLT is responsible for reviewing the Junior School's overarching vision and values, ensuring the effective annual development planning that stems from this. They will also be responsible for setting out its mid-term strategic objectives, with a particular focus on the pastoral team within the Junior School.

The Junior School Deputy Head Pastoral will oversee all Junior School elements of policies relating to pastoral care and pupil development, expected pupil behaviour, anti-bullying and the co-curriculum. The post holder will also have strategic oversight of pastoral care and pupil wellbeing, ensuring consistency in the implementation of rewards and sanctions and that the social and emotional needs of all pupils are met.

Meetings and Working Groups

- The Junior School Deputy Head Pastoral will be a member of various whole-College working groups, relating to the annual priorities. These currently include: Individual Pupil Needs, the Welfare Committee and the SDC Festival Committee.
- The post holder will chair regular meetings with the JSPLT, which, combined with the Junior School Academic Team (JSALT), forms the Junior School Management Team (JSMT).

The JSMT meetings are chaired by either the Junior School Deputy Head Pastoral or the Junior School Deputy Head Academic and this will depend on the content of the agenda.

- The Deputy Head Pastoral will chair half-termly House meetings with all four Heads of House and, where relevant, the Junior School House Captains.

Safeguarding, Pupil Wellbeing and Pastoral Care

- Take responsibility for all aspects of the Junior School's safeguarding provision, acting as a Deputy Designated Safeguarding Lead (DDSL) for the Deputy Head Pastoral in the Senior School (DSL). This would begin either upon commencement of the post or once the appropriate training and induction has taken place.
- Monitoring and updating the Junior School Care List and Pupil Watch list, sharing relevant information with the Junior School staff.
- Having oversight and organising meetings for pupils with the College Counsellor and liaising with parents about this as necessary.
- Monitor and ensure effective and fair implementation of all Prep pupil disciplinary frameworks to include rewards and sanctions, making sure it is consistent with the College Behaviour Management Procedures policy.
- Provide advice and support to colleagues on matters relating to pupil and staff welfare.
- Lead and manage the pupil disciplinary processes and ensure appropriate and accurate records are kept.
- Take full responsibility for the Junior School 'Skills for Life Curriculum' that contributes to the broad, unique and personalised educational experience at St Dunstan's College.
- Analyse data relating to Pupil Attitudes to Self and School (PASS) assessments, highlighting trends and ensuring that appropriate intervention takes place in light of results.
- Remain up-to-date and knowledgeable about safeguarding policies and procedures.
- Have an accurate oversight of professional development opportunities for staff relating to pastoral care.
- Liaise with the Head of Junior School, Junior School staff and parents regarding disciplinary procedures and ensure that all relevant parties are kept fully informed.

Trips, Visits and Events

- Oversee the Junior School calendar, attend whole-College calendar meetings, ensuring that it is kept up-to-date at all times and accessible to staff.
- Monitor all trips, visits and events planning, ensuring that all documentation is completed in good time and to the required standard.
- Co-ordinate the Junior School residential visits, organise the staff attending and ensure that the paperwork is completed efficiently and to the required standard.
- Plan, organise and oversee events for the whole Junior School or multiple year groups. This includes, but is not exclusive to: the Junior School Carol Service, the College Remembrance Service, instrumental concerts, Commemoration Day, Prizegiving and the Harvest Festival. The expectation is that these events run smoothly, with precision and are of the highest quality.
- Create and disseminate a termly assembly schedule, ensuring that the whole-College themes are included.

- Organise an annual schedule of specialist speakers, ensuring that the needs of our pupils are met and all key topics are covered with the most current and relevant information e.g. E-Safety, Anti-Bullying etc.
- Lead and plan creative and interesting assemblies each term, in conjunction with the JSLT and JSPLT.
- The JS Deputy Head Pastoral must be a visible presence at all major Junior School events and as part of the JSLT will have a list of evening events each term for which they are responsible.

Co-Curricular

- Oversee the planning and organisation of the Forder Programme in the Junior School, ensuring that the schedule of both timetabled and after-school activities is exciting, innovative and in keeping with the aims of our ambitious and broad co-curricular offering.
- Provide quality assurance regarding co-curricular activities to ensure the content is of the highest possible standard.
- Ensure that all year groups are catered for and benefit from a wide range of co-curricular activities.
- Continue the momentum already in place to extend an already ambitious co-curricular schedule, starting from the Early Years Foundation Stage.
- Offer creative and original activities reflective of personal skills and interests to the Forder Programme schedule.
- The successful candidate will take responsibility for driving, directing and organising a schedule of workshops, events and activities throughout the Junior School during our SDC Festival weeks. The SDC Festival timetable is an ambitious programme of workshops, presentations and productions aimed to spark the interest of our pupils, broadening the curriculum even further and exposing them to new experiences, skills and disciplines they may have never tried before.

Pupil Responsibilities

- Lead on the development of the School Council in the Junior School (and wider contribution to the whole-College Pupil Parliament) in order to ensure our pupils' views are appropriately represented in decision-making processes at the College.
- Ensure that all children in all year groups have the opportunity to take on a role of responsibility relevant to their age and stage.
- Oversee and manage the Junior School House system, planning an exciting and ambitious annual schedule of House events, with the support of the Heads of House
- Oversee the selection of all pupil responsibilities and communicate this with the Head of Junior School.
- Oversee the House Point totals on a weekly basis and keep the final totals up-to-date for termly assemblies.
- Liaise with members of the local community and ensure that pupils have an appreciation of those around them, contributing positively to the wider society.
- Oversee the charitable events within the Junior School, working in conjunction with the Charities Committee.

Additional Responsibilities

- The Junior School Deputy Head Pastoral is an essential part of the marketing of the College and the successful candidate will be expected to contribute to the successful marketing of the Junior School, speaking with confidence about the benefits and strengths of a St Dunstan's College education.
- Working with the Junior School Deputy Head Academic to organise pupil tours of the Junior School, including all key locations across the College.
- Fulfil a reduced teaching timetable in line with the Junior School Deputy Head Academic, delivering exciting and engaging lessons, meeting the needs of all pupils in the class.
- Continue and add to the robust schedule of events and activities that have contributed towards our gold accreditation for the TfL STARS (Sustainable Travel: Active, Responsible, Safe) award, ensuring that pupils develop current and accurate knowledge about the environment and gain a greater awareness of the importance of being a sustainably aware citizen.
- Be an outstanding role model to staff and pupils, adhering and demonstrating the whole-College values.
- Offer guidance and support as a line manager, guiding staff through the appraisal process, supporting them with objectives set and assisting them with their continued professional development.
- In close collaboration with JSLT, maintain oversight for the quality and consistency of internal and external communications.
- Work closely with the Head of Lower School to ensure Year 6 pupils are prepared and supported in their transition to Year 7.
- Ensure that events and opportunities are available to pupils to allow for a smooth transition at various stages across the Junior School.
- Assist the Head of Junior School in the recruitment and appointment of new Junior School staff.
- Oversee and monitor all duties in the Junior School, including the creation of the Late Duty rota. The Deputy Head Pastoral will also be required to complete late duties which are distributed between JSLT.
- Maintain oversight for the quality and consistency of internal and external communications.
- Complete a Junior School review of pastoral care as is necessary by the Head of Junior School or Headmaster.
- As a part of the JSLT, the Deputy Head Pastoral will stand-in for the Head of Junior School in her absence.
- Any other reasonable activity related to the post at the discretion of the Head of Junior School or the Headmaster.

PERSON SPECIFICATION

The following Experience and Skills are Essential/Desirable

	Essential	Desirable
A good degree and relevant teaching qualification	X	
Training in safeguarding		X
Middle Leadership experience, evidencing the effective leadership of teams of staff and students	X	
Experience of leading whole-school initiatives		X
A keen eye for strategy	X	
The stamina to thrive in a fast-pace environment	X	
The capacity to design, articulate and implement a creative ideas	X	
Experience of managing budgets, either at a departmental or whole-school level		X
The ability to find creative solutions to complex problems	X	
A team player who is able to work well with diverse groups of people	X	
High levels of demonstrable organisational skill with an ability to work quickly through significant operational expectations	X	
Ability to mediate and resolve disputes and conflict between a range of different stakeholders	X	
An understanding and appreciation of the ethos of St Dunstan's College	X	



1. PERSONAL AND PROFESSIONAL ATTRIBUTES

1.1	I am courteous to colleagues, parents and young people
1.2	I am consistent in manner and attitude
1.3	I am discreet and professionally sensitive
1.4	I demonstrate professional stamina
1.5	I am resilient and recover quickly from professional setbacks
1.6	I am keen to explore new ideas
1.7	I am flexible in my work ethic
1.8	I come up with new and creative ideas
1.9	I take decisions carefully and after sound consideration
1.1	I am patient with people
1.11	I am honest and demonstrate professional integrity
1.12	I am aware of my own strengths and weaknesses
1.13	I meet deadlines and respond promptly to emails
1.14	I am able to maintain perspective and to make sound and balanced judgements

2. ORGANISATIONAL VALUES

2.1	I am compassionate in my dealings with pupils and staff and can empathise with the challenges life presents, whilst not allowing emotions to drive my engagement and response to situations
2.2	I am curious about my subject, myself and others, wanting to improve my own knowledge and demonstrate self-awareness, a desire for improvement and a motivation to want to develop and help others

2.3	I am courageous enough to take informed risks in my work and to think differently, bringing creative ideas to the table. I embrace taking myself out of my comfort zone, looking at change positively and with a growth mindset
2.4	I am creative in my thinking and am driven by finding creative solutions to problems. I am a proactive shaper of our environment rather than a recipient or victim of it.
2.5	I am confident enough to articulate my views and feelings, as well as to try new things and put myself forward for activities that might be of benefit for the organisation

3. EXECUTIVE EXPECTATIONS – PERSONAL QUALITIES

3.1	I demonstrate a high level of interpersonal skills and emotional intelligence
3.2	I am knowledgeable about the staff and pupils, and am well aware of current school matters
3.3	I am able to embody, articulate and respect College values, vision and heritage
3.4	I am a calm, authoritative figure in crisis situations, able to maintain a balanced perspective under pressure
3.5	I am empathetic and flexible enough to adapt my expectations in the accommodation and support of people's particular needs and challenges
3.6	I am able to manage the pressure on myself and others objectively, with perspective and good humour
3.7	I value diversity in views and styles, appreciating individuality and respecting varied contributions within the overarching vision for the organisation
3.8	I manage differences in stakeholder opinion effectively, bringing disagreement to an effective conclusion
3.9	I am able to offer challenge and informed debate in strategic and operational meetings
3.10	I am open minded to change, new ideas and shifts in strategy
3.11	I am a first rate administrator who demonstrates outstanding levels of professional practice as a model to other employees
3.12	I am aware of my own strengths and areas for development, understanding the impact my own behaviour can have on others
3.13	I am able to manage my time so that I strike a balance between work and home life that is healthy both for me and others

4. EXECUTIVE EXPECTATIONS – VISION AND STRATEGY

4.1	I am able to generate, embody and enact a vision and clear strategic plan for the whole College that meets the needs of education, charity and business
4.2	I am able to motivate and energise staff and pupils, bringing the community together through the articulation of a compelling vision for success
4.3	I am able to demonstrate strategic financial skills to build a strong and sustainable school and ensure its continuing success, striking an appropriate balance between educational ambition and fiscal reality
4.4	I am able to recognise and anticipate shifts in the market-place, government, economics and political environment and develop positive responses to these changes

5. EXECUTIVE EXPECTATIONS – MARKETING AND COMMUNICATIONS

5.1	I am able to market the College effectively and to a wide range of internal and external stakeholders
5.2	I make significant contributions to raising the profile of the College in the community, establishing valuable links and networks with external organisations
5.3	I exemplify significant professional credibility across a range of stakeholders
5.4	I communicate effectively within the executive team and allow my voice, and the voices of others, to be heard

6. EXECUTIVE EXPECTATIONS – RECRUITING AND DEVELOPING PEOPLE

6.1	I am able to develop effective distributed leadership, and am unafraid to delegate responsibilities to others better placed to accomplish a specific task
6.2	I am able to recruit, retain and develop an excellent team, supporting and enabling them to achieve and develop within the framework of the College's vision
6.3	I am able to separate and understand the needs of individuals in the context of the needs of the organisation
6.4	I demonstrate commitment to providing excellent pastoral care for the development of all pupils and staff, mindful of the welfare needs of all members of the College community
6.5	I am committed to developing and improving my own leadership as well as that of others
6.6	I demonstrate high-level coaching skills, setting challenging objectives for staff and supporting them to achieve them

7. EXECUTIVE EXPECTATIONS – IMPROVEMENT AND INNOVATION

7.1	I am able to lead change and develop a 'change' culture of reflection, evaluation and improvement, establishing a culture that is not risk averse, but encourages creative thinking, open-mindedness, high levels of performance and raising the bar
7.2	I am able to tackle underperformance or negativity, having the sensitivity and emotional intelligence to handle it positively but with clarity, consistency and rigour
7.3	I am alert and proactive in my understanding and management of operational pace
7.4	I am decisive, tenacious and creative in pursuing the highest of expectations in all aspects of College operation
7.5	I am a visible presence around the College and at College events and activities
7.6	My leadership has a demonstrable positive impact on pupils, staff and the wider community
7.7	I am able to listen carefully and objectively before reaching conclusions and taking action

8. EXECUTIVE EXPECTATIONS – TEACHING, LEARNING AND ACHIEVEMENT

8.1	I actively pursue excellence in teaching and learning, devising and establishing processes for ensuring that improvements in pupil learning are constantly monitored and maintained
8.2	I champion inclusivity, ensuring that the College provides effectively for all stakeholders and needs
8.3	I model an enthusiasm for learning and am able to initiate a love of learning in others





THE PACKAGE

Salary: Competitive

Pension: Teachers' Pension Scheme (TPA)

Benefits: Tuition fee remission (which is means tested and capped) and no registration fee*

Health Cash Plan*

Free lunch and beverages during term time

Staff Accommodation (subject to availability)

Free off road parking

Reduced health club membership

Salary Sacrifice Schemes

Season Ticket Loan

Free winter and summer social events

Annual flu immunisation

Use of College leisure facilities including gym, tennis courts and pool*

Private Health Care Insurance (50% paid by employer)

(* Conditions apply)