

INSPIRATIONAL
Box Hill School



Deputy Head: Pastoral and
Safeguarding, Member of the
Senior Leadership Team, DSL

Candidate Pack

Box Hill School: Excellence Maximises Outcomes

Welcome to Box Hill School, where education transcends the curriculum since 1959. Under the leadership of our first female Headmistress, Ms Hayley Robinson, we empower each student to excel both in and out of the classroom. Nestled in 26 acres of Surrey countryside, our nurturing environment fosters growth for 450 students aged 11-18.

We seek an individual to aid us in maintaining our standard of pastoral excellence.

Round Square: Were Ideals Shape Futures

As a founding member of Round Square, we embrace the philosophy of Dr Kurt Hahn, championing a holistic yet personalised approach to education that nurtures global citizens. Guided by the principles of Internationalism, Democracy, Environmental Stewardship, Adventure, Leadership, and Service, we instil in our students a sense of purpose, empathy, and responsibility that goes beyond the confines of the classroom.

We believe when students are happy, they thrive.



Job Purpose

Directly Responsible to: Headmistress
Directly Responsible for: Deputy DSLs
Two Assistant Heads Pastoral and Boarding
Lead Nurse and Medical Team

Areas of Responsibility

Pastoral

- To safeguard the wellbeing and safety of pupils.
- To take responsibility for the direction and organisation of the pastoral care systems in place.
- To deputise for the Head as required.
- Responsible for implementation and review of the following pastoral policies including:
 - Behaviour, Rewards & Sanctions
 - Registration and Attendance
 - Anti-bullying
 - Relationships & Sex Education
- To lead, and line manage, the Assistant Heads to direct and manage the work of House Parents and Heads of Year.
- To assist the Head in ensuring that the behaviour, manners, and appearance of pupils are of a high standard.
- To take overall responsibility for pupil disciplinary procedures and policy, including directing the work of Assistant Heads/Heads of Year to investigate and deal with disciplinary cases in all year groups.
- To maintain a log of informal and formal concerns and incidents, and to produce regular reports for the SLT and Governing Body to identify any patterns or trends.
- To work closely within Boarding and to assist the Assistant Head Pastoral and Boarding with pastoral care as appropriate.

Safeguarding and Wellbeing

- To be the School's Designated Safeguarding Lead (DSL). The responsibilities for this role are stated in full in the whole school Safeguarding Policy and in Annex B of the statutory guidance, Keeping Children Safe in Education (2023).
- To lead the Mental Health First Aid and Wellbeing provision and coordinate with the Deputy Head, Wellbeing provision.
- To coordinate, monitor and develop the school's SMSC provision alongside the Academic Deputy Head.

- To monitor staff wellbeing and to identify needs and act upon them, and to report on the same to the SLT.
- To develop, organise, and run innovative safeguarding training which engages staff and students alike, and to maintain records of all such training.
- To be available to all school staff for consultation and training on safeguarding and child protection matters, and to arrange such training at regular intervals,
- To be completely aware of, and keep up to date with, all guidance relating to safeguarding and to ensure that the school is fully compliant in its safeguarding responsibilities, including the regular updating of the school safeguarding policies.
- To liaise as necessary and appropriate with outside bodies such as LADO, Police, Surrey CC, social services etc.
- To work closely with HR in all matters relating to safer recruitment of staff. To be suitably trained in safer recruitment and to participate in interviews for potential new staff.
- To be a member of the governors' committee for risk management and welfare; to liaise with governors as appropriate.
- To produce an annual report for the Governors on all safeguarding matters.

Teaching and Learning

- Promote an environment where children are inspired and excited to learn, and which fosters a spirit of enquiry.
- Plan, prepare and deliver high quality, differentiated lessons that are pacey, stimulating and challenging in line with the school's schemes of work.
- Be an effective member of the department(s) in which you work, participating actively in meetings, cooperating with the Head of Department and other colleagues in the development of programmes of study, schemes of work, teaching resources, and methods of teaching and assessment.

Assessment, Recording and Reporting

- Provide or contribute to oral and written assessments and reports on the development, effort, progress, and attainment of pupils.
- Mark work according to agreed guidelines.
- Communicate and consult with parents both formally during parents' evenings and informally, as required.
- Make effective use of assessment information to promote and facilitate pupil progress and well-being.

Supervision

- Supervise and, so far as is practicable, teach any pupils who are assigned to you for cover.
- Participate in supervisory duties before and after school, during breaks and lunchtimes as required.

Professional Development and Appraisal

- Review from time to time your own teaching methods and use of resources.
- Have knowledge of and keep up to date with current pedagogy.
- Actively participate in arrangements for your professional development as a teacher.
- Actively participate in arrangements for the appraisal of your performance.

Other Professional Responsibilities

- Uphold and follow the Staff Code of Conduct
- Operate at all times within all stated policies and practices of the school and annually review policy and procedure updates.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with pupils, parents, and colleagues.
- Maintain an attractive and stimulating classroom environment with displays of pupil work and learning resources and contribute to displays in the school as a whole.
- Maintain positive working relationships with pupils, colleagues, parents, and other members of the school community.
- Actively contribute to the extra-curricular life of the school through involvement in clubs, outreach activities and, as required, residential trips
- Attend staff meetings, assemblies, parent information evenings and house meetings as required.
- Attend major events such as the Carol Service, evening concerts and performances, as required.
- Participate in Open Events.
- Support with invigilation and marking of entrance examinations.
- Undertake such other tasks as may reasonably be assigned by the Head from time to time.
- It is understood that areas of responsibility are from time to time subject to review and are negotiable in the light of the needs of the school and the professional development of staff.
- This job description may be amended at any time, after consultation with you.
- All members of staff have a responsibility and duty of care to safeguard and promote the welfare of pupils.
- Staff must be aware of the systems within the school which support safeguarding and must act in accordance with the school's Safeguarding and Child Protection Policy.



Person Specification: Essential Criteria

Qualifications

Assessed by application form.

- Qualified Teacher Status
- Degree or equivalent
- Evidence of recent relevant professional development

Professional Experience

Assessed by application form, interview and references.

- Secondary Teaching Experience.
- Experience of successful leadership and management within a school at SLT level.
- Previous experience of DSL work in a similar institution Involvement with external agencies.

Desirable:

- Experience of working with outside agencies.
- Ability to provide professional leadership/management to a staff team and contribute to the work of other teams to secure high quality pastoral care/ effective use of resources/improved standards of progress and achievement for all pupils across the school.

Knowledge and understanding

Assessed by application form and interview.

- Knowledge of how to effectively liaise with different stakeholders including parents.
- Understanding of the importance of compliance.
- Understanding of the importance of partnership with parents.
- Knowledge of relevant legislation, equal opportunities and disability discrimination legislation, safeguarding law, and how these apply to independent schools.
- Knowledge of latest local and national safeguarding developments/ current educational issues and their relationship to inclusion/ behaviour support / education welfare.
- Extensive pastoral experience in a school setting.
- An appreciation of a busy boarding environment.

Desirable:

- Knowledge of SEN needs.

Skills

Assessed by application form and interview.

- Ability to analyse/prioritise/ meet deadlines.
- Ability to communicate clearly both verbally and in writing, with energy and conviction to a wide audience.
- Ability to use ICT to support both the curriculum/work organization.
- Ability to work as part of, and contribute to, the whole school team.
- Ability to assess the needs of individuals.
- Excellent time management skills.

Desirable:

- Ability to plan appropriately/ motivate all groups of pupils, including the more able.
- Ability to use data to report on pupil progress to SLT/Governors

Personal Qualities

Assessed by application form, interview and references

- Proactive and professional approach to creating a positive pastoral care environment within school.
- Willingness to respond to needs of individual learners with sensitivity
- Positive & resilient with drive/integrity
- Ambitious & diligent professional who can motivate / inspire others including pupils / teachers / parents / governors.
- Commitment to high standards / equality of opportunity / continuous improvement
- Commitment to safeguarding & promoting the welfare of children.
- Approachable: able to listen & reflect on the needs of all stakeholders and to work closely with outside agencies to promote children's development.
- Excellent presentation & interpersonal skills.

Terms and Conditions



Staff on site
parking



Use of the
school gym



Staff discount
on school fees



Lunch is
provided free of
charge during
term time



Pension Scheme
provided
through Aviva
Pension Trust
for Independent
Schools



Cycle to work
scheme

- The successful applicant will be required to complete a pre-employment medical questionnaire.
- Salary competitive within the sector and commensurate with the successful candidate's experience

Child Protection and Safeguarding

The Governors of Box Hill School are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post. This will include making an enhanced disclosure to the Disclosure and Barring Service. Further details about the school's policy regarding Safeguarding and Disclosure in relation to recruitment and selection can be found on the Current Vacancies page of our website.

Applications

Applicants are required to submit a letter of application addressed to the Headmistress along with the completed Application Form and Equal Opportunities Monitoring Form.

CVs alone will not be accepted but can be included as part of the application process.

Additionally, please review the Explanatory Note on our application and recruitment process, available on the website's [Current Vacancies page](#).

Applications should be sent with a covering letter explaining suitability for the role (by post or email) to: hradmin@boxhillschool.com.

The closing date for applications is **Wednesday 24th April 2024 at 13.00.**

Interviews will take place from week commencing **Monday 29th April 2024.**

