



Orley Farm School

*Appointment of Deputy Head, Pastoral
September 2018*

Thursday, 12th October 2017

Dear Applicant,

Orley Farm School is an extraordinary place of learning! We are set in a highly competitive part of London where expectations are always leveled at doing and being our very best. However, don't be fooled into assuming that our parents are part of the dinner-set who focus on superficial veneer-thin aspirations. The DNA of this school runs very deep as we approach our 175th anniversary and it is founded in developing remarkable young people, not simply the one-dimensional 'academic' child. We are equally focused on developing the social, physical, creative, emotional and spiritual child alongside our academic challenge because we know that this leads to enriched learning. It is also the right thing to do in a world that tends to only value short-term highs; we are in this for 'life', as I want our pupils, staff and parents to look back on their Orley years as a time of wonder and inspiration!

As a school we have been in a very fortunate position investing the best part of £10 million over the past four years and we are looking to invest a similar figure in the near future but facilities are nothing without the right staff team. I am blessed to have a wonderful leadership team and following a recent promotion to Headship, we now have an opportunity to reshape key roles. I am looking for two outstanding leaders who want to inspire 137 colleagues, 500 girls and boys and 700 parents!

I was so fortunate in my early years as an art teacher and Housemaster to work for a Head who expected me to make mistakes, learn from them but to always aim for the stars! I hope that having the opportunity to visit our website and peruse our prospectus will give you further insight into what an extraordinary place this is with infinite opportunities. Initiative and Risk Taking are two of our ten unique 'Thinking Skills' and if the attached role and description of our community excites you, then I do hope that we hear from you!



Tim Calvey

Deputy Head – Pastoral

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Aims of post of responsibility:

To support the Head in sustaining the essential pastoral vision of the School through:

- *Developing and improving the quality of pastoral provision offered to the pupils in the school through the promotion of the highest possible standards of care and support, equality of opportunity, and an environment which is conducive to excellence in learning and teaching;*
- *Promoting the ethos of the school through participation in the construction and implementation of the school improvement plan and in relevant pastoral forums.*

Specific Responsibilities as Deputy Head (Pastoral)

GENERAL

- To implement the school's agreed policies and procedures;
- To monitor standards of pastoral support across the school in order to ensure the highest quality of care provision for all pupils;
- To cultivate and develop self-review so as to ensure that all staff are building skills in supporting pupils beyond their academic learning;
- To keep up-to-date with educational reform and policy by ensuring an awareness of safeguarding and care initiatives and their usefulness;
- To inform and liaise with the Head and where necessary present information regarding new developments to staff and governors;
- To attend and chair relevant staff meetings, Year Lead meetings, Senior Leadership/Management team meetings and pupil progress review meetings;
- To oversee the formulation of the PSHE plans (reviews and updates);
- To chair Pastoral Care Team meetings and discuss any proposals resulting from these meetings with the Head, updating the Safeguarding and PSHE policy annually;
- To promote the general care of the school by demonstrating awareness of what is needed and responding as necessary;
- To take assembly in the absence of the Head, shared with the Deputy Head (Academic);
- To teach a reduced timetable in a given subject.

CHILD PROTECTION, DISCIPLINE, HEALTH AND SAFETY

- To be the Designated Person responsible for matters relating to child protection and welfare, please see specific DSL Job Specification;
- To promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact;
- To maintain good order and discipline among the pupils and safeguard their health and safety both when they are on the School Premises and when they are engaged in authorised school activities elsewhere;

COMMUNICATION

- To prepare agendas for and chairing meetings;
- To meet with parents regarding pastoral issues;
- To support effective communication by forwarding minutes and conclusions of meetings and any other documentation to the relevant staff.

ASSESSMENT, RECORDING AND REPORTING

- To attend all Full Board meetings to keep governors aware of pastoral developments.
- To be responsible for whole school monitoring and development of the Form Teacher / Tutor roles, recording and reporting, including updating the Behaviour / Rewards and Sanctions Policy;
- To generate ideas for the improvement of the School Management Information System and oversee its use for tracking pupil behaviour, identifying patterns and forming relevant action plans;

TEACHING AND LEARNING

- To monitor standards of care across the school, ensuring that our PSHE programme is constantly developing to fit the needs of our pupils in an ever changing world;
- To work with the Head of ICT Strategy to develop the ICT provision;
- To play an active role in developing the ICT strategy to enhance teaching and learning;
- To formally meet Year Group Leads on a regular basis to monitor provision and standards across the school;
- To play a very active role in the observation of learning through learning walks to ensure high standards of teaching and learning and to promote the sharing of best practice;
- To ensure that the pastoral needs of individual pupils referred by Form Teachers or Heads of Departments, are met and, where necessary, to develop a plan of action for a particular pupil working closely with the SENCO and Deputy Head (Academic) to ensure that this plan is purposeful and holistic.

**TIMETABLE AND STAFFING/
STAFF DEVELOPMENT**

- To review the timetable, in conjunction with the Head, in order to ensure that it enables the best quality teaching and learning to take place;
- To review pastoral staff requirements with the Head and support in the recruitment of academic staff;
- Working with the CPD Coordinator, to organise and/ or deliver INSET for staff where relevant;
- To oversee the Induction of new pupils;
- To attend INSET training and external courses to ensure continuing professional development.

LINE MANAGEMENT DUTIES AND RESPONSIBILITIES

- To line manage all Year Group Leads;
- To participate in the appointment of staff and support in the drawing up of their specific job descriptions;
- To promote development and training opportunities;
- To take an appropriate part in the school's performance management process;

You may also be required to undertake such other comparable duties as the Head requires from time to time.

Person Specification

Essential requirements:

- Awareness and a commitment to our values, 'Thinking Skills' and ethos
- Excellent classroom practitioner who can lead by example
- Ability to motivate students and staff
- Ability to lead, coordinate, delegate and empower
- Ability to manage change and work under pressure of changing circumstances
- Ability to see things through to completion
- Excellent and demonstrable organisational skills
- Excellent communication skills along with the ability to listen and understand
- An exceptional role model with high standards of integrity and approachability
- A 'team player'
- Highly motivated, ambitious, and upbeat
- Calm under pressure with a good sense of humour
- Flexible and collaborative
- High levels of emotional intelligence and the curiosity to explore and build connections to further 'our' learning

Desirable requirements:

- DSL qualified
- Experience of leading/coordinating professional development opportunities
- Experience of teaching in more than one school
- Successful experience in creating an effective learning environment and in developing and implementing policy and practice relating to behaviour management
- Promoting SMSC of pupils across the curriculum

The main responsibilities of the DSL:

- to be the first point of contact for parents, pupils, teaching and non-teaching staff and external agencies in all matters of child protection
- to act as a source of support, advice and expertise to staff on matters of safety and safeguarding and when deciding whether to make a referral by liaising with relevant agencies
- to refer all cases of suspected abuse to the local authority children's social care
- to co-ordinate the child protection procedures in the School
- to maintain an ongoing training programme for all school employees, governors, volunteers and other individuals working at the school, including induction training for all such individuals, and provide annual updates
- to monitor the keeping, confidentiality and storage of records in relation to child protection which are kept separate from pupil records.
- to ensure that notification of further record keeping is marked on the pupil records
- to liaise with the Local Authority Designated Officer (LADO) where appropriate, and the Contact and Assessment Service
- to liaise with the Head to inform of issues especially ongoing enquiries under section 47 of the Children Act 1989 and police investigations
- to monitor records of pupils in the School who are subject to a child protection plan to ensure that this is maintained and updated as notification is received
- to liaise with other professionals to ensure that the School contributes to inter-agency working in line with Working Together to Safeguard Children (March 2015). This includes providing a co-ordinated offer of early help when additional needs of children are identified and contributing to inter-agency plans to provide additional support to children who are subject to child protection plans
- to ensure that locally agreed inter-agency procedures put in place by the LSCB (and any other LSCB as appropriate) are followed
- to advise and act on all suspicions, concerns and/or evidence of the need for children to receive additional support, or of children who have suffered or are likely to suffer abuse and/or neglect, which is reported to the Designated Person
- where appropriate, to take part in child protection conferences or reviews

- to inform social services in writing when a child who is subject to a child protection plan moves to another school and to ensure the secure transfer of the child protection file to the pupil's new school (and that it is sent separately from the main pupil file)
- keep and maintain records of staff training on child protection and safer recruitment procedures
- to notify the Disclosure and Barring Service if the School ceases to use the services of a member of staff (or a governor or volunteer) because they are unsuitable to work with children and:

How to apply

Please send your completed application form and letter of application to:

Purvi Patel, HR Officer
Orley Farm School
South Hill Avenue
Harrow,
HA1 3NU

Or alternatively, email to: hr@orleyfarm.harrow.sch.uk

Closing date: **Friday 3rd November 2017**

Interviews: **Week commencing 13th November 2017**