

Candidate Brief for the position of
Deputy Head Pastoral



**Halliford
School**
SHEPPERTON

'Excellent in all areas'
ISI December 2022





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Welcome from the Headmaster

Thank you for the interest you have shown in Halliford School and our position of Deputy Head Pastoral. May I take this opportunity to welcome you to our wonderful school and I hope that what you will read on the following pages and on our website will encourage you to come and see for yourself what a magnificent place Halliford School is to be a part of.

The position of Deputy Head Pastoral is a key position in the life of Halliford School. The successful individual will need to be a highly visible leader to all members of the school community and capable of building strong relationships with all parties. We are looking for an ambitious and dynamic individual to develop and lead the pastoral vision and ethos of in our highly successful HMC Day School.

As the Headmaster, I am working with the students and staff here to create a school where we strive for excellence in all that we do. During our latest ISI Inspection in December 2022, we were thrilled that the school received the very highest outcomes, being rated as ‘excellent’ for both academic achievements and pupils’ personal development. You would therefore be joining us at a most wonderful time in our history as we strive to build on these magnificent outcomes and to take Halliford School forward to the next exciting stage of our development.

My job, along with my colleagues on the senior leadership team, is to support and empower our dedicated members of staff, as they strive to provide an education that enables each of our students to become the very best version of themselves that they can possibly be. In appointing new staff, we are seeking to find exceptional talent and to work with our staff to foster a culture of energy and vitality for learning, where possibilities for our students are endless.

At Halliford School we recognise that every child is unique and that the key to reaching their true potential lies in an education that is as full as it is diverse. Our approach of striving for academic excellence is perfectly complimented by a dedication to developing a wide variety of other interests, helping our young people to build their aspirations, and instilling in them confidence and resilience for the future.

As young Hallifordians, we recognise that a child’s potential could lie anywhere – so we ensure that every student is exposed to a vast array of opportunities and experiences. We then pride ourselves on identifying and honing their strengths to make the most of their natural abilities while working with them to develop any areas that might need further improvement. We are able to offer small class sizes, which enable personalised teaching and learning strategies suitable for our boys and girls. We also recognise that the environment in which a child learns is just as important as what they learn. Renowned for our outstanding pastoral care, we work hard to create a community where our students and staff can come together, where they are encouraged to flourish, where they can feel safe and comfortable, confident and proud, stimulated and inspired and, most of all, happy.

There are currently around 450 students on roll. The school teaches boys in Year 7 through to Upper Sixth and since 2007 has taken girls into Sixth Form. In November 2014, the school was accepted into membership of HMC. The school has seen expansion since September 2018 and has an impressive array of facilities including a dedicated theatre, classroom block, technology building, multi-purpose sports hall, gymnasium and sports pitches, both at school and on a nearby separate site. A few years ago the School completed the magnificent Philip Cottam Centre which houses: Music, Art, Sixth Form Centre and Café, along with recently refurbished kitchens and dining room. The newly built Woodward Building contains an impressive Learning Resource Centre on the ground floor and six spacious new classrooms and associated facilities on the first and second floors. It was opened by our Chair of Governors, Mr Ken Woodward in November 2021 as part of our Centenary Celebrations.

In addition to investment in the best facilities for our students and staff, we continue to invest in the very latest teaching and learning resources too. Two years ago, a 1:1 Microsoft Go Device programme was rolled out offering students and staff the very best of collaborative tools with which to work. All staff are provided with their own MS Go and departments are supported to develop their resources to make the most of this innovative technology. We are proud of many excellent results achieved by our students and see some magnificent University destinations for our Upper Sixth students, including Oxbridge. Applications for places to join the School are incredibly strong and this September will see the School open with waiting lists in all year groups.

The staff room at Halliford is welcoming and supportive of new colleagues. Our students are full of energy and enthusiasm and we work in an environment founded on the principle of mutual respect for one another. We are a busy school and our staff offer a great number of opportunities to the students and we seek to offer our staff rich opportunities for personal and professional development and training. I warmly invite you to consider joining us to be a part of this wonderful school on our exciting journey, and I look forward to hopefully inviting you to interview. Good luck!



Mr J Davies
Headmaster

“Pupils show a very strong sense of service to the school and the wider community. Pupil leaders are excellent ambassadors for the school and relish opportunities to serve as prefects, house officials, captains or charity leaders.”





Vision

To be acknowledged as the small independent school of choice for 11-18 year olds, where we are proud to belong to a thriving, happy and aspirational community that is committed to each student as an individual.

Mission Statement

Halliford is a school based on strong family values where we know and respect every student as an individual. We encourage and support Hallifordians to flourish and become the best version of themselves that they can possibly be.

We aim for excellence by being academically ambitious but at the same time academically sensitive.

We inspire Hallifordians within a community that is founded on high quality teaching and learning, outstanding pastoral care and first class sporting, cultural and co-curricular opportunities.

Values

Intellectually curious



Respectful



Warm-hearted



Team players



Creative



Resilient



Aims

To provide a stimulating learning environment for boys 11-18 and girls 16-18 where we promote academic excellence and provide opportunities to realise the full potential of every individual to become the best version of themselves.

To provide a warm-hearted family ethos in which every student is known and valued as an individual.

To enable each individual to discover and develop his / her talents, character, creativity, resilience and ability to work within a team by providing a balanced and wide-ranging co-curricular programme.

To create an environment in which all members of the school community feel supported and valued and able to contribute positively to the lives of others by providing a framework of outstanding pastoral care.

To equip our students for the world they will encounter beyond Halliford School.



Deputy Head Pastoral

The position of Deputy Head Pastoral will suit an impressive professional with a significant background of strong pastoral leadership within a school at a senior level. The individual will need to demonstrate a commitment to the holistic educational values on offer at Halliford and proven previous senior leadership skills. We are looking for an individual who will join us to lead the pastoral life of the school forward with the ability to think strategically and play a vital role in the future development of the school. They will need to show pride in their work and a commitment to the needs of students and colleagues and will possess the necessary energy, perseverance and tenacity to lead and see whole school projects through to a successful conclusion.

Our motto, 'come as you are, leave as all you can be' perfectly encapsulates our desire to promote a culture within our school of collaboration, respect and inclusivity that enables students to go on to be the very best possible versions of themselves. The successful candidate will be able to demonstrate outstanding leadership skills and the highest levels of pastoral awareness with the needs of our students at the very core of their being. As a school we aim to provide our students with the values of intellectual curiosity, respect, warm heartedness, creativity, resilience and the ability to be excellent team players. We believe such values will provide our students with the skills they need to thrive in the complex world they will encounter beyond school in the 21st century.

The Deputy Head Pastoral will also be responsible for behaviour management at the School and it is expected that they will provide a strong and positive role model to our students. If you believe that outstanding pastoral care is the basis for all areas of success within the school community and have a clear grasp of how to lead a wonderful school community in this regard then this is just the job for you!

Halliford School has a strong tradition of excellence when it comes to Safeguarding and the Deputy Head Pastoral will be the Designated Safeguarding Lead. Supported by a group of Deputy Designated Safeguarding Leads, they will seek to build on these strong foundations in ensuring that all students and staff at the School are suitably supported. They will also be responsible for liaising with all relevant agencies to ensure that the School is fully compliant and continues to demonstrate the very highest levels of Safeguarding and Child Protection.

The Senior Management Team at the School is a collegiate group, with a commitment to flexibility and support for each other. The Deputy Head Pastoral and the Deputy Head Academic will work closely together to lead the day-to-day life of the school. They will be a part of the Senior Leadership Team, which consists of the Headmaster, Bursar, Assistant Head Co-Curricular and the Head of Sixth Form. They will also be supported by the wider Pastoral Team which from September will include the Director of Student Welfare, the Heads of House, the Head of Year 7 and the School Matrons. We also have our own School Counsellor who works closely with the Deputy Head Pastoral.

The successful candidate will need to be a strong team player with a passionate interest in the wider educational landscape. The role would be an excellent preparation for a candidate with ambition to move on to Senior Deputy Head or Headship in the future.

ISI Report - December 2022

“Pupils develop excellent self-confidence and a high degree of self-awareness as they move up the school. Year 7 pupils spoke joyfully about how they have quickly settled in and already feel valued members of the school community.”

“Pupils are very proud of their school and believe wholeheartedly in the school’s values of mutual respect and warm-hearted kindness, which affirm them as individuals within a close-knit school community.”

“Pupils are aware of the need to treat others with dignity and respect and commented that diversity adds to the richness of the school community.”

Job Description – Deputy Head Pastoral

Salary

The post holder will be paid on the appropriate point of the Halliford School Leadership Pay Scale. We have our own pay scale, which is significantly above the maintained sector. The salary will be commensurate with experience and will recognise the major responsibility and seniority that this post entails.

Lines of Responsibility

The Deputy Head Pastoral is directly responsible to the Headmaster.

Key Responsibilities

Together with the Deputy Head Academic, take responsibility for the day-to-day running of Halliford School. The Deputy Head Pastoral is responsible for the students' welfare, conduct and well-being. They will be the school's designated safeguarding lead (DSL) and child protection lead. The post holder will lead, manage and motivate the pastoral team to provide a positive, secure, inclusive and happy environment where the young people in our care can thrive and flourish.

The Deputy Head Pastoral is a senior leader and will have a key role in the school's strategic development. They will be highly visible to all members of the school community and will require strong leadership skills as well as being a great team player and collegiate in their approach. Above all they will have expert knowledge when it comes to pastoral care, safeguarding and student welfare.

The Deputy Head Pastoral will have a track record of delivering first-class outcomes for students and parents whilst supporting and developing staff colleagues.

Strategic Development

- Take responsibility for the leadership of Safeguarding in conjunction with the DDSLs and take the responsibility of DSL
- Provide engaging, dynamic and purposeful leadership to promote and support the delivery of outstanding levels of pastoral care and maintaining a culture of purpose, discipline and ambition throughout the school
- Management of student behaviour, including taking the lead on all disciplinary matters, communicating with parents and management and review of policy and procedures
- Ensure, through the PSHE programme that the school's education in this area is outstanding, demonstrating flexibility in approach to react to the challenges faced by our young people, and ultimately preparing our students for the future beyond Halliford School
- Take the role of Head of E-Safety at the school and work with the Deputy Head Academic to ensure the continued development of our Digital Strategy
- Plan and develop a programme of parental support presentations
- Take the lead on overseeing staff wellbeing
- Continue to develop our reputation as a school where excellent pastoral care is at our core

Leadership and Management

- Lead by example, providing a highly visible presence around the school and inspiring and motivating all members of the school community embodying the school's values at all times
- Lead on the RSE and PSHE Programmes and preparation for inspection
- Lead communication with parents, staff and members of the local community as well as leading and supporting with events such as parent's seminars, parents' evenings and whole school events
- Lead the Pastoral Team of Heads of Year / House and chair their weekly meeting. Attend and prepare pastoral and safeguarding reports for the governing body
- Mentor and induct new members of the pastoral team
- Liaise closely with the Head of Sixth Form in overseeing the pastoral needs of our Sixth-Form students
- Line manage an agreed number of middle managers along with other members of the Senior Management Team
- Support the Headmaster in investigating and resolving any breaches of staff conduct to resolve matters in a professional manner according to the School Policies
- Lead our commitment to championing diversity and inclusion in all areas of school life
- Take part in the SMT on-call rota during holiday periods

Pastoral Care and Discipline

- Ensure that the highest standards of Pastoral Care are provided at the School, working in conjunction with the Pastoral Team to set the tone for a caring and warm-hearted culture in which students feel confident to talk to someone if they have a problem
- Design, develop and implement an effective behaviour management system, to include school rules, rewards, sanctions and all disciplinary processes
- Take the lead in the investigation and management of major disciplinary offences, or allegations thereof
- To oversee and regularly review the school's anti-bullying policy and procedures and to keep an accurate bullying log which is reviewed regularly
- Ensure that students maintain high standards of personal appearance and conform to the uniform policy.
- Develop and lead an effective programme to capture student voice

Teaching and Learning

- Support the Deputy Head Academic in monitoring the quality of teaching and student achievement.
- Teach a heavily reduced timetable of lessons as required

Co-Curricular Activities

- Contribute to the School's extensive co-curricular programme
- Support school events, including those at weekends and holiday times

Marketing

- Ensure that all members of the school community are updated regarding best practices in safeguarding and pastoral care
- Work with the Admissions and Marketing department to ensure the effective marketing of the school at all events
- Build strong partnerships with parents and other key stake holders to ensure an excellent local reputation for Halliford School

Governance & Finance

- Prepare reports for, and attend such meetings of the Governing Body as requested by the Headmaster
- The Deputy Head Pastoral will have responsibility for the management of certain budgets as appropriate and will be expected to oversee the effective use of school fund

Performance Management and Professional Development

The Deputy Head Pastoral will be part of the School's Performance Management Scheme. They will be assigned an appraiser (usually the Headmaster) who will set agreed targets and monitor professional development. In addition, all new members of staff are provided with a comprehensive programme of induction in the first year with a full review in the summer term.

Conditions of Employment

The post-holder must uphold the School's policy in respect of all matters related to Safeguarding and Child Protection.

The above responsibilities are subject to the general duties and responsibilities in the written statement of conditions of employment (The Contract of Employment).

The post-holder is required to support and encourage the School's ethos and its objectives, policies and procedures as agreed by the Headmaster and Governing Body.

The Job Description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and this must not be construed.

This Job Description is not necessarily a comprehensive definition of the post. It will be reviewed following the appointment of the successful candidate and again periodically thereafter and may be subject to modification at any time after consultation with the post-holder.

Person Specification – Deputy Head Pastoral

Requirement	Essential	Desirable	Primary means of assessment
Qualifications			
Good Honours Degree	✓		Application Form
Qualified Teacher Status	✓		Application Form
Evidence of ongoing personal development relevant to the role	✓		Application Form
Educational leadership qualification relevant to the role		✓	Application Form
Leadership and Management			
Experience as a middle or senior leader in a Senior School	✓		Application Form
Evidence of significant pastoral experience in leading, planning, implementing, monitoring and evaluating whole school improvement projects	✓		Supporting Letter
Experience as either a Designated Safeguarding Lead or a Deputy Designated Safeguarding Lead with experience of leading referrals and liaison with external agencies.	✓		Supporting Letter
A collaborative team player with experience of delivering change through outstanding leadership and the engagement of others.	✓		Supporting Letter / Interview
Professional Skills and Attributes			
Have a proven track-record of leading and managing staff; being supportive, sympathetic, constructive and, when necessary, challenging	✓		Supporting Letter
Have a proven track-record of high quality record-keeping and administration	✓		Supporting Letter
High emotional intelligence and sensitivity to deal with challenging pastoral and staffing issues	✓		Supporting Letter
Experience of successful strategic planning, implementation, monitoring and evaluation of school	✓		Supporting Letter
Experience of creating, implementing and monitoring effective policies and procedures	✓		Supporting Letter
Track record of achievement and experience of running high-performing teams in a leadership role	✓		Application Form
Skilled communicator with the warmth, emotional intelligence and interpersonal / listening skills to build trust and respect amongst all members of the school community	✓		Supporting Letter / Interview

Person Specification – Deputy Head Pastoral

Requirement	Essential	Desirable	Primary means of assessment
Ability to work under pressure and to tight deadlines	✓		Supporting Letter
An excellent self-starter, forward thinking and with a 'can do, will do' mindset	✓		Supporting Letter /Interview
Demonstrate initiative, imagination, energy, enthusiasm, resilience and personal commitment	✓		Supporting Letter /Interview
Experience of working with a Governing Body		✓	Supporting Letter
Experience of working in the independent sector		✓	Supporting Letter
Experience of preparation for ISI Inspections		✓	Supporting Letter
Ability to coach / mentor colleagues	✓		Supporting Letter
Have high expectations of students	✓		Interview
Be able to communicate effectively with students age 11 - 18	✓		Interview
Work well as part of a small and dedicated team	✓		Interview
Ability to coach a team sport		✓	Interview
A good sense of humour	✓		Interview



How to Apply

We trust that this brochure will provide you with helpful information on which to make a decision regarding your application for this post.

Please read all of the information provided before completing your application. Within the application form there is the opportunity to demonstrate, using examples, your suitability for the role and the qualities you would bring to Halliford School.

Please visit the job listing at www.hallifordschool.co.uk/vacancies to download an Application Form.

Email the completed form, along with a covering letter, addressed to the Headmaster, Mr James Davies to hr@hallifordschool.co.uk

Applications must be received by midday on 2 March 2023.

Longlist interviews will be held at the School on 7/8 March 2023. Final panel interviews will be held on 15 March 2023.

Please apply as soon as possible as applications will be considered upon receipt; we reserve the right to interview/appoint before the closing date.

We are proactively committed to creating a diverse staff body which reflects the community that we teach. At Halliford School we value diversity and inclusion; we want to attract the best people for the role available. This is regardless of age, ethnicity, sexual orientation, gender, disability, socioeconomic status or religious beliefs.

Halliford School is committed to safeguarding and promoting the welfare of children and young people. We expect all staff, volunteers and visitors to share our commitment. We are an equal opportunities employer and the successful candidate will be subject to enhanced DBS disclosure and employment reference checks. You must be eligible to work in the UK.

All applications will be acknowledged by email.



How to Apply

Offers of employment are subject to the receipt of a minimum of two references which are satisfactory to the School. Please refer to our Recruitment Selection and Disclosure Policy which can be found on the school website.

If you are shortlisted and invited for interview, we will ask you to bring in evidence of the following;

- Identity: passport or photocard driving licence
- Address: document from the DBS List of Valid Identity Documents with current address
- Proof to work in the UK: passport or UK birth certificate
- Qualifications: original documents confirming any educational and professional qualifications.

If you have changed your name by deed poll or any other mechanism (e.g. marriage, adoption, statutory declaration) you will be asked to provide documentary evidence of the change.

If you have any queries at all about the recruitment process please contact Zoe Fazackerley, HR Officer on 01932 234 920 or zoe.fazackerley@hallifordschool.co.uk



Employee Benefits



Staff Pension

Membership of contributory pension scheme.

School Fee Reduction

Children of staff at Halliford School may, subject to passing the entrance examination, be eligible for a 50% remission on fees at the discretion of the Governing Body. This is prorated according to working days.



Meals and Refreshments

All staff are entitled to eat free of charge during term time where delicious home-cooked meals are served each lunchtime. In addition, hot drinks and biscuits are provided daily in the staff common room, with cakes on special occasions. Speciality tea and coffee are available daily from the Sixth Form Café.

Sports Facilities and Classes

Members of staff are permitted to use the School gym and fitness facilities subject to approval from the Director of Sport. Matron also offers a weekly yoga class for staff after school.



Professional Development and Postgraduate Study

Staff are encouraged and supported to undertake a wide variety of professional development opportunities both within and beyond the School. Those staff wishing to undertake professional qualifications may seek financial support from the Governing Body.

Private Parking

Free on-site parking is available to all staff, subject to availability. Subject to approval, staff can use their private vehicles for school journeys during school hours covered by the School's insurance, and staff can claim suitable mileage.



Travel and Visits

We encourage and support staff to organise trips for our students which provide invaluable opportunities to travel and visit new countries.



Provision of a Microsoft Surface Go



Cycle to work scheme with [cyclescheme.co.uk](https://www.cyclescheme.co.uk)



Personal accident insurance through the school insurers



Staff Socials



Staff wellbeing support



24-hour counselling helpline service



Opportunities to join worldwide educational trips



Enhanced sickness



Location

Halliford School is situated in Shepperton, in a beautiful setting alongside the banks of the River Thames. The school was founded in 1921 as an independent grammar school on the present site. The School stretches out over six acres behind the tall-storied Georgian House set back from Russell Road.

The village of Shepperton is equidistant between the towns of Chertsey and Sunbury-on-Thames. The village is mentioned in the Domesday Book, where it was an agricultural village.

Probably most well-known for the local film studios, the village is home of approximately 10,000 people and boasts a magnificent high street with all the individual shops and restaurants so often lacking from most modern towns. The School works hard to support local businesses and is proud to source the vast majority of our food and provisions from local businesses.



There are many local restaurants and riverside walks and thriving sports clubs and cultural opportunities on offer. The boroughs of Spelthorne, Kingston, Staines and Richmond-upon-Thames offer a vast array of accommodation options ideal for young people and those with a family.

The village is the final stop on a branch line from London Waterloo with services stopping at Vauxhall, Clapham Junction, Wimbledon, Kingston, Teddington, Hampton and Sunbury. The journey time to London is 50 minutes. There is also a further faster route to London from nearby Walton-on-Thames with fast trains taking 25 minutes to reach London Waterloo. The School operates a shuttle bus along with other local services buses to Walton-on-Thames. London Heathrow is approximately 15 minutes by car and 45 minutes by local bus. The M3 and M25 are a few minutes' drive from the School.

How to find us



Halliford School SHEPPERTON

Independent Senior Day School
Boys 11-18 Years • Girls 16-18 Years

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