



St Albans
High School
for Girls

DEPUTY HEAD PASTORAL



LOOKING FOR A NEW CHALLENGE?

Closing Deadline: 9am Tuesday 5 July 2022
Interview Dates: Round 1 – Thursday 7 July
Round 2 - TBC



WELCOME TO STAHS!

We are very proud of our warm and vibrant community of ambitious young people, caring and talented staff and supportive alumni and parents.

St Albans High School (we call it STAHS) is a thriving independent day school for girls aged 4 to 18. We are selective at all points of intake, and we are consistently ranked amongst the best independent schools in the UK.

Our Prep School is home to around 335 girls from Reception to Year 6 and is based in the leafy village of Wheathampstead, just five miles from St Albans. With 18 acres of field and woodland, every child has the opportunity to get muddy in the outdoors, to play, to develop her passion for learning and to have fun.

Our Senior School of around 820 girls from Year 7 through Year 13 is in the historic city of St Albans, only 25 minutes by train from Kings Cross/London St Pancras. The campus has a visible and audible buzz, bustling with difference; difference of opinions, difference of ambitions and difference of interests.

It is my privilege to lead a team of outstanding colleagues devoted to preparing the young people in our care to live lives of consequence, making a meaningful impact on the world. We work together in a warm and grounded spirit that is uniquely 'STAHS'. Please do see the [Head's Welcome](#) on our website to find out why STAHS is such a special place.

Mrs Amber Waite, BSc Rutgers, MSc Oxon
Head



THE SCHOOL

STAHS first opened in 1889 and moved to its current location on Townsend Avenue in 1908. [Our educational heritage](#) is one of high academic standards, meaningful pastoral care and most importantly, the central vision to develop happy, resilient young people who will embrace opportunities and lead lives of consequence.

At STAHS, our pupils thrive on the high expectations we have of them, and our dedicated staff create an environment where kindness and generosity of spirit are as important as academic excellence. We are proud of our diverse community where each young person is valued for who they are and encouraged to share their unique perspective on the world. We nurture their sense of adventure and help them develop the emotional and mental agility to face challenges with confidence.

The School is over-subscribed at most points of entry and operates at capacity for most year groups. In early 2020 we opened our stunning state-of-the-art Sixth Form Centre, modern Dining Hall and a suite of new classrooms. We have ambitious capital development plans in train for both the Prep and Senior Schools over the coming years.

As educators, we think beyond the here and now to deliver an education that goes beyond the curriculum and exams and really prepares our pupils for life. We call this our Teach to 25 philosophy, and it underpins everything we do. We equip each pupils with the skills and knowledge to go out into the world as happy, resilient, independent young people who are open to new opportunities and enjoy taking positive risks.

We are a close-knit community rooted in Hertfordshire and reaching out to North London and beyond. Because we are a city-centre day school, our pupils feel part of the St Albans local community and enjoy a healthy balance of school and family time. Our amazing alumni are part of day-to-day life at STAHS providing invaluable advice, mentoring, guidance and support to pupils and other alumni.

As a member of staff, you will be encouraged to develop your skills and experience through our extensive professional development programme, which includes opportunities to engage in action research and academic partnership with local and regional schools and institutions.

SCHOOL LEADERSHIP AND ACCOUNTABILITY

STAHS is a through-school consisting of three sections across two sites: the Prep School (Reception to Year 6), the Senior School (Years 7 to 11) and the Sixth Form (Years 12 and 13). The Prep School is located at the Wheathampstead site and the Senior School and Sixth Form are located at the St Albans site.

The School is governed by a body of trustees referred to as the Council. The Council consists of 15 governors representing a wide range of professional skills. The Council meet regularly as a full Governing Body and in constituent committees. The Council ensure that STAHS operates as a school, a charity and a business in the best interests of our pupils and in line with our charitable mission and stated values. The Head is accountable to the Council.

The School is lead by the Head and the Executive Team. All members of the Executive Team report directly to the Head. The Executive Team consists of the Head, the Bursar, the Head of Prep, the Deputy Head Academic, the Deputy Head Pastoral and the Director of Marketing, Admissions and Development.

Each member of the Executive Team manages a number of Senior Leaders. Under the Executive Team sit four leadership teams: The Bursary Leadership Team, the Senior School Leadership Team, the Prep School Leadership Team and the Marketing, Admissions and Development Leadership Team.

STAHS has a strategic plan in place to provide focus for the efforts of the Executive Team, Senior Leadership Teams, Middle Leaders and staff and to ensure that everyone is working towards a common goal. This plan is called the STAHS Development Plan, and is drafted annually with input from all staff and agreed by the Executive Team. The Governors hold the Head to account for the delivery of the stated objectives of the STAHS Development Plan each year.

All STAHS staff, including members of the Executive Team, engage in an annual cycle of Performance Development. Working with their line managers, staff reflect on their strengths and areas for development, set professional goals, plan their professional development and celebrate their achievements.



THE ROLE

The successful candidate will be an outstanding middle or senior leader with a proven record of producing strategic plans and turning strategic vision into reality. The Deputy Head Pastoral promotes a positive and inclusive school community through oversight of outstanding pastoral provision across the School, whilst ensuring that that the School remains compliant, safe and inspection-ready.

As a member of the Executive Team, the postholder will report directly to the Head and will contribute to the ongoing strategic development of the School, as well as overseeing the operational management and day-to-day running of many aspects of the School. No specific academic subject specialism is required of the successful candidate, who will be expected to teach a significantly reduced timetable.

This is a permanent position, offered on a full-time basis.

The preferred start date for this position is January 2023.

This position involves contact with children and will amount to regulated activity as defined by Keeping Children Safe In Education (KCSIE) for safeguarding children and safer recruitment.

RESPONSIBILITIES

The Deputy Head Pastoral is appointed by the Head and is expected to:

Support and Deputise for the Head

- Represent STAHS at external events and represent the Executive Team at School events.
- Oversee day-to-day running and pupil-facing operational matters in the school, including oversight of fire evacuations, organisation of School lunchtimes, School coaches, School Assemblies, the School Calendar, and the Co-curriculum (NB: many of these functions are managed by Assistant Heads and overseen by the DHP).
- Attend all Executive Team Meetings, Senior School Leadership Meetings and Council Meetings (including sub-committee meetings where appropriate).
- Chair meetings of the Pastoral Committee.
- Keep the Head informed of any issues relating to the safety, behaviour or performance of the School and its pupils.

Safeguarding

- Be the Designated Safeguarding Lead (DSL) for the School, and work closely with and support the Prep School DSL and Senior School Deputy DSLs, ensuring consistency of approach across the School.
- Manage safeguarding record-keeping (CPOMS).
- Take a lead on e-safety and anti-bullying programmes.
- Ensure that all aspects of safeguarding and child protection at STAHS follow the guidance in *Keeping Children Safe in Education*, and that all School policies and procedures are compliant with the Independent Schools Standards Regulations.

Pastoral Care and Pupil Mental and Physical Health and Wellbeing

- Lead the strategic development of pastoral, mental health, physical health and wellbeing provision for STAHS pupils.
- Promote positive behaviour at the school through oversight of the Behaviour Management strategy, including the consistent and effective use of rewards and sanctions across the School.
- Promote pupil leadership and personal development by ensuring that the Senior School Student Council, School and House Officer Team and the School co-curricular programme all run effectively.
- Lead the Pastoral Committee (including Housemistresses/Housemasters and their Assistant HMs, the School Nurses, the School Counsellors, the Pupil Mental Health and Wellbeing Lead, the Heads of Lower and Middle School, the Head of Sixth Form and the Chaplain).
- Oversee competitive House events and activities, ensuring their ongoing development.
- Manage pupil transition to STAHS from other schools, including liaising with their previous schools on safeguarding and pastoral matters.

Continued

RESPONSIBILITIES (continued)

The Deputy Head Pastoral is appointed by the Head and is expected to:

Curriculum

- Oversee and quality assure the provision of PSHE (including RSE) and SMSC across the Senior School, liaising with appropriate members of the Prep School Leadership Team to ensure a relevant transition from Prep to Senior.

Line Management and Oversight of Staff

- Line manage three Assistant Heads (AH Operations, AH Co-curriculum and Head of Sixth Form), four Housemistresses/Housemasters, and the Senior Nurse.
- Meet regularly with the Head of Lower School, the Head of Middle School, and the Pupil Mental Health and Wellbeing Lead – although these staff are line-managed by their respective Heads of Department.

Strategic Development

- Contribute to the development and delivery of the School Development Plan.
- With the Executive Team, take strategic decisions on behalf of the School.

Inspection

- Oversee preparation for ISI Inspections, including the regular review and update of the policies in your remit, regular collection and curation of evidence of pastoral excellence and review of school practice through completion of relevant aspects of the ISI Schools' Self Evaluation.
- Oversee the regular checks of the SCR and of safer recruitment practice.

Training

- Remain up-to-date with all relevant training required for the successful execution of your responsibilities.
- Deliver and/or source training for staff in safeguarding and child protection and in other relevant areas within your remit.
- Contribute to the programme of Parent Seminars, particularly with respect to pupil pastoral care, mental health and wellbeing.

In addition to the above, the post holder will carry out any other professional duties as reasonably required by the Head.

STAHS is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

PERSON SPECIFICATION

STAHS is a vibrant school supported by a diverse and enthusiastic community of staff, pupils, parents and alumni. It is important that our staff reflect the diversity of our community, and we therefore welcome and encourage applications from people of all genders and sexual orientation, those from Black, Asian and other minority ethnic backgrounds, and those with disabilities.

The successful candidate will be required to fulfil all of the duties, as outlined in the job description. In addition to this, the candidate should possess the following competencies which are essential to this position:

QUALIFICATIONS & EXPERIENCE

- Experience as an outstanding middle or senior leader.
- Relevant degree level qualification.
- Post graduate professional qualification e.g. PGCE.
- Experience working in a high-achieving independent school is desirable, though not essential.
- Experience developing and delivering strategic plans.
- Experience delivering whole-school projects and/or programmes.

SKILLS

- Experience of teaching highly able pupils.
- Excellent written and verbal communications skills and the ability to address large audiences persuasively and with authority.
- An interest in the social, moral and character development of young people.
- A capacity for strategic thinking coupled with excellent attention to detail.
- The ability to work effectively with staff, pupils and parents.
- The ability to delegate tasks (including pastoral matters) effectively.
- The ability to bring colleagues and stakeholders with you in delivering your vision for pastoral care.
- The ability to 'manage up' as well as 'manage down'.
- Understanding and experience of ensuring safeguarding in schools.
- Excellent teaching skills and subject knowledge.
- Excellent people-management skills, including listening and explaining complex principles with clarity and authority.
- Ability to manage a very busy diary and balance conflicting pulls on your time.

Continued

PERSON SPECIFICATION (continued)

PERSONAL QUALITIES

- Positive and enthusiastic.
- Hard working.
- A team player.
- Proactive - ability to lead new initiatives.
- Eager to improve your own professional skills.
- Flexible, in order to accommodate changes in work priorities.
- Understand and respect the principles of confidentiality.
- High professional standards of yourself and students.
- Ability to think creatively and demonstrate initiative, dealing calmly with different situations as they arise.
- A good sense of humour and ability to maintain perspective.

PHILOSOPHY AND ETHOS

- A commitment to safeguarding and promoting the welfare of children and young people and to follow the child protection procedures detailed in the School's safeguarding policy.
- Ability to form and maintain appropriate relationships and personal boundaries with children.
- Contribute positively to the overall ethos, objectives and aims of the School.

HEALTH AND SAFETY

- Support Health and Safety training initiatives and to actively participate in this area.

PHYSICAL WORKING AND ENVIRONMENT

- N/A

THE PACKAGE

SALARY

- Highly competitive (Dependent on skills and experience)

PENSION

- Teachers' Pension Scheme (TPS)

BENEFITS

- Tuition fee remission for children of the employee*
- Continued Professional Development Opportunities (CPD)
- Free daily hot lunches and beverages supplied during term time
- Free use of sports facilities, including gym and swimming pool*
- Death in service benefit
- Annual flu immunisation

* Conditions apply



APPLICATION PROCESS

HOW TO APPLY

STAHS is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

STAHS recruits staff that understand and share our commitment to safeguarding and the provision of a happy, nurturing and supportive environment for all members of our community. We act to ensure that no job applicant is treated unfairly by reason of a protected characteristic as defined within the Equalities Act 2010.

To apply for this position, please download and fully complete the application form on the Vacancies page of our website;

www.stahs.org.uk/vacancies

You may also wish to include a covering letter. Please note CVs alone will not be accepted.

Electronic applications are preferred. Please email your completed application form to our Human Resources Department at recruitment@stahs.org.uk. If you need to hand-deliver or post a hard copy of your application to us, please contact the HR Department to make appropriate arrangements. Please read the Application Form Guidance notes contained within this Information Pack before applying. All questions regarding the STAHS Application and Recruitment Process must be directed to the School's Human Resources Department on recruitment@stahs.org.uk.

Closing date*: 9 am Tuesday 5 July 2022

Interview date: First round: Thursday 7 July

Second round: To be confirmed

* We review applications as they arrive and reserve the right to call forth applicants for interview and appoint at any time. For this reason, early applications are encouraged.





APPLICATION FORM GUIDANCE

Applications will only be accepted from candidates completing the STAHS Application Form in full. CVs will not be accepted in substitution for completed Application Forms. Application Forms can be completed electronically or in hard copy. If completed in hard copy, they should be emailed or posted to the school for the attention of the Human Resources Department.

As jobs within the School involve substantial opportunity for access to children, it is important that you provide true and accurate information on the Application Form. Upfront disclosure of a criminal record may not debar you from appointment as we will consider the nature of the offence, how long ago and at what age it was committed, as well as any other relevant factors.

Please submit information in confidence enclosing details in a separate sealed envelope which will be seen and then destroyed by the Head or the Bursar. If you would like to discuss this beforehand, please telephone in confidence to the Head or the Bursar for advice. Please disclose any unspent convictions, cautions, reprimands or warnings.

Note that the amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers and cannot be taken into account.

Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website.

The successful applicant will be required to complete a Disclosure Form from the Disclosure and Barring Service ("DBS") for the post. Additionally, successful applicants should be aware that they are required to notify the School immediately if there are any reasons why they should not be working with children. This includes any staff who are disqualified from childcare or registration.

The Childcare (Disqualification) Regulations 2009 apply to those providing early years childcare or later years childcare, including before school and after school clubs, to children who have not attained the age of eight AND to those who are directly concerned in the management of that childcare.

STAHS takes its responsibility to safeguard children very seriously and any staff member and/or successful candidate who is aware of anything that may affect their suitability to work with children must notify the School immediately. This will include notification of any convictions, cautions, court orders, reprimands or warnings they may receive.

Staff and/or successful candidates who are disqualified from childcare or registration may apply to Ofsted for a waiver of disqualification. Such individuals may not be employed in the areas from which they are disqualified, or involved in the management of those settings, unless and until such waiver is confirmed. Please speak to the Head or Bursar for more details.

Failure to declare any convictions (that are not subject to DBS filtering) may disqualify you for appointment or result in summary dismissal if the discrepancy comes to light subsequently.

STAHS has a legal duty under Section 26 of the Counter-Terrorism and Security Act 2015 to have 'due regard to the need to prevent people from being drawn into terrorism'. This is known as the Prevent duty. Schools are required to assess the risk of children being drawn into terrorism, including support for extremist ideas that are part of terrorist ideology. Accordingly, as part of the recruitment process, when an offer is made the offer will be subject to a Prevent duty risk assessment.

If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including disciplinary offences relating to children or young persons (whether the disciplinary sanction is current or time expired), and whether you have been the subject of any child protection allegations or concerns and if so the outcome of any enquiry or disciplinary procedure.

If you are not currently working with children but have done so in the past, that previous employer will be asked about those issues.

Where neither your current nor previous employment has involved working with children, your current employer will still be asked about your suitability to work with children. Where you have no previous employment history, we may request character references which may include references from your school or university.

You should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if you have been appointed, and a possible referral to the police and/or DBS.

RECRUITMENT PROCESS

INVITATION TO INTERVIEW

Applicants will be short-listed according to the relevance and applicability of their professional attributes and personal qualities to the role. Short-listed applicants will then be invited to attend a formal interview at which their relevant skills and experience will be discussed in more detail.

All formal interviews will have a panel of at least two people chaired by a member of Senior Staff, one of which will hold accredited Safer Recruitment training status. The interviewers involved will be required to state any prior personal relationship or knowledge of any of the candidates and a judgement will be made by the Head or Bursar as to whether or not an interviewer should therefore withdraw from the panel.

Should the Head or Bursar have a conflict of interest, the non-conflicted party shall decide whether the conflicted party should withdraw from the panel.

All candidates invited to interview must bring documents confirming any educational and professional qualifications that are necessary or relevant for the post (e.g. the original or certified copy of certificates, diplomas etc.).

Where originals or certified copies are not available for the successful candidate, written confirmation of the relevant qualifications must be obtained by you from the awarding body.

All candidates invited to interview must also bring each of the following with them:

- A passport or current driving license including a photograph. If interviews are conducted remotely, candidates will be required to scan and email a copy of this to the HR Department ahead of their interview.
- Full birth certificate.
- A utility bill or financial statement issued within the last three months showing the candidate's current name and address.
- Where appropriate any documentation evidencing a change of name.
- Evidence of right to work in the UK.

Please note that originals of the above are necessary. Photocopies or certified copies are not sufficient. If you do not have the required documentation please contact our Human Resources Department on recruitment@stahs.org.uk and a full list of valid ID will be provided.

Candidates with a disability who are invited to interview should inform the School of any necessary reasonable adjustments or arrangements to assist them in attending the interview.

CONDITIONAL OFFER OF APPOINTMENT: PRE-APPOINTMENT CHECKS

Any offer to a successful candidate will be conditional upon:

1. Receipt of at least two satisfactory references (if these have not already been received).
2. Verification of identity and qualifications including, where appropriate, evidence of the right to work in the UK.
3. Satisfactory completion of Prevent training, Child Protection training and KCSIE questions before joining the School.
4. A satisfactory enhanced DBS check and if appropriate, a check of the Barred List maintained by the DBS.
5. For a candidate to be employed as a teacher, a check that that the candidate is not subject to a prohibition order issued by the Secretary of State.
6. Verification of professional qualifications.
7. Verification of successful completion of a statutory induction period (for teaching posts - applies to those who obtained QTS after 7 May 1999) where relevant.
8. Where the successful candidate has worked or been resident overseas within the last five years, such checks and confirmations as the School may consider appropriate so that any relevant events that occurred outside the UK can be considered.
9. Satisfactory medical fitness.
10. Receipt of a signed Staff Suitability Declaration form showing that you are not disqualified from providing childcare under the Childcare (Disqualification) Regulations 2009; and
11. If you are undertaking a leadership role, evidence that you have not been prohibited from participating in the management of independent schools.

Any delays to the receipt of paperwork / documentation which affect the clearance of pre-employment checks will result in a delayed start date.

It is the School's practice that a successful candidate must complete a pre-employment health questionnaire. The information contained in the questionnaire will then be held by the School in strictest confidence. This information will be reviewed against the Job Description and the Person Specification for the particular role, together with details of any other physical or mental requirements of the role ie proposed workload, extra-curricular activities, layout of the School.

STAHS is aware of its duties under the Equality Act 2010. No job offer will be withdrawn without first consulting with the applicant, considering medical evidence and considering reasonable adjustments.

REFERENCES

We will seek the references referred to above for shortlisted candidates and may approach previous employers for information to verify particular experience or qualifications, before interview.

If you do not wish us to take up references in advance of the interview, please notify us at the time of submitting your application.

All referees will be asked if the candidate is suitable to work with children.

The School will compare any information provided by the referee with that provided by the candidate on the application form.

Any inconsistencies will be discussed with the candidate.

CRIMINAL RECORDS POLICY

The School will refer to the Department for Education document, 'Keeping Children Safe in Education' and any amended version in carrying out the necessary required DBS checks.

The School complies with the provisions of the DBS Code of Practice, a copy of which may be obtained on request.

FEEDBACK

Due to the volume of applications received, we are unable to provide feedback on an individual basis except for candidates who have been interviewed.

RETENTION AND SECURITY OF RECORDS

The School will comply with its obligations regarding the retention and security of records in accordance with the DBS Code of Practice and its obligations under its Data Protection Policy. Copies of DBS certificates will not be retained for longer than six months.





St Albans High School for Girls
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www.stahs.org.uk/vacancies



**St Albans
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for Girls**