



ST JOHN'S SCHOOL NORTHWOOD

A Merchant Taylors' School

Potter Street Hill, Northwood, Middlesex HA6 3QY

A thriving I.A.P.S Day School of 350 boys (3-13),
attractively situated on a 35 acre site in London's Green Belt.

DEPUTY HEAD (PASTORAL)

Required for April 2021 or September 2021

St John's is a thriving Independent Prep School of 350 boys between the ages of 3 and 13. Providing a broad, diverse and interesting curriculum each child is given the opportunity to thrive in order to achieve his potential.

The School is looking to appoint a dynamic and experienced teacher with relevant leadership and management experience to take charge of the pastoral welfare of all pupils including lead responsibility for safeguarding. The Deputy Head (Pastoral) will be a key member of the Senior Leadership Team working very closely with the Deputy Head (Academic) and the Headmaster. This role is one where you must provide clear leadership, challenge and support to others and have the capacity to do this in a way that is professional and motivates your colleagues. A strength in using IT would be beneficial. You will be confident speaking to parents and the wider school community.

The successful candidate will be expected to teach approximately a half timetable (subject(s) negotiable) and make a contribution to extra-curricular activities. St John's has its own very attractive salary scale significantly above national levels. Accommodation may also be available.

Please contact the Headmaster's P.A. on 020 8866 0067 if you need any further information.

Applications should reach the school no later than midday on Monday 21st September 2020. First round interviews will be held during the week commencing Monday 5th October 2020.

Tel: 020 8866 0067

E-mail: office@st-johns.org.uk

Website: www.st-johns.org.uk

The School is committed to safeguarding and promoting the welfare of children and young people. The successful candidate will be subject to an enhanced check for Regulated

Activity from the DBS.

(A Merchant Taylors' Educational Trust School)

(Charity Number 1063738)



Person Specification for Deputy Head (Pastoral):

We are looking to appoint a well-qualified graduate who has relevant leadership experience. This is an opportunity for an ambitious teacher to take his/her career to the next level. The following characteristics are essential to the role:

- Excellence as a teacher
- A passion for working with children and overseeing their development
- Well organised, having the ability to work under pressure and prioritise effectively
- Strong and inspirational leadership and team working skills
- Ability to communicate and engage with children, staff, families, Governors and the wider community
- Knowledge of current educational developments
- Excellent interpersonal skills
- Initiative, integrity, discretion, empathy and good humour

Job Purpose

- To assist and support the Headmaster on all pastoral matters
- To take leadership and responsibility for the wellbeing, pastoral care and safeguarding of all pupils
- To ensure that pupils' behaviour promotes their learning and wider educational development
- To contribute to the strategic and operational leadership of the school as a member of the Senior Leadership Team (SLT)

Objectives

- To provide effective communication between the staff and Headmaster
- To encourage a consistent, positive and inclusive approach to managing behaviour and the pastoral wellbeing of all pupils
- To review the school's pastoral arrangements on a regular basis to ensure that they meet statutory requirements and respond to changing needs
- To ensure that the school provides a broad and balanced programme of extra-curricular activities including educational visits
- To maintain and promote good relationships with parents and carers

Principal Responsibility Areas

- Monitoring and reviewing pupil wellbeing and behaviour, including communication with parents
- Leading and managing the pastoral development of all pupils including safeguarding
- Managing the provision of extra-curricular activities, school trips, the school council and the house system
- Line management, professional development and induction of staff with SLT
- Review and updating pastoral areas of the Staff Handbook, the School database and other pastoral documentation including those required by ISI regulations
- Communicating and collaborating with parents on a wide range of matters including major school events