



# St Augustine's

PRIORY



Rated

## 'Outstanding'

In all categories, Diocesan Inspection 2016



Leading Catholic  
Independent Day School  
for girls aged 3-18 and  
boys in the Nursery,  
set in 13 acres of  
stunning grounds

## DEPUTY HEAD - Pastoral (Seniors)

# Applicant Information

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# DEPUTY HEAD – PASTORAL – OF THE SENIOR SCHOOL

## Member of the Senior Leadership Team

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*"St Augustine's is not just a school, it is a community and an "educational family".* Current parent.

### Letter from Headteacher

Dear Applicant,

Thank you for the interest you have shown in the post of Deputy Head – Pastoral, of the Senior School at St Augustine's Priory and welcome to our inspirational school which is at a very exciting stage of its development. Our priority is to deliver excellence in all aspects of this wonderful school - we have done this through nurturing and empowering our passionate staff, by fostering a culture of ideas, energy and possibilities and by a relentless focus on developing each girl to the best of her ability. We are expanding our school roll and have ambitious plans for the development of facilities.

St Augustine's Priory is a leading Catholic, independent day school for girls aged 3-18 (with boys in the Nursery). The four parts of the school (Prep, Junior, Senior and Sixth Form) are located on the same site. We are an all-through school and it is an enormous benefit to girls and parents that pupils who join us in the Junior School are able to move seamlessly up with

us through to the Sixth Form years. As a Catholic school we hold the care of the whole person as central to what we do. This role holds responsibilities for Pastoral Life in the Senior School (11 – 18) as well as oversight across the whole school (3 - 18) for Faith Life and other aspects of day to day life. This role also carries the responsibility of Designated Safeguarding Lead (DSL) for the whole school. At a time when mental health issues are to the fore we are proud of our proactive and imaginative approach to the whole person and family. We are looking for a dynamic candidate with outstanding interpersonal skills to deliver this ambitious agenda.

The school's most recent Diocesan Inspection Report graded St Augustine's Priory as 'Outstanding', the highest possible grade, in all categories across both *Classroom Religious Education* and *The Catholic Life of the school*. Inspectors observed "The sense of community, underpinned by Catholic tradition and practice, provides a nurturing environment where pupils flourish academically and spiritually."

The 13 acres of grounds in which the school sits provide a physical freedom unique in the heart of London. The Farm, Forest School, Meadow, Astro-turf and Open Air Theatre all utilise the natural setting, encouraging pupils to enjoy an emotional freedom to grow intellectually and spiritually. Our examination results are exceptional and we pride ourselves on instilling in girls a love of learning.

We have been in Ealing for over one hundred years and we represent a wonderful continuity of expertise in educating women of the future. Our founders were exceptional, visionary women who strove to offer girls the best education possible; we continue in this tradition and rejoice in the generations of staff and of families who continue to work and study here. We offer a broad and varied curriculum with rich opportunities for personal development.

Girls are assessed on initial entry and move automatically through to the Senior School. External candidates who join us at 9+, 10+, 11+, 13+ and 16+ sit entrance examinations. Scholarships and Exhibitions are available. The school is highly sought after.

We pride ourselves on professional development with support for NPQSL or NPQH programmes. Members of the Senior Leadership Team have moved onto Headships or Bursar roles at prestigious schools. In this school we all model learning.

We warmly welcome candidates from a range of backgrounds and invite you to contact Mrs J Sathananthan (HR and Office Manager) [hr@sapriory.com](mailto:hr@sapriory.com) – if you have any questions.

Yours sincerely

*Sarah Raffray*

Mrs S. Raffray MA NPQH

Headteacher



## **Mission Statement**

We are an all-through, inclusive Catholic girls' school, with boys in the nursery, committed to preparing girls for life long effectiveness and success. As part of their journey girls will learn of intellectual risk taking and emotional strength, reflection and self-knowledge, persuasiveness and team building as well as a cultural curiosity for an enriched enjoyment of life.

In our stunning 13 acres of grounds, girls have a physical freedom unique in central London. We aim to instil in them the emotional freedom to grow intellectually and spiritually and to understand the truth about themselves, others and our complex world. We will give them the courage to be ambitious and compassionate and we will provide a secure, happy and nurturing community in which to explore all of the above.

To this end we seek, develop and retain the best teachers who value well-being and the individual progress of each girl as much as they are relentless in their pursuit of academic excellence. Their goal is life-long success for each girl and they set the pace of energy and dynamism within which the girls flourish.

## **Job Description: Deputy Head – Pastoral (Seniors)**

### **CORE PURPOSE OF THE ROLE:**

The Deputy Head – Pastoral (Seniors) is a member of the Senior Leadership Team and supports the Head by overseeing the pastoral and day to day running life of the Senior School, by leading staff in the fulfilment of the school's mission and, in conjunction with the Deputy Head – Academic (Seniors), ensuring the delivery of a broad balanced and challenging curriculum which results in high academic standards. The Deputy Head – Pastoral also has oversight of the faith life of the whole school.

### **Strategic Leadership**

#### **Strategic development of the school**



- Lead and develop the vision and distinctive Catholic ethos of the school
- Promote high levels of achievement
- Contribute to the school's five year strategic plan
- Support the implementation of the annual School Development Plan
- Support the implementation and the evaluation of the effectiveness of the School's policies and procedures
- Support all staff in achieving the priorities and targets set by the school
- Foster and encourage networking and good relationships with other schools

### **Faith, Mission and Ethos**

- To support the Headteacher in developing the Catholic ethos and spiritual life of the school for both staff and pupils across the school
- Monitor and evaluate provision for the Catholic Life of the whole school
- In the Senior School oversee Spiritual, Moral, Social and Cultural Development (SMSCD) including the school's Relationships and Sex Education in conjunction with the Head of PSHEE
- Oversee Senior School collective worship

### **Whole School Senior Leadership**

- Deputising for the Head and acting with full authority in her absence
- Being a member of the SLT and other strategy groups as needed
- Overseeing the extra-curricular life of the Senior School in conjunction with the Head of Co-Curricular Life
- In conjunction with the School Office and HR Manager assisting with staff appointments, organising the interview/lesson observation schedule and playing a full role in the selection process
- Participating in the school's performance review process
- Responsibility for all policies of a pastoral and religious nature
- Reporting to relevant committees of the Governing Body

## Pastoral

### **Pastoral care in the Senior School**

- Designated Safeguarding Lead
- Overall responsibility for monitoring pastoral provision including related behaviour policies,
- Meet regularly with Heads of Year and Head of PSHEE to discuss issues related to pastoral care as they arise;
- In conjunction with Heads of Year monitor rewards and sanctions and ensure consistency of application;
- Oversee the 'Big-Sister' programme in conjunction with the Head of Sixth Form
- Overall responsibility for monitoring e-safety and e-learning in the Senior School in conjunction with the Head of Computing
- Oversee the 'Pathways Programme' in the Senior School with the Deputy Head - Academic (Seniors), Careers Co-ordinator, Deputy Head (Juniors), Head of Preps and Pre-Preps and Heads of Year. This programme ensures smooth transition through key transition points in the school.
- Monitor and support the overall progress and development of students throughout the school in conjunction with Deputy Head (Juniors), Deputy Head – Academic (Seniors), Head of Preps and Pre-Preps and Heads of Year
- Be line manager for Heads of Year (Senior Form Teachers) in the Seniors School, the School Nurse, School Counsellor, Coordinator of the Duke of Edinburgh Award Scheme and the Educational Visits Coordinator

### Operational Leadership and Management

- Day-to-day running of the school
- Oversee changed timetables for school events, School Masses, Feast Days and so forth
- Oversee the taking of Senior School registers in accordance with regulatory requirements

- Oversee organisation of Senior School Parent/Teacher meetings in conjunction with Heads of Year
- Oversee the organisation of major school events e.g. Charities week
- Organise biennial whole school photograph and individual photographs in conjunction with the School Office and HR Manager
- Oversee lunch arrangements
- Calendar
  - Chair termly diary meetings for the whole school
  - Monitor the whole school diary
  - Approve all school trips/activities/events in the Senior School

## Staff and People

### Staff Development

- Oversee delivery of the whole school induction programme for new staff and develop, monitor and lead staff induction;
- Overall responsibility for CPD and approving all training courses for the whole school.
- Oversee whole staff INSET days in conjunction with the Deputy Head – Academic (Seniors), Deputy Head (Juniors) and Head of Preps and Pre-Preps
- Manage the INSET budget for the whole school.

### Teaching Staff

- Approve Senior School staff planned absences from work
- Oversee cover on a daily basis for absent staff and record absences in conjunction with the School Office and HR Manager





## The Post

### Your Qualities

Attribute	Essential	Desirable
<b>Religious</b>	<p>Evidence of a clear understanding of the nature and purpose of Catholic Education</p> <p>Understanding of leadership role in spiritual development of students and staff</p>	<p>Evidence of active participation in the faith community</p> <p>Experience in leading acts of worship in Catholic schools</p>
<b>Safeguarding</b>	<p>Excellent working knowledge of all aspects of safeguarding, and a proven commitment to promote this to the entire school community</p>	<p>Evidence of wide pastoral leadership experience.</p>
<b>Qualifications and teaching experience</b>	<p>Appropriate teaching qualifications e.g. BEd, degree with QTS or PGCE</p> <p>Teaching experience across the full range of age and ability relevant to an 11-18 school</p>	<p>Appropriate educational leadership qualification e.g. NPQH, MEd or MA or relevant experience</p> <p>Experience of a Catholic School as a pupil or teacher</p> <p>Catholic Certificate of Religious Studies, Catholic Teachers Certificate or similar qualification relevant to Catholic education</p> <p>Evidence of on-going personal development relevant to the post</p>
<b>Management experience</b>	<p>Experience as a middle leader or similar senior experience</p> <p>Experience of staff management and development</p>	<p>Experience in school development planning and evaluation with particular reference to the Catholic ethos.</p>

	<p>Experience of setting clear objectives and monitoring agreed outcomes</p> <p>Understanding of recent legislation</p>	<p>Development, establishment and implementation of successful policies and procedures</p> <p>Preparation and development of INSET management</p> <p>Co-ordination of collective worship</p> <p>Experience of independent sector education</p>
<b>Leadership</b>	<p>Experience of school leadership at a senior level</p> <p>Ability to support the Headteacher in moving the school forward following excellent Diocesan and ISI inspections</p> <p>Evidence of successful strategies for planning, implementing, monitoring and evaluating school improvement</p> <p>Ability to analyse data, develop strategic plans, set targets and monitor/evaluate progress towards these</p>	<p>Experience of developing the links between the school and the wider community</p> <p>Ability to participate in associations at a national level related to independent sector education</p>
<b>Accountability</b>	<p>Evidence of ability to develop excellent working relationships with governors, staff and parents</p>	<p>Experience of working with governors</p> <p>Knowledge of health and safety implications for a school</p>

		Knowledge of current staff safer recruitment legislation
<b>Personal</b>	<p>Outstanding interpersonal skills.</p> <p>Evidence of a personal religious commitment</p> <p>Ability to cope with a high workload, while maintaining work-life balance</p> <p>Ability to lead and inspire all members of the school community, and all associated with the school, setting high standards and levels of expectation</p>	<p>Willingness to participate in a variety of meetings and conferences associated with the school and its wider community.</p> <p>Commitment to own personal development</p>

## Performance Management and Professional Development

The Deputy Head – Pastoral (Seniors) will be part of the school's performance management Scheme.

## Conditions of Employment

The above responsibilities are subject to the general duties and responsibilities contained 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 Governing Body.

The post-holder must uphold the school's policy in respect of all matters related to safeguarding and Child Protection. The post holder may be required to perform any other

reasonable tasks, after consultation. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.

### **Line of Responsibility**

The Deputy Head – Pastoral (Seniors) is directly responsible to the Headteacher.

The Deputy Head – Pastoral (Seniors) teaches a reduced timetable.

### **Start Date**

The preferred start date is Summer Term April 2019 although we will accept a later date up to September 2019 for the right candidate.

### **Salary and Benefits**

- The post-holder will be paid on the appropriate point of the St Augustine's grading scale. The salary for the Deputy Head (Pastoral) will be commensurate with experience and will recognise the major responsibility and seniority that this post entails. The School has its own pay scale and benefits include:-
  - Free school lunch during term time
  - Ride to work scheme
  - Pension – the post-holder will be enrolled into the Teacher's Pension Scheme and they and St Augustine's Priory will pay the appropriate contributions
  - Discounted school fees for your children - daughters throughout and sons in nursery
  - Free onsite parking

The final package will be commensurate with our interpretation of the successful candidate's experience and capability, and regular reviews ensure the salary remains extremely competitive where the post-holder is fulfilling the school's expectations.



## The Application Process

Candidates should complete the St Augustine's Priory Application Form, available from [www.sapriory.com/about-us/vacancies/](http://www.sapriory.com/about-us/vacancies/)

Write a letter of application detailing

- How your skills, knowledge and experience match the school's requirements for the post of Deputy Head – Pastoral (Seniors)

Please send both via email to [hr@sapriory.com](mailto:hr@sapriory.com) to arrive **by 10.00 a.m., Thursday, 1 November 2018.**

Selected candidates will be informed on Friday, 2 November 2018.

On the day of the interviews all applicants will be offered a tour of the school and grounds, and be asked to lead a year group assembly observed by members of the appointments panel. They will also be asked to complete a written task, and there will be a formal interview before the appointments panel.

Long list interviews will take place at the school on Wednesday, 7 November 2018. There will also be an opportunity to tour the school at this point.

The final interviews will take place on Monday, 12 November 2018.

Candidates who are shortlisted for final interview may be asked to complete psychometric tests.

The successful candidate will be asked to accept the post by telephone, but only once a contract has been signed will unsuccessful applicants be informed. All applicants should be aware that this is a normal part of our selection procedure and should make no assumptions based on a short delay.



For an informal confidential discussion about the role please contact our HR and Office Manager Mrs J Sathananthan at St Augustine's Priory by email or telephone.

**020 8997 2022 - [hr@sapriory.com](mailto:hr@sapriory.com)**

All applications will be acknowledged by email. If you have not received acknowledgement that your application has been received within five working days of sending it, please contact St Augustine's Priory by telephone (020 8997 2022)