



The Beacon

Independent Prep School for boys aged 3-13
Amersham, Buckinghamshire

Deputy Head (Pastoral)

September 2023



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The School is committed to safeguarding and promoting the welfare of children. Applicants must be prepared to undergo appropriate child protection screening, including checks with past employers and the Disclosure and Barring Service.

The Beacon is an equal opportunities employer.

Registered in England No. 01067862. Registered Charity No. 309911.



From Nick Baker

Headmaster



Dear Applicant,

Thank you for your interest in the position of Deputy Head (Pastoral) at The Beacon.

I am seeking to appoint an exceptional candidate to work as part of our School's Executive Team. The successful candidate will be primarily responsible for leading and managing the pastoral care side of school life, including acting in the important capacity of DSL.

The Beacon is a large prep school for boys aged between 3 and 13, with superb facilities and resources that support a forward-looking educational environment. The Beacon prides itself on pastoral care and the breadth of support and initiatives in place to support the boys. To give you a flavour of life at our school please take a look around our website www.beaconschool.co.uk. You will find our Safeguarding and Child Protection Policy and other useful policies on the website too.

If you have proven experience of pastoral leadership and the ability to operate and take ownership at the highest level within a school setting, we would very much like to hear from you.

The Beacon is a remarkable school and we seek remarkable people.

I look forward to hearing from you.

Nick Baker
Headmaster

IMPORTANT NOTE:

- *The school is committed to safeguarding and promoting the welfare of children. Safeguarding checks will be undertaken in accordance with School policy*
- *The safeguarding responsibilities of the post can be found in the job description and person specification in this recruitment pack*
- *The post is exempt from the Rehabilitation of Offenders Act 1974.*



Professional Standards

The Following is our 'Circle of Success'. It is this which makes The Beacon a special place to be educated and work at. All our staff live and breathe by the professional principles below. If these resonate with you, you would definitely enjoy working at our School.





JOB DESCRIPTION

Job Title: Deputy Head (Pastoral)

Hours: Full-time

Reporting to: The Head

KEY AIMS OF THE POST

- To lead and take responsibility for the safeguarding, wellbeing and safety of pupils at the Beacon
- To ensure that procedures, systems and routines are properly understood and observed by all
- To manage wrap around care and extra-curricular needs
- To be a key member of the School's Executive Team working closely with The Head

Safeguarding & Child Protection

Undertaking the role of Designated Safeguarding Lead ('DSL') per Statutory Guidance as amended from time to time (see latest version Annex C KCSIE 2022), taking **lead responsibility** for safeguarding and child protection (including online safety) at the School

Taking lead responsibility for supporting staff in dealing with any safeguarding or child protection concerns

Taking lead responsibility for managing reports and referrals to the appropriate authorities and liaising with the relevant bodies and agencies

Training and ownership re the School's CPOMS reporting and recording system

Taking lead responsibility for Prevent Duty

Ensuring the School's child protection policy, and the implementation of it, is reviewed at least annually and is kept up to date for legal, KCSIE, ISI and other requirements

Ensuring safeguarding and child protection training for staff, on-site catering and cleaning providers, peris, pupils and governors; delivering 1:1 new staff induction sessions and whole school INSET sessions on child protection and safeguarding

Head up the Weekly DSL team meetings with Deputy DSL and ASLs

Member of the School's in-house Vettings Team responsible for checks on all external professionals and volunteers coming into school to work with pupils (eg visiting speakers, club providers, visiting professionals and volunteers)



Pastoral Care, Health & Wellbeing of Pupils

Responsible for formulating and delivering the School's Pastoral Care, Medical related and Mental Health Agendas

Responsible for implementation and review of all pastoral and behavioural related policies

Head up School's Pastoral Team comprising Sectional Management and Learning Support representatives, meeting weekly and ensuring all issues are addressed in the best interests of the pupils

Facilitating pastoral events for parents - eg Talking Teens, Wellbeing....etc

Line managing the School's Wellbeing Coach & Counsellor (and Mental Health Lead, if required) ensuring the highest level of standards of support

Line managing the School's Medical Centre; ensuring the highest level of standards of support and medical attention for all

To take the lead on pupil behavior, disciplinary procedures and policy

To lead and be actively involved in the School's rewards and House systems

Wrap Around Care

Ensuring daily Breakfast Club operates effectively

Management of the School's after-school offering, working with staff to organise the termly provision and clubs, setting up on SOCS, communicating with parents and managing bookings

Systems

Ownership of key operating and learning platforms including Educare, CPOMS, SOCS, Zumos....etc

Daily Routines, Diary & Events Logistics

To assist The Head with the smooth running of School routines and daily procedures

Be involved in the induction of new staff to ensure that they understand the school routines and core school policies

Co-ordinating the school calendar

Working closely with event organisers in connection with scheduling events; ensuring all events are properly planned, published and effectively communicated.



Other
To continue to teach in a qualified teacher capacity – on a reduced timetable basis and contribute to the events and extra-curricular programme
Present termly reports to Governor Education Committee and Full Governing Board, as required
If specifically requested, to deputise for the Head in their absence
Attend and actively contribute to ET (Executive Team) meetings and attend all SMT (Senior Management Team) meetings
To participate in prospective parents/pupils' meetings and tours, showcasing the school and helping to assess potential new pupils
To be involved in the planning and attend Open days, Future Schools events, School performances....etc as required by the Head
Network and attend events generating positive outcomes for the school and write 'thought pieces' - school newsletters, newspaper/magazine/journals to promote The Beacon as a place of knowledgeable and respected thinking and opinions
Contribute to the school's charitable outreach initiatives
Assisting the School with duty allocations, trips management, and other school activities and routines as required by The Head

Child protection, discipline, health and safety (applicable to ALL staff)

- Maintaining good order and discipline among the pupils and safeguarding their health and safety.
- Promoting and safeguarding the welfare of children and young persons for who you are responsible and with whom you come into contact; following the School's safeguarding policy at all times and using CPOMS as the internal system for monitoring safeguarding, wellbeing and pastoral issues.

Note:

- The role will involve daily contact with children and the highest level of responsibility for children.
- The role constitutes regulated activity with children.
- In the role, you may also be required to undertake such other duties as the Head reasonably requires from time to time.



Person specification

	Essential	Desirable
Qualifications	<p>Educated to degree level</p> <p>Recognised Teaching Qualification</p>	
Experience	<p>Experience of working within relevant age range of ages 3 -13</p> <p>Experience of working in a school environment at senior level (eg SMT, Head of Department, Head of Year...etc)</p>	<p>Acted as DSL or ASL</p> <p>(Note: it is not essential to have worked in the independent sector)</p>
Skills	<p>Highly organised and meticulous</p> <p>Safeguarding and child protection skills</p>	<p>Specialist teaching subject</p>
Knowledge	<p>Strong knowledge of safeguarding and child protection procedures</p> <p>Strong understanding of the challenges and issues for young people in education and challenges families face in today's world</p>	
Other	<p>Caring, empathetic and approachable</p> <p>Highly confidential</p> <p>Able to work effectively with a wide range of support services</p> <p>A commitment to improving the lives and learning opportunities of pupils</p> <p>An unwavering commitment to safeguarding</p> <p>Team player</p> <p>Excellent role model</p> <p>Highly professional with positive outlook</p>	



The Process

The school is committed to safeguarding and promoting the welfare of children.

All applicants must be prepared to undergo appropriate child protection screening, including checks with past employers and the Disclosure and Barring Service. The Beacon is an equal opportunities employer. References will be required and any relevant issues arising from such will be taken up at interview or a suitable point during the process.

Candidates who have a disability or any other special requirements should let the school know if there are any reasonable adjustments they would like the school to make as part of this recruitment process.

Please download an Application Form from the School's website and send a copy of your completed Application Form and covering letter by e-mail to: recruitment@beaconschool.co.uk.

The closing date for receipt of applications is **5pm on Thursday 26 January 2023**. We are aiming for interviews to be held the **week of 30 January 2023**.

(Please note that whilst an interview is to be used as the primary feature of the selection process, if invited for interview you will be advised as to whether any additional selection methods will be required to supplement the interview. This may include a lesson, presentation and/or other task. Whatever methods are chosen, the panel will use these to assess the merits of each candidate against the job and person specification).

