



Rye St Antony
OXFORD



Deputy Head Pastoral

September 2021 or January 2022

Dear Candidate

Welcome to Rye! We are a flourishing all-through school in Oxford and are looking for a Deputy Head Pastoral to join our energetic and strong Senior Leadership Team in either September 2021 or January 2022. If you have experience leading and managing a team of people and you are looking to make a difference to the lives of young people, this is the role for you. The successful candidate will enjoy working as part of a dynamic team, inspiring pupils and staff, and the challenge of solving problems.

The Deputy Head Pastoral leads the school on safeguarding, pastoral care, and all matters relating to the wellbeing of members of our school community. The successful candidate will have experience working with outside agencies and will have had experience of handling sensitive issues in a professional and efficient manner.

We are renowned as a school for our strong pastoral care, and we pride ourselves on our nurturing approach to learning and the wellbeing of all pupils. Our approach centres on the individual child and their learning and wellbeing needs, so that every child is supported and challenged to be the very best version of themselves. This is not just in the classroom, but in the wider school community and through the strong enrichment programme that we offer. We believe that children should be empowered to be the best they can, and that positive wellbeing leads to excellent academic success. Simply put; be well, do well.

This is an exciting time to join our school as we celebrate 90 years of educating the individual. Our focus on each child in our community means that we build relationships quickly with pupils and parents, and our children are happy, engaged and fully involved in their school life.

This is a wonderful opportunity for an aspirant leader to make a difference in a thriving school. If you enjoy making a difference in people's lives, love to focus on getting the best from pupils, and are passionate about the wellbeing of young people, you will relish this role.

I look forward to welcoming you in person to Rye and introducing you to our thriving school.

Best wishes



Miss Joanne Croft
Head

Aims of the School

At the heart of our aims is the individual pupil and the development of their own talents and interests throughout their school career. In our stimulating and nurturing environment, pupils are happy, reflective and curious learners, who develop an intellectual curiosity and knowledge as well as a love of learning. They discover their talents, build aspirations and fulfil their lifelong potential in the school and wider community, leading them into a responsible and rewarding life. Each of our pupils leaves Rye as a unique individual who is sure of themselves, confident in their ability, and as the young person they want to be.

We aim to:

- Deliver a stimulating and inspiring academic education which develops a love for learning and intellectual curiosity.
- Develop each pupil's talents and gifts through an aspirational education that promotes creativity, team work and builds life-long skills.
- Acknowledge and develop each pupil's talents so that they recognise their own sense of worth, their vocation, their aptitudes and talents, so that they become unique, confident, curious and valued individuals.
- Challenge pupils to be aspirational in their thinking and approach, and to push themselves to achieve their best, thus creating resilient and confident individuals.
- Provide a strong moral and spiritual framework based on the values of respect, kindness, integrity and justice.
- Recognise and foster an environment of love, hope and joy based on Gospel values in which individuals are cherished and genuine relationships are nurtured.
- Nurture and instil a sense of responsibility towards others in the wider community; locally nationally and internationally, through charity and service.



History of Rye

Rye St Antony School was founded in 1930 by Miss Elizabeth Rendall and Miss Ivy King who were inspired to start a lay-Catholic school after a visit to Rye in Sussex. Their foundations of a school which welcomes and inspires all has left a strong legacy that we continue to build on today. Situated on a 12-acre site at the top of Headington Hill in Oxford, our community benefits from the green space and room to play that our site provides.

As a day and boarding community there has always been a vibrancy around the school site and a family feel to life at the weekends.

In 2021 Rye is celebrating its 90th anniversary, and building a stronger and brighter vision for the future based on the original foundations of Miss King and Miss Rendall.

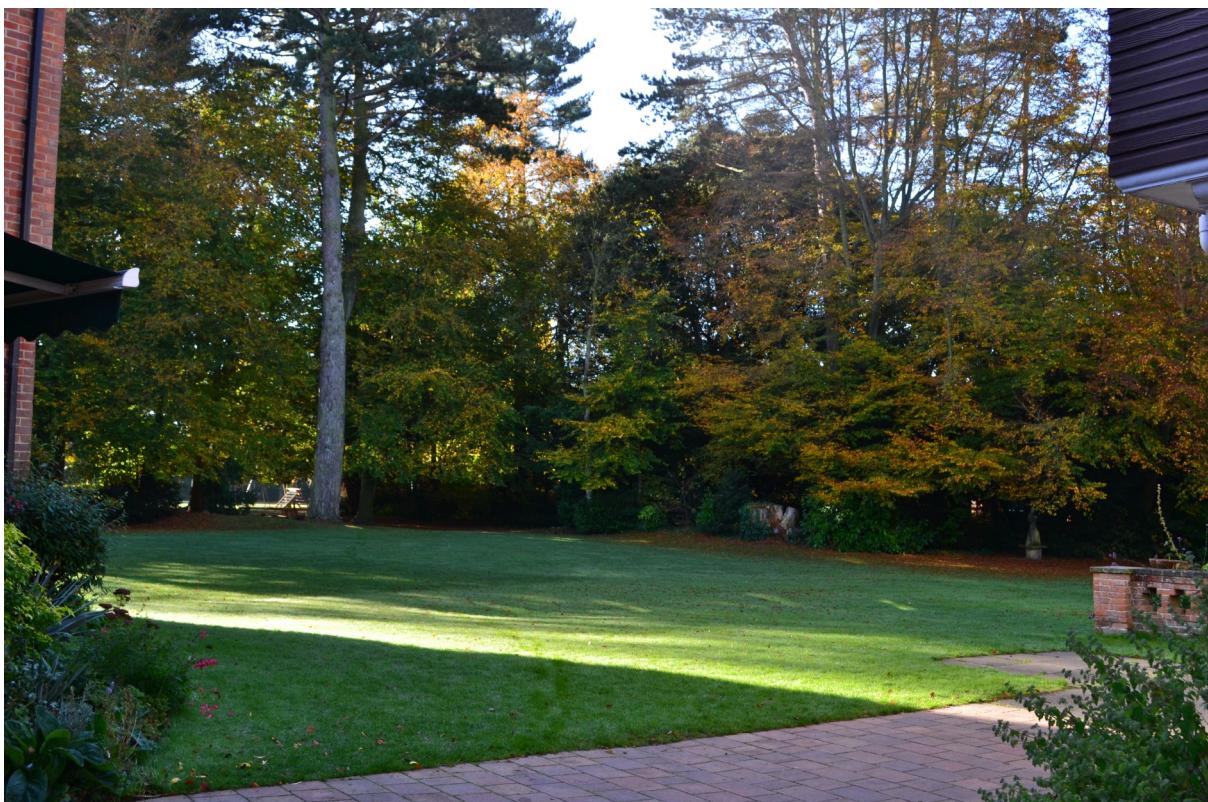
Catholic Christian Life

'Who do you want to be? Who has God made you to be?'

Our mission is to empower every young person to be ambitious in their vocation, curious in their learning and discover their individual talents made in the image and likeness of God.

We believe that every child has God given talents that it is our role to nurture, discover and encourage so that they can be the very best version of themselves. We welcome pupils of all faiths and none and enjoy taking them on a discovery of the importance of core values such as respect, dignity and tolerance. These Christian values underpin the Catholic ethos of our school and make it a vibrant and strong community.

All pupils are involved with charity work whether by raising money for different organisations voted for by their Houses, or by acts of charity that the school leads. In the last three years we have raised over £20,000 for causes close to the community and have made a real difference to the lives of many.



Curriculum

We have developed a forward-thinking and dynamic approach to teaching and learning called the *Rye Way*, which builds pupils' curiosity in learning and skill development. We challenge our pupils in their learning, whether inside or outside the classroom, and enjoy seeing the excellent progress that they make. We have a broad and ambitious curriculum which challenges the most able and supports those who need it.

In the Sixth Form we offer a range of qualifications including A Levels, Extended Project Qualification, BTEC and Leiths Professional Food and Wine Qualification.

As a broadly-selective school, our community reflects the working world and successfully prepares our pupils for their futures. We offer stretch and challenge to the most able who go on to achieve straight As at A Level and move onto first-class universities in the UK and beyond. For other pupils who have English as an Additional Language, or who need additional support, we provide an adapted curriculum and support from our Learning Development Team.

Pastoral Care

We pride ourselves on knowing our pupils and their families so that we can work closely with them. We have a team of trained pastoral leads including Form Tutors, Chaplain, School Nurse and School Counsellor who offer additional support and care to ensure that every child is looked after throughout their school career. We believe that our renowned pastoral care is essential to enabling all pupils to achieve their best academic results.

We are committed to providing a safe and nurturing school environment and place importance on mental and physical wellbeing. We provide scope for pupils to develop their own sense of self, and have strong links with external bodies who offer additional support when needed. Throughout our school we believe that if we look after both physical and mental wellbeing, our pupils and staff will achieve more. Our idea is simply, Be Well, Do Well.

Enrichment

As a community, we believe in going above and beyond in order to give, and get the best for our pupils. We offer a wide range of activities in and after the school day, and all staff are expected to contribute to the enrichment programme by running two clubs a year.

There are many visits locally and internationally - our pupils have visited the volcanoes of Sicily, rainforests of Mexico, choirs and churches of Venice, and the rivers of the Ardèche in France. We are always looking for new ideas and would be excited to hear what you can offer.



The Post

We are seeking to appoint a highly talented individual who shares our Christian Catholic ethos which puts the development of children's talents at the centre of all we do. We are looking for a Deputy Head Pastoral to join our dynamic, hardworking, committed, and forward-thinking Senior Leadership Team (SLT). The successful applicant will enjoy working collaboratively and will have the passion to contribute to the development of our flourishing school.

In our 90th year of educating the individual at Rye, we are continuing to build a diverse, enthusiastic, and highly supportive community of teachers with a commitment to academic excellence while maintaining a first-rate provision of pastoral care. As a member of the SLT the successful candidate will work closely with the Head, Bursar, Deputy Head Academic and Head of Prep to continue the development of the school and embed its vision for the future.

The Deputy Head Pastoral will be the Designated Safeguarding Lead for the school and will be responsible to the Head.

Job Description

Accountabilities

Strategy

- Assisting the Head and Governors in developing the school's development plan and translating the school's vision into agreed objectives and departmental plans.
- Attending Governors' meetings when required, and preparing reports as directed by the Head.
- Taking the lead and working with the Pastoral team to ensure the success of pastoral and wellbeing policies and procedures, and ensuring that provision reflects the Catholic Christian Life of the school.
- Assisting the Head with recruitment of staff and working in close collaboration with the Head, Bursar and Senior Leadership Team (SLT).
- Planning for and implementing innovation in pastoral programmes and in the wellbeing of the school community.
- Helping to create a safe and healthy environment for members of the school community.

Pastoral and Wellbeing – leadership and innovation

- Working with the Head and SLT to create and deliver the strategy for wellbeing at Rye.
- As Designated Safeguarding Lead for the School, leading the wider Safeguarding Team to ensure good practice and the wellbeing of pupils and staff at all times.
- Leading safeguarding training and working closely with Oxfordshire Safeguarding Board and other external agencies to keep abreast of developments in practice.
- Leading the Pastoral vision for the school and working with the Pastoral team to embed it throughout.
- Leading the E-Safety group and ensuring regular meetings to review and develop practice and ensure safeguarding.
- Taking responsibility for all aspects of the pastoral provision for all pupils and monitoring and evaluating its effectiveness and development.

- Leading whole school events such as Prize Giving and St Antony's Day.
- Leading the PSHEE Co-ordinator, Lay Chaplain, and Form Tutors to ensure continuity of provision in PSHEE and RSE throughout the school.
- Overseeing School Council, including attending School Council and the selection of patricians (prefects).
- Being a presence around school, supporting and taking interest in events and activities, and being a positive role model for staff and pupils.
- Teaching approximately 0.3 timetable. Providing a professional model for others clearly demonstrating effective teaching and high standards of behaviour for learning, and demonstrating a personal commitment to quality and excellence.
- Overseeing the arrangements for counselling and peer mentoring in the Senior School and Sixth Form, and to liaise and meet regularly with the School Counsellor and the School Nurse.
- Recording, reviewing, and monitoring pupil behaviour and discipline logs.

Staff wellbeing

- Working with the Head, SLT and HR Manager to lead staff wellbeing throughout the school.

Leadership and Management of Others

- Chairing Pastoral meetings and line managing members of middle management and the School Nurse.
- Supporting the Head and working with the Deputy Head Academic and Head to support the deployment, motivation, and development of teaching staff to make the most of effective use of their skills, interest and experience.
- Working with the SLT and Compliance Officer to ensure compliance with ISI regulations and readiness for ISI and diocesan inspections.
- Leading by example, providing inspiration and motivation, and exemplifying the vision and values of our school.
- Attending Housemistresses' meetings and line managing the Senior Housemistress.
- Organising cover for absent colleagues and duty rotas for teaching staff.
- Leading and continually reviewing and updating the transition programme between different phases of the school.
- Reviewing and updating all pastoral documentation, including all pastoral policies, handbooks and Prep diaries.
- Deputising for the Head in her absence.

Marketing and external links, including public occasions

- Delivering presentations at Open Events and information events in the evening or at weekends.
- Actively participating in educational outreach and promoting the school internally and externally to encourage interest in the school.
- Managing relationships between the school and uniform suppliers.
- Overseeing the transition programme for Year 7 and new pupils entering the school throughout their career.

- Promoting the whole school in a variety of different contexts, including attending marketing events where appropriate, and in interactions with parents and prospective parents and pupils.
- Building links within the local community to promote the school and grow numbers.
- Working with the Marketing Committee to create and update marketing collateral to promote the school.
- Attending school functions and events including all Parents' Meetings.

Training and development of self and others

- Working with the Deputy Head Academic to organise and develop INSET training.
- Delivering quality assurance programmes to develop and maintain a culture of high expectations for self and others.
- Regularly reviewing own practice, setting personal targets and taking responsibility for own development.

This job description is not necessarily a comprehensive definition of the post. It should be seen as enabling rather than restrictive and will be subject to review. Other reasonable duties may be allocated from time to time commensurate with the general character of this post and its senior position.

Person Specification

Leadership

- Substantial and successful experience of pastoral care
- Leadership and change management
- Strategic planning
- Lead by example and show dynamism, enthusiasm, energy and cheerfulness
- Leadership: the ability to innovate, inspire, imagine and take people with you
- First class analytical and problem-solving skills and strong organisational skills
- Experience in preparing for successful inspections

Knowledge, Skills and Attributes

- Successfully deliver quality assurance and performance management systems
- Excellent communication and interpersonal skills to gain the trust and confidence of staff whether they be senior teachers or support staff
- Experience of developing relationships across the phases and engaging with the local community
- Resolve conflicts in a sensitive manner
- Genuine interest in the pastoral welfare of students and staff
- Abilities to deal effectively with safeguarding issues and experience of safeguarding procedures

- Knowledge and understanding of strategies to support wellbeing of pupils
- Excellent understanding of school culture
- Thrive on the challenge of working with lively, enthusiastic children, getting the best out of them and helping them to achieve their potential

Personal Attributes

- Ability to maintain a high work rate while at the same time keeping things in perspective and remaining calm under pressure
- Ability to speak clearly and with integrity
- Experience of and a willingness for developing an idea from concept through to conclusion
- Proven track record of being a highly successful teacher
- Professional integrity
- Commitment to effective equal opportunities and inclusive practices
- Commitment to supporting the Catholic Christian ethos of the school

Pay and benefits

Salary will be on the Rye Leadership Scale, according to experience. All teachers are invited to join the Teachers' Pension Scheme.

All salaried staff, full or part-time, are entitled to a fee remission, 50% for full-time staff and pro rata for part-time staff.

There is car parking on site, and the School is easily accessible by bus.

Subject to the ending of Covid-19 restrictions, at specified times, staff may use the school's Fitness Suite, and during Trinity Term staff may use the swimming pool at the advertised times. Lunch for all staff is provided in the school dining room during term time, and refreshments are provided in the Staff Room at morning break and teatime.

How to apply

Applications (application form, accompanying letter and full curriculum vitae with contact details for two referees) should be addressed to the Head, Miss Joanne Croft, and sent by email to the Human Resources Manager, Ms Ellen Phelps (ephelips@ryestantony.co.uk; 01865 229227).

For an application form, please contact Ellen Phelps (ephelips@ryestantony.co.uk) or visit the Staff Vacancies page on the school website.

The closing date for applications is 12 noon on Monday 8 March 2021.

First interviews will be held on Tuesday 16 March and final interviews will be held on Friday 19 March 2021.

Safeguarding

The School is committed to safeguarding and promoting the welfare of children and young people, and all staff and volunteers are expected to share this commitment. All applicants must be willing to undergo child protection screening including checks with past employers and the Disclosure and Barring Service.

The post is exempt from the Rehabilitation of Offenders Act 1974 (Amended), and therefore all relevant convictions, cautions and bind-overs, including those regarded as 'spent', must be declared. The amendments to the Exceptions Order 1975 (2013 and 2020) provide that certain spent convictions and cautions are 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website. Candidates must not have been disqualified from working with children, and must not be named on the Children's Barred List or be subject to any sanctions imposed by a regulatory body. Details of any convictions, cautions or bind-overs subject to disclosure must be passed to the Head before interview in a sealed envelope marked 'confidential'. An overseas criminal record check may also be required.

