

## Job Description

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| <b>Job Title:</b>  | Deputy Head (Pastoral) & Designated Safeguarding Lead (DSL)   |
| <b>Department:</b>   | Executive Leadership Team   |
| <b>Accountable to:</b>   | Head  |
| <b>Responsible for:</b>  | Houseparents; Assistant Houseparents; Under Houseparents; Matrons, DDSLs, Medical Centre and Therapy Team   |
| <b>Budgetary responsibility:</b>   | Yes   |
| <b>Location:</b>   | Stowe with cross site travel  |
| <b>Purpose of the role:</b>  | <p>To have oversight of the Houseparent team to facilitate the smooth running of the School. To play an active role within the ELT to facilitate the smooth running of Houses and, in particular, to ensure that the boarding provision is outstanding and that the School meets all ISI boarding regulations. To line manage Houseparents and to ensure that House Matrons are effectively line-managed by Houseparents. To oversee the Medical Centre and therapy team/Wellbeing Centre. To represent the views and interests of all House staff to ELT, Governors and other relevant parties.</p> <p>As Designated Safeguarding Lead, to take ultimate lead responsibility for child protection and ensure all staff and governors are appropriately trained in safeguarding. To manage all referrals of child protection and liaise with Houseparents and external agencies to safeguard the child.</p> |
| <b>The Stowe Group</b>   |   |
| <p>The Stowe Group of schools (Stowe, Ashfold, Swanbourne House and Winchester House) was created in is situated on four separate sites in Buckinghamshire and Northamptonshire. Across the four schools, The Stowe Group can offer education for boys and girls from 3-18 years. Within The Stowe Group there are more than 1,800 pupils and 800 members of staff. The Schools occupy sites of historical significance in Swanbourne, Dorton, Brackley and the world-famous landscape gardens at Stowe, where we work with The National Trust to manage 880 acres and open the grounds to over 200,000 visitors a year. Stowe House is open to the public during the School holidays and for guided tours during term time. The Stowe Group is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. In 2021, The Stowe Group launched its transformational and substantive Change Makers vision and Change 100 programme.</p>  |   |
| <b>Vision &amp; Ethos</b>  |   |
| <p>We are Change Makers</p> <p>Stowe stands in the most sublime setting of any school in the world. Historic buildings, landscaped gardens and the very spirit of the Enlightenment sit at the heart of its founding. But, as this remarkable landmark enters its second century as a leading public school, we believe that beauty and tradition are not enough: our future vision for the School embraces change, uncertainty and the challenges that will face our pupils not just during their academic careers, but throughout the rest of their lives in a world which is increasingly complex and ambiguous. Within that volatile environment we see our pupils and staff as Change Makers. They will make a lasting impact not only while they are here at Stowe, but, perhaps more importantly, in the wider world. The history of this place, both as a stately home and as a pioneering school remains important to our mission of education, and at the heart of a Stowe education remains intellectual enquiry, academic curiosity and a love of learning. We strive for a balance of rights and responsibilities, equality and inclusion and to treat each pupil and member of staff as an individual. Our vision is inspired by a</p> |   |

history of progressive thinking, and has been developed through collaboration with our pupils, parents, teachers, support staff, governors and alumni. Yes, we teach pupils how to excel in exams, but we also teach them how to collaborate, how to solve problems and how to think critically. Stowe is educating a generation of Change Makers ready to transform the world.

The Group's talented and committed workforce is one of our greatest strengths. We are committed to fostering team engagement, attracting, mentoring, developing and retaining our best teachers and support staff. We focus on employee wellbeing, provide opportunities for professional growth and we create a culture of community and partnership.

#### Key Responsibilities and Accountabilities

- To meet regularly and work with the Head, Senior Deputy Head and Deputy Head (Academic) to ensure the smooth day-to-day operation of the School with effective pastoral care.
- To work with the Senior Deputy Head and other members of ELT to ensure the smooth day-to-day operation of Houses with particular regard for the welfare of boarders and boarding staff.
- To represent the views and interests of all House staff to ELT and the wider School community.
- To draw up the Pastoral Plan as part of the School's overarching development Plan.
- To ensure boarding and child welfare provision meets all relevant legislation for boarding, and that all ISSR and NMS regulations are met.
- To plan and prepare for boarding inspections in conjunction with the Senior Deputy Head, Deputy Head (Academic) and Group Director of Estates, Grounds, Maintenance and Support Services.
- To line manage Houseparents.
- To chair weekly meetings of Houseparents.
- To hold and chair regular Matrons' meetings which are held at least once per half term.
- To help co-ordinate and manage the School's weekend activities programme in partnership with the Person in Charge of weekend activities programme.
- To liaise with the Senior Nurse Manager, Medical Centre staff, Therapists, Senior Matron and Head of International Pupils.
- To attend meetings of the Governing Body's Education (Pastoral) Committee and to contribute to the completion of pastoral and other relevant reports as required by Governors.
- To be actively involved in the appointment of new boarding staff.
- This role can be held in conjunction with Houseparent duties and responsibilities.
- To take ultimate lead responsibility for child protection
- To manage, with the DDSL(s), all referrals relating to child protection.
- To ensure all members of staff are trained in safeguarding and child protection.
- To liaise with all parties (internal and external) involved in a child protection case.
- To ensure the School's child protection policy is up to date and available to parents, staff and volunteers.
- To liaise with and line manage the DDSL(s).

#### Key Tasks: Deputy Head Pastoral

##### 1. Managing Houseparents:

- 1.1 To lead, motivate and inspire Houseparents to create and maintain a culture of excellence through collaboration and effective communication.
- 1.2 To manage any complaints or concerns relating to Houseparents in a thorough and timely fashion.

- 1.3 To represent the views and interests of House staff to ELT, Governors and the wider school community and to attend the Governors' Education (Pastoral) Committee.
- 1.4 To establish and maintain regular and formal links between House staff, the Director of Operation & Estates, the Head of Food Services and the School's Health, Safety and Compliance Officer.
- 1.5 To ensure that the School is ready for an ISI Inspection with all documentation and policies kept up-to-date.
- 1.6 To present accurate figures of House capacities to the Director of Admissions and Marketing and to liaise between Admissions and Houseparents over numbers in Houses.
- 1.7 To be involved in interviewing all applicants for positions of Houseparents, AHPs, UHPs and Matrons.
- 1.8 To manage the Tutor Plot through the appointment of staff to residential and non-residential roles in Houses working with the Senior Deputy Head.
- 1.9 To have oversight of pastoral PRPDs.
- 1.10 To liaise with SEL over the holiday use of boarding accommodation and to ensure that any use of boarding accommodation is agreed as far in advance as possible.
- 1.11 To oversee the efficient management of House budgets through liaison with the Finance Department.
- 1.12 To convene half-termly evening meetings of the Houseparents at which issues pertaining to maintaining pastoral excellence will be discussed.
- 1.13 To ensure that newly appointed Houseparents have mentors and to organise a formal induction process for them.
- 1.14 To update and amend the House Team Handbook each year and to ensure that all House staff are aware of its revision.
- 1.15 To ensure that all Matrons are being effectively line-managed and also appraised by Houseparents together with input from the Senior Matron, the Group Director of Estates, Grounds, Maintenance and Support Services and the Senior Nurse Manager.
- 1.16 To represent the concerns of Houseparents to the Medical Centre staff in a regular meeting with the Senior Deputy Head, Senior Nurse Manager and the Senior Matron.
- 1.17 To control the Pastoral INSET budget and to encourage and facilitate the professional development of all House staff using both internal and external INSET providers.

## **2. Boarding Provision:**

- 2.1 To visit all Houses each year to ensure basic, agreed standards of accommodation and child welfare provision in accordance with relevant boarding legislation and, as a result of these visits, to develop the pastoral masterplan strategy with the Head and the Group Director of Estates, Grounds, Maintenance and Support Services to improve boarding accommodation in a planned and coherent manner.
- 2.2 Working with the Senior Deputy Head to ensure that the School's boarding standards are up to date with statutory regulations.
- 2.3 Working with the Senior Deputy Head to plan and prepare for boarding inspections and to ensure that all staff are aware of the requirements of current ISI Inspections.
- 2.4 To ensure regular feedback on Houses from parents through co-ordinating and reviewing RSA Surveys.
- 2.5 To co-ordinate all House events with Houseparents and boarding staff, e.g. Leavers' Book; House Photos; Inter-House events; weekly bulletins and weekend activity programme.
- 2.6 To manage the pastoral prefects.

## **3. Pupils & Pastoral Care:**

- 3.1 Working with the Head and Senior Deputy Head to ensure the happiness, physical welfare and general well-being of all pupils.

- 3.2 To have strategic oversight for the provision for all pupils within the School in relation to accommodation in Houses and the social spaces available to them.
- 3.3 To nurture the ethos and spiritual aspects of the School and fulfil its aims as a Christian foundation.
- 3.4 To oversee whole School surveys to monitor issues such as bullying and to help shape PSHE to reflect and respond to the needs of the Stowe Community.
- 3.5 To work with the Director of Admissions and Marketing, Senior Deputy Head and School Medical Officer in identifying pupils who may require particular care plans when they arrive at the School.
- 3.6 To oversee the Weekend Activity Programme for pupils.
- 3.7 To monitor House Nurse involvement with PSHE and preventative work in House groups through the Teaching Life Choices (TLC) programme in conjunction with the Senior Nurse Manager and the Head of PSHE.
- 3.8 To monitor the security of houses with the Group Director of Estates, Grounds, Maintenance and Support Services.

**4. Food Services:**

- 4.1 To assist in improving the quality of catering provision via surveys and House visits and to
- 4.2 promote healthy eating in conjunction with the Head of Food Services

**5. School:**

- 5.1 To attend Health & Safety Committee meetings and liaise with the Group Director of Estates, Grounds, Maintenance and Support Services, Senior Deputy Head and Head of Security on matters of house security.
- 5.2 To represent the School as requested by the Head at school functions, evening and weekend events.
- 5.3 To ensure adherence to statutory Health and Safety and Data Protection Legislation at all times.

**Key Tasks – Designated Safeguarding Lead**

**1. DSL – training**

- To have the knowledge and skills required to carry out the DSL role with refresher training at least every two years.
- To undertake Prevent awareness training and keep this training updated.
- To ensure that the DDSL(s) is/are fully trained to act as DSL and that this training is updated at least every two years. This includes Prevent awareness training.

**2. DSL – colleagues**

- To be responsible for safety and child protection (including Prevent awareness and online safety).
- To ensure that all members of staff and governors are trained in KCSIE and that this training is kept up to date.
- To link with the safeguarding partner arrangements to ensure staff are aware of any training opportunities and the latest local policies on local safeguarding arrangements.

**3. DSL – referrals**

- To refer cases of suspected abuse to the local authority children’s social care as required.
- To support staff who make referrals to local authority children’s social care.
- To refer cases to the Channel programme when there is a radicalisation concern.
- To support staff who make referrals to the Channel programme.

- To refer cases where a person is dismissed or has left due to risk/harm to a child to the Disclosure and Barring Service as required.
  - To refer cases to the Police where a crime may have been committed to the Police as required.
- 4. DSL – liaison**
- To act as a point of contact with the three safeguarding partners.
  - To liaise with the Head to inform him/her of issues – especially ongoing enquiries under section 47 of the Children Act 1989 and police investigations.
  - As required, liaise with the “case manager” (as per Part four of the KCSIE Statutory guidance) and the designated officer(s) at the local authority for child protection concerns in cases which concern a staff member.
  - To liaise with staff (especially pastoral support staff, School nurses, IT Technicians, and Head of Skills Development) on matters of safety and safeguarding (including online and digital safety) and when deciding whether to make a referral by liaising with relevant agencies.
  - To act as a source of support, advice and expertise for all staff.
- 5. DSL – raising awareness**
- To ensure the School’s child protection policies are known, understood and used appropriately.
  - To ensure the School’s child protection policy is reviewed annually (as a minimum) and the procedures and implementation are updated and reviewed regularly, and work with governors regarding this.
  - To ensure the child protection policy is available publicly and parents are aware of the fact that referrals about suspected abuse or neglect may be made and the role of the School in this.
- 6. DSL – child protection files**
- When a child leaves the School, to ensure his/her child protection file is transferred to the new school or college as soon as possible. This should be transferred separately from the main pupil file, ensuring secure transit, and confirmation of receipt should be obtained. Receiving schools and colleges should ensure key staff such as designated safeguarding leads and SENCOs or the named person with oversight for SEN in colleges, are aware as required.
  - In addition to the child protection file, the DSL should consider if it would be appropriate to share any information with the new school or college in advance of a child leaving. For example, information that would allow the new school or college to continue supporting victims of abuse and have that support in place for when the child arrives.
- 7. DSL – availability**
- To be available in person or by phone or email at all times during term time, or to delegate to a DDSL instead, for staff to discuss any safeguarding concerns.
  - To ensure adequate and appropriate cover arrangements of DSL or DDSL for out of hours/out of term activities.
- 8. Teaching Responsibilities**
- The Deputy Head (Pastoral) and DSL post may have a reduced teaching timetable of 8 periods per week.
- 9. Accommodation**
- To fulfil the role the Deputy Head Pastoral will be required to live on site and family lodgings will be provided.

| <b>Person Specification:</b> The selection of candidates for short-listing will be based on this specification and candidates should bear this in mind when preparing their application and completing the application form                          |  |  |
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| Attributes   | Essential  | Desirable  |
| Qualifications   | <ul style="list-style-type: none"> <li>• An Honours degree (or equivalent) in the relevant subject(s).</li> <li>• Fully trained as DSL.</li> </ul>   | <ul style="list-style-type: none"> <li>• Post Graduate Certificate in Education.</li> <li>• M.Ed.</li> <li>• BSA Boarding Diploma.</li> <li>• Independent Schools Inspectorate.</li> </ul> |
| Specialist Skills and Experience   | <ul style="list-style-type: none"> <li>• Managerial and administrative experience commensurate with leading a team of Houseparents and Matrons.</li> <li>• An ability to understand and contribute to the whole School ethos in cooperation with other Houseparents, Matrons and House Tutors.</li> <li>• An ability to motivate, enthuse and influence with strong interpersonal skills.</li> <li>• A commitment to safeguard and promote the welfare of children in loco parentis.</li> <li>• Mediation and negotiation skills in an often challenging environment.</li> <li>• Experience as a Deputy DSL.</li> <li>• Experience of working with young people aged 13-18.</li> <li>• Trained and experienced teacher.</li> </ul> | <ul style="list-style-type: none"> <li>• Senior Leadership Experience</li> </ul>   |
| Personal Qualities   | <ul style="list-style-type: none"> <li>• Ability to build good working relationships.</li> <li>• Possess a high level of personal integrity, discretion and confidentiality.</li> <li>• Excellent communication skills.</li> </ul>   |  |
| This job description and Person Specification reflects the present requirements of the post and as duties and responsibilities change/develop, the job description will be reviewed and be subject to amendment in consultation with the post holder |  |  |
| <b>Date Agreed: January 2025</b>   |  |  |