



WREKIN

Independent Co-educational Day and Boarding School 11 - 18

Senior Deputy Head (Pastoral)





Dear prospective Senior Deputy Head,

Thank you for your interest in the position of Senior Deputy Head at Wrekin College. This brief introduction to working at the College is intended to give you a feel for the School, for our direction and our ethos, as well as a summary of the many benefits of living and working here.

The role offers an outstanding opportunity to work in a thriving school within a positive and forward-looking staff and senior management team. It's an exciting time of change and development at Wrekin College. If working in a school which has deep traditions and a strong ethos, whilst is progressive and aspirational, then please read on.



There is no doubt that this is a role that needs a special person to fill. We're looking for a person who is fully committed to the pastoral care of young people who are learning to navigate in a world with plenty of challenges. Someone who recognises that children are individuals who are filled with talent and potential. Someone who knows that children will have their anxieties and will make mistakes, and that only by learning from these mistakes will they grow, develop and understand the world around them. We are looking for a person who has a strong inner work ethic, an ability to think strategically, whilst confidently addressing everyday challenges, with an unstinting desire to see the best in young people and someone with the gravitas and warmth to be respected and trusted within our community.

We have high expectations at Wrekin College and our pupils are immersed in a rich, holistic education. Music, drama, sport and outdoor education are all part of a rich tapestry of opportunity for every Wrekin College pupil. We regularly compete at a national standard in both music and sport which should not belie our commitment to access for every individual and a spirit of 'give it a go'. All staff at Wrekin College work very hard to support our pupils. We aspire to see Wrekin College as a global leader in co-educational pedagogy, in educational innovation and in the wellbeing of pupils and staff.

Wrekin College is unashamedly pupil focused. Whilst recognising the proud traditions which permeate our community, we are progressive in our approach to teaching and learning, pastoral care and co-curricular activities. The School has recently experienced a period of growth and development. Alongside Old Hall School (which sits within the same 100 acre footprint) we are part of the Wrekin Old Hall Trust, comprised of over 750 pupils and 250 staff members. To this end, the school is both buoyant and financially robust. We have recently added an additional tutor group into Second Form (Year 8) due to popular demand. We have recently refreshed our Strategic Vision and we recognise that our staff are our most important resource in ensuring the very best of outcomes for our pupils. When it comes to staff recruitment, we are looking for talented people from all backgrounds with a wide variety of skills, interests and opinions to join our community.

Our vision is for a fully co-educational day and boarding school, taking advantage of its location in beautiful Shropshire, to which access is broad and balanced, in which staff and pupils together make up a diverse and mutually supportive community of learners, in which pupils develop self-agency through opportunity, in which there is a culture of giving and service, from which pupils leave our gates with values for life and skills for the 21st century.

For further information about Wrekin College please visit our website and for an informal discussion about the role, please contact Katy Daniels, Headmasters PA on 01952 265602.

If you think that this role might be for you then I look forward to hearing from you.

With my best wishes,

A handwritten signature in black ink, which appears to read 'Toby Spence'. The signature is fluid and cursive, with a long horizontal stroke at the end.

Toby Spence

Headmaster Wrekin College

About *Wrekin College*

Wrekin College was founded in 1880 and is a thriving independent, co-educational boarding and day school dedicated to providing excellent and inspiring teaching.

With over 550 pupils from 11 to 18 years of age, the school has a strong philosophy of providing individual attention to individual pupils, and, with a holistic approach to education, adding value to the lives of every pupil.

Whilst being proud of its traditions, Wrekin College is forward-thinking in its approach and embraces change and innovation.

For many years, the school has been known locally as "The School in the Garden" due to its extensive gardens and playing fields. Spanning 100 acres, the school has outstanding facilities including a Music School, dedicated Art School, Design School, purpose-built 200-seat theatre, fitness suite, squash courts, two floodlit all-weather (astroturf) sports pitches, cricket fields, rugby pitches, tennis and netball courts, Dance Studio, sports halls, gymnasium, six-lane 25m indoor swimming pool, Fives courts, indoor rowing facilities, computer suites, library, Chapel and Sixth Form Centre.

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|---|---|--------------------------|----------------------------|
| 1 Wrekin College Headmaster's Office | 11 Centenary Theatre | 21 Dining Room | 31 The Business School |
| 2 Old Hall School | 12 Art School | 22 Tudor House | 32 Gordon School |
| 3 Swimming Pool | 13 Cricket Pavilion | 23 York House | 33 Fives Courts |
| 4 Sports Centre | 14 Design Technology Workshops and Classrooms | 24 Marketing Offices | 34 Bayley House |
| 5 Astroturf | 15 CCF and Rifle Range | 25 Sixth Form Centre | 35 Athletics |
| 6 Clarkson House | 16 Memorial Hall | 26 The Bursary | 36 Bigside |
| 7 Support for Learning/IT and Site Services | 17 Hadden Hall/Lancaster Girls' House | 27 The Graham Building | 37 Old Hall Playing Fields |
| 8 New School | 18 Roslyn House | 28 The Library | 38 Daisychain Nursery |
| 9 Netball/Tennis Courts | 19 OWA Room | 29 The Chapel | 39 Dance Studio |
| 10 Music School | 20 Wrekin Old Hall Uniform Shop | 30 Lancaster Boys' House | |



About the *Trust*

Wrekin College and the Old Hall School are two independent schools within one charitable trust, the Wrekin Old Hall Trust.

The schools share the same board of Governors and have developed a very successful partnership sharing many facilities and support functions and offer education from 4 years through to 18 years.

Both Schools have a proud and distinguished history and continue to grow, innovate, and invest to give their students the best possible preparation for the future ahead.



The *Role*

Senior Deputy Head [Pastoral]

The Senior Deputy Head [Pastoral] will report to and be accountable to the Head. They will oversee all aspects of the day to day running of the school as well as taking responsibility for all aspects of pastoral provision in the school. As Senior Deputy they will be a high profile member of the community, deputising for the Head in their absence.

The Senior Deputy Head has a broad and varied portfolio of responsibility including: oversight of the welfare of all pupils and behaviour, child protection and safeguarding, pastoral staff (in particular the Head of Boarding and Houseparents). Whilst each of our Day and Boarding Houses has its own unique character, the Senior Deputy Head will have responsibility for ensuring high quality pastoral provision and compliance across the community. They will also be a known figure in Old Hall School which is the Junior section of the Wrekin Old Hall Trust.

The position line manages the Health and Wellbeing Centre and the Director of Wellbeing and PSHE. The position liaises closely with the Chaplain and the School Counsellors.

They will be responsible for the day-to-day oversight of the School Prefects as well as the School Council, the Children's Safeguarding Board and the Food Committee.

Working with other members of the SMT, the Senior Deputy Head also has responsibility for the smooth day to day running of Wrekin College. They will oversee the INSET programme (in conjunction with Old Hall School). The Senior Deputy will deputise for the Head in their absence.

In order to carry out the duties detailed below, it is a requirement that the Senior Deputy Head should teach a significantly reduced timetable (approximately 12 lessons per fortnight). Due to the nature of the role, the Senior Deputy should live either on the school site or within close proximity.



Principal *Accountabilities*

- To have oversight for the day to day running of Wrekin College and responsibility for all pastoral provision for pupils.
- To ensure that pastoral procedures, routines and policies are updated annually, understood and implemented by staff and other appropriate stakeholders.
- To assist the Head in the leadership and management of the school and in all aspects of school improvement. The Senior Deputy Head is part of the Senior Management Team, which meets weekly to discuss routine school matters as well as more wide-ranging school issues.
- To be the Designated Safeguarding Lead (DSL) responsible for all Safeguarding matters and Child Protection. Line management of the Deputy DSL and DSL team.
- To monitor low level concerns alongside the wider pastoral team, acting proactively to ensure the highest standards of pastoral provision within the school.
- To manage serious pastoral cases, including the investigation of serious disciplinary incidents for which the eventual sanction might be a fixed period of exclusion.
- To liaise closely with external agencies (such as the LADO and social services teams) to ensure best practice.
- To deputise for the Head, taking full responsibility for the school, as and when necessary. In the absence of the Head this will involve being within easy reach of the school site.
- In conjunction with the Deputy Head (Teaching & Learning), to liaise effectively with parents to ensure good relationships between school and home in order to improve behaviour for learning.
- To allocate tutors and, alongside Houseparents, ensure best practice in their work.
- To be contactable during term time, (or if this is occasionally not possible, to arrange appropriate cover) should a problem arise concerning pupil welfare and/or discipline.
- On occasion, to be available during the school holiday period to support the Head with School matters. Taking a lead with pastoral and safeguarding matters.
- To attend occasional meetings during evenings, at weekends or in the school holidays, as required.
- Performing such duties as the Head shall from time to time, deem necessary for Wrekin College.



Specific *Responsibilities*

- To liaise with the relevant colleagues to ensure each pupil is well-supported both academically and pastorally to make the most of the many opportunities available within the School.
- To assist the Head strategically in shaping a vision and direction for the school, setting very high expectations and with a clear focus on pupil welfare and achievement.
- To inspire, motivate and influence staff and pupils, taking a leading role in maintaining the highest standards of teaching, learning and, in particular, pupil behaviour. To oversee the discipline of the school and to run the discipline systems.
- To have oversight of boarding within the school, line managing the Head of Boarding. To provide effective leadership and line management to the team of Housemasters and Housemistresses, including being available to give advice and support outside normal school teaching hours. To oversee the induction of new Housemaster and Housemistresses. To appraise each Houseparent annually, and to present the appraisal to the Head. To prepare the agenda for the weekly Housemasters/Housemistresses meetings.
- To take responsibility for Safeguarding and Child Protection. To raise awareness of Child Safeguarding and Child Protection among all members of the school community, which includes the organisation of relevant training.
- To keep suitable records concerning Safeguarding and Child Protection.
- To be responsible for formulating all policies and procedures dealing with Safeguarding and Child Protection, pupil welfare, discipline and behaviour.
- To oversee the Children's Safeguarding Board, including recruitment of board members, and seeking the views of pupils when shaping school policies.
- In conjunction with the Senior Management Team, to oversee the school's policies and procedures ensuring that the school has all the necessary policies and procedures in place and which are up-to-date.
- To oversee Pupil, Parent and Staff Handbooks, ensuring each are updated annually and any changes made known to the appropriate personnel.
- To oversee the updating of House literature (House flyers, Houseparents' Handbook, safeguarding posters, dining hall rotas, etc) for Houseparents, and letters to parents detailing arrangements for September (including House welcome letters).
- To play a full part in ensuring that Wrekin College is 'Inspection Ready'. Including being aware of the implications of the National Minimum Standards for Boarding Schools for welfare and pastoral care in the Houses.
- To provide effective leadership and management of the School Prefects, meeting them regularly, and to seek views of the Sixth Form via chairing the Sixth Form Committee.
- To make a contribution to the school's continuing professional development programme, including oversight of the INSET programme, co-ordinating some training programmes and delivering some INSET.

- To assist the Head, along with other members of the SMT, in school self-review and evaluation and in the effective planning and management of school resources to secure improvements.
- To participate in staff recruitment.
- To coordinate (through the Houseparents) the induction of all new pupils and (in conjunction with the Deputy Head (Teaching and Learning)) all new staff.
- To take a specific interest in the welfare of the teaching staff, alongside the Chaplain.
- To Chair the Common Room Consultative Committee (gather agenda items from Decade reps, Chair the Meeting and sign off and distribute minutes. Take suggestions and concerns raised to the Head).
- To assist the Head in aspects of the day-to-day administration and organisation of the school. As agreed with the Head including taking responsibility for agreed areas: allocation of staff to Houses, staff duty rotas, chairing of the School Council and the Food Committee, liaison with the Chair of TWIG, and organising Year Group social events.
- To keep suitable records concerning day-to-day pupil or parent issues; including the recording of complaints.
- Responding to parental complaints about pastoral matters, in consultation with the Head. To act as Investigating Officer, and to hear complaints/grievances where appropriate.
- To attend the Health and Safety Committee meetings and report back on matters arising to the Headmaster. To liaise with the person in-charge of Health and Safety and Risk Assessments to ensure pupils are kept safe throughout all activities.
- In conjunction with the relevant staff, support and advise upon planning and arrangements for residential trips to ensure that all matters relating to safeguarding and pupil welfare are in order.



Person *Specification*

Qualifications and Training

- Degree level qualification or equivalent professional qualification(s) [E]
- Recognised higher qualification in teaching, leadership and management. [D]
- Evidence of continuous professional development in a relevant area [E]
- Relevant DSL qualification (or willingness to be trained) [E]

Experience

- Proven, successful record of leadership and management in an education environment [E]
- Evidence of developing, and working in, high successful teams [E]
- Understanding and resonance of working with a diverse community.[E]
- An understanding of a Boarding School environment [D]
- Securing improvements and maintaining excellence in a team [E]
- Proven commitment to equality, diversity and inclusion [E]
- Effective strategic and resource management [E]
- Preparation and delivery of presentations and workshops to staff, students and other stakeholders [D]

Knowledge and Understanding

- Safeguarding, welfare and care of students in a day and boarding school setting [E]
- Working knowledge of the role of a Designated Safeguarding Lead [E]
- Knowledge and experience of working with relevant external agencies [D]
- Working knowledge of Independent education [D]
- Effective inter-department management and communication [E]
- Achieving high levels of performance within a culture of excellence [E]
- Importance of maintaining schedules within safeguarding and inspection frameworks [D]

Skills and Attributes

- Strong leadership and interpersonal skills with a strategic approach [E]
- Ability to work methodically and with compassion, including when under pressure [E]
- Ability to build strong and effective relationships across a School community [E]
- A collaborative approach to working with key members of the leadership and management teams, building trust and inspiring confidence [E]
- A strong and respected role model for pupils, parents and other key stakeholders.
- Ability to delegate effectively whilst sometimes working to tight deadlines [E]
- Calm, effective communicator [E]
- Resilient, independent, with a pro-active attitude [E]
- Flexible and confident [E]
- Good sense of humour [E]

[E]: Essential
[D]: Desirable

Appointment *Process*

Please apply by completing the Wrekin College application form, available on our website www.wrekinoldhall.com.

Please email this, together with a letter of application addressed to the Head Mr T. Spence, to:
hr@wrekincollege.com



**The closing date for applications is 5pm on
May 7th 2024**

**Interviews will be held week commencing
May 13th 2024**

We are committed to safeguarding and promoting the safe welfare of children and young people and expect all staff to share this commitment. All appointments will be subject to satisfactory clearance from an enhanced Disclosure and Barring Service Check. Other checks may be made in line with current legislation on Keeping Children Safe in Education.



WREKIN

Wellington, Shropshire TF1 3LB

www.wrekinoldhall.com

hr@wrekincollege.com

01952 265600

Registered Charity No: 528417



Leading
Independent
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HMC