



Sydenham High Prep

GDST

Brief for the position of

Prep School

Deputy Head Pastoral

Sydenham High School GDST





Dear Candidate,

We are looking for an exceptional leader to join our Prep Leadership Team as Deputy Head, Pastoral to shape and develop the pastoral life of our school and to contribute significantly to this community.

Sydenham High Prep School is a selective school with a mission to ensure that every girl reaches her full academic potential. Our rich and diverse curriculum, is ambitious for every pupil and is complemented by the excellent enrichment provision outside of lessons, enabling our pupils to develop the skills and personal attributes to prepare them for the challenges and opportunities of an ever-changing society.

We are ambitious and forward thinking, looking to ensure our school continues to offer an outstanding education to pupils as well as the very best in pastoral care.

Tolerance and mutual respect are a cornerstone of our ethos alongside an education which delivers a contemporary, innovative understanding of what it means to educate the 'whole child'.

We are looking for a well-qualified, enthusiastic, and dynamic person to lead with assurance and clarity on the personal development and pastoral care of every pupil in our care. The successful candidate will be a passionate individual, strongly motivated to make themselves an active part of this thriving community.

I very much look forward to meeting you,

Mrs Gillian Panton
Head of Prep School



Our School

Sydenham High School, was founded in 1887 by four pioneering women, becoming one of the last schools to be opened by the Girls' Public Day School Trust. In 1934 the school transferred to its current site in the leafy suburbs of South East London. Sydenham High prides itself on enriching young minds in a way that will endure a lifetime. The School's original Anglo Saxon motto, 'Nyle ye drede', means 'fear nothing' and girls are continually encouraged to have a 'can do' approach to all they do. Sydenham High is selective but diverse, welcoming girls with wide-ranging abilities, talents and backgrounds into a close community that is large enough to offer choice and flexibility but compact enough to ensure that no girl is overlooked.

The Girls' Day School Trust

The Girls' Day School Trust (GDST) is a leading family of independent girls' schools in the UK, with 23 fee-paying schools and two academies. A registered charity, it has 19,000 students, 4,000 staff and a network of 70,000 alumnae.

GDST schools share an ethos and heritage of girls-only education and are members of a unique network which adds value to each school, student and member of staff. Networking opportunities across the Trust enable staff to share best practice and develop initiatives that benefit all our schools and students.

In addition to supporting the work of individual schools in supplying excellent induction and learning opportunities for staff, the GDST network provides access to an extensive training programme, including development opportunities, conferences and grants for individual courses of study.



Site and Facilities

Ongoing investment by the GDST has seen the school's facilities continue to expand. A Performing Arts Centre was opened in 2006, comprising a 90-seat Recital Hall and the 152-seat Westwood Theatre, and the assembly hall was renamed Longton Hall and refitted to provide concert and performance facilities. There are specialist features for the teaching of Science, IT, Music, Art and Design and Technology. Sports facilities include an indoor sports centre, gym, large all-weather pitch and a 7.5 acre sports ground in Lower Sydenham. The Sixth Form centre has been refurbished to include a generous common room, study rooms and classrooms. In 2014 the historic dining hall was refurbished and extended to include a glass orangery, new serving area and new state-of-the-art kitchens.

The Prep School is home to 240 pupils from the age of 4 to 11. It is based in an attractive large Edwardian family house with light and spacious purpose-built modern additions. The school is set within its own attractive grounds, five minutes' walk from the Senior School and takes full advantage of the Senior School facilities. The personalised approach allows each girl to develop at her own pace. Most girls in the Prep School move into the Senior School.

The Senior School has over 480 pupils and our aim is to develop girls as independent learners, who take responsibility for their own learning. The curriculum offered at each stage allows the exploration of personal learning and thinking skills that underpin not just academic but lifelong success.

For more information about Sydenham High School please visit:
www.sydenhamhighschool.gdst.net



Co-curricular

Enrichment is embedded in school life, right from the Prep School, where girls are nurtured through their formative years: encouraging enquiry, fostering a love of learning and establishing the values, disciplines and attitudes that are central to their success as both learners and well-rounded individuals. Sydenham High girls leave school as resourceful, realistic and resilient young women.

The PE Department promotes a 'sport for all' policy and encourages everybody to join in, recreationally or competitively, fostering a long-term positive attitude towards health, fitness and physical recreation. The Performing Arts at Sydenham High are incredibly strong and provide invaluable opportunities for girls to get involved in some exciting and memorable clubs, activities and events.

With a whole range of clubs and activities on offer, there really is something for everyone. A great emphasis is placed on participating in activities beyond the classroom and we are proud of all we offer. Each of the activities help develop personal and thinking skills, as well as offering the opportunity to work in teams and meet new people.

The co-curricular offering brims with opportunities for our girls to immerse themselves in a wealth of activities. Our school is a hive of activity before and after school, as well during lunch and break times. Our co-curricular programme not only allows our girls to try something a little out of the ordinary such as architecture, fencing or philosophy but it also the space to refine skills in sports, music, art and all aspects of STEM.



Academic Life

Sydenham High School is a selective school and our aim is that every girl reaches her full academic potential. Girls at Sydenham High excel across the full range of subjects and we strive to ensure that every girl in our school is challenged at every level and we pride ourselves on delivering a first-class education and academic excellence. Our rich and diverse curriculum not only prepares our pupils for examinations, but enables them to develop the skills and personal attributes to prepare them for the challenges, opportunities and active roles in our ever-changing society.

Our girls develop academic enthusiasm, an enquiring and discriminating mind and a desire for knowledge. They are curious and able to think critically. To meet their needs, our learning environments are creative, vibrant, inspiring and well-equipped, enabling our staff to deliver not only dynamic and inspiring lessons, but also lectures, extension activities, enrichment opportunities, conferences, trips and workshops. Our exciting curriculum and tailored learning ensure that our pupils have the self-confidence to take risks and put themselves forward, fearing nothing, enabling them to be who and what they want to be.

2022 delivered excellent GCSE and A Level results. At GCSE, 76% of all grades were graded 9-7 (A*/A). At A Level, 62% of the cohort received A*/A grades, and 86% A* to B grades.



Pastoral Life

Pastoral care is an essential part of a successful education. We want every girl to feel happy, secure and confident so that she benefits fully from the first-class education offered. We fundamentally believe that girls can only be successful when they are happy and we strive to ensure that each and every girl is supported to feel happy, safe and secure within our school community.

Our approach to pastoral care focuses upon strong and positive relationships between pupils and staff as well as an open partnership with parents.

Sydenham High School prides itself on understanding girls and knowing the individual needs of every girl helps us to personalise her educational journey. Our pupils are accepting of themselves and of others and tolerance and mutual respect are nurtured. Relationships and friendships are built on kindness and respect and girls here have the space to be themselves but also to be fearless in their pursuit of their dreams and ambitions, building invaluable connections along the way.

Our whole school PSHE programme, Active Citizen Sixth Form enrichment programme as well as our Body, Mind and Soul days are the cornerstone of our Sydenham High ethos in forging a contemporary, innovative understanding of what it means to educate the 'whole girl'. We combine Academic and Pastoral excellence to ensure girls are equipped to deal with both school life and the world beyond.

With a wide variety of activities and opportunities, and a strong emphasis on charitable giving, every girl can enjoy being part of a vibrant and inspirational community where she can express her passion for learning, and for everything she does in life.

The Role | Prep School Deputy Head Pastoral

The Deputy Head, Pastoral, will report directly to the Head of Prep School and will work closely with the Deputy Head, Academic and Operations, to provide whole school leadership and management of pupil development and pastoral care. This candidate will also collaborate with the Senior Leadership Team to ensure effective practice across both schools.

The successful candidate will join a PLT including: Deputy Head Academic, Head of Pre-Prep, Assistant Head, Teaching, Learning and Innovation. They will also work closely with Prep staff and will be responsible for ensuring the highest standards of pastoral care, teaching and learning, staff and pupil development.

The key areas of responsibility are outlined over the following pages, although the list is not exhaustive and the post holder may be expected to assume additional responsibilities as reasonably requested by the Head.

The preferred start date for this role is September 2023.



Job Description | Prep School Deputy Head Pastoral

Accountable to:	Head of Prep School
Responsible for:	Line managing staff as directed by the Head of Prep School
Job Purpose:	The Deputy Head Pastoral will have overall responsibility for pastoral care across the Prep School to ensure pupils have the best possible care, access to an ambitious, broad, and balanced co-curricular and enrichment programme and achieve the highest standards of pupil development, in line with the ethos of the school.

Policy/Strategic direction and development

- Assist the Head of the Prep School in translating the whole school vision into agreed objectives within the Prep School (to include the formulation and implementation of the Prep School Development Plan).
- Assist the Head in maintaining a regular review of school policies and action plans to ensure that policy and planning take account of the school's developing needs and are appropriate to the full range of pupils' needs.

Teaching and Learning (member of Prep School Leadership Team)

- Be a lead practitioner in establishing creative and effective approaches to teaching and learning.
- Together, with the Prep Leadership team, oversee a programme of continuing curriculum delivery, enrichment, and pupil development improvements, to ensure that all pupils have access to an exciting, innovative, and relevant age/phase curriculum.
- Be instrumental in developing and raising/maintaining high standards for all pupils.
- Take a lead role in the monitoring of teaching and learning in allocated section, giving feedback and subsequent follow up, as required.
- Ensure that staff are kept abreast of curriculum developments.
- Undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher as outlined in the general job description.

Pastoral care

- Ensure effective systems are in place to support the physical, mental and moral safety well-being and welfare of all pupils (including before- and after-school provision).
- As the Deputy Designated Safeguarding Lead within the Prep School, report to the Designated Safeguarding lead.
- Consult with experts/agencies (internal and external) and address any concerns with sensitivity and diplomacy, keeping the Head informed as appropriate.
- Maintain an updated and timely approach to record-keeping ensuring that CPOMS and relevant logs are utilised effectively and reviewed regularly.
- Assist in developing our 'whole school approach' with Senior School colleagues and the Senior Leadership Team to pastoral care.
- Oversee pastoral care within relevant sections, following the Prep School behaviour policy and liaising with Head of Pre-Prep and Head of Prep School on pastoral care matters.
- Ensure consistent, proactive strategies are in place to positively foster pupil development across the school, e.g. developing the 'Zones of Regulation' and the learning behaviour curriculum.
- Support pupil development with transition across the whole-school and at key entry points, for example 7+, occasional places, the 11+ process, transition to Senior school.
- Assist the Deputy Head of Prep School, Academic and Upper Prep School team with the 11+ programme and ensure that pupils' wellbeing and development is supported throughout the process.

Enrichment and Pupil Development

- Coordinate and oversee the Prep School extra-curricular calendar and programme.
 - Ensure a diverse, broad, and balanced extra-curricular offering for all Prep School pupils.
 - Liaise with Prep staff and external providers to create a high quality termly club programme, using the SOCS platform.
 - Ensure the smooth running of the extra-curricular programmes and effective liaison with staff and parents.
 - Ensure that all enrichment provision is compliant with HR and safeguarding policies.
 - Take a lead role in liaising with parents/carers regarding enrichment and communicating effectively with Prep School front office staff regarding extra-curricular club arrangements and registers.
 - Oversee the Prep School enrichment calendar of events, in consultation with the Head of Prep School, lead and then have an oversight of all planned enrichment activities and events, including trips, workshops, themed days and weeks, e.g. Eco Week, Book Week etc.
 - Liaise with subject coordinators and class teachers to prepare high quality enrichment provision for all pupils.
 - Foster existing links with other local schools, GDST schools and organise a series of events and opportunities to continue develop links.
 - Develop community outreach links and set up sustainable and continually developing partnerships both locally and globally.
 - Oversee and develop an Enterprise programme with Year 6 staff members for the summer term of Year 6.
- As the Deputy Designated Safeguarding lead within the Prep School report to the Designated Safeguarding lead.
 - Line-manage the day-to-day roles of colleagues as directed by the Head of Prep School.
 - Take a lead role in staff performance review and professional development which deliver intended and agreed outcomes.
 - Oversee communication and links between Prep school staff, and between Prep and Senior school staff, including at key transition points.
 - Help maintain a culture of collaboration and high expectation.
 - Assist in the selection process of new staff for the Prep School to ensure that high standards of teaching and learning are maintained.
 - Lead on creating and managing the Prep School calendar.
 - Support the Deputy Head, Academic and Operations in managing duties across the Prep school and the deployment of staff in line with our supervision policy.

Leadership and management of self and others

- Assist the Head of the Prep School in the daily operational management of the school, including attending, and leading as required, planning meetings, staff meetings, curriculum meetings, relevant senior school link meetings and parent meetings.

Monitoring, evaluation and assessment

- With the Prep Leadership Team, have an oversight of assessment procedures in the Prep School to ensure that pupils are supported and developed.
- Monitor, and evaluate data on the 'Pupil Pass Survey', 'Undivided', 'Impact Ed' surveys in consultation with the Prep Leadership Team, subject coordinators, and other staff to ensure assessment data findings are used purposefully to inform and improve learning and teaching.
- Assist in the assessment of prospective pupils.

Training and development of self and others

- Maintain a culture of high expectations for self and others.
- As a lead professional, regularly review own practice, set personal targets, and take responsibility for own continuous professional development.
- Assist the Head of the Prep School in identifying individual staff and

departmental training needs, including induction, and arranging for them to be met.

Communications, marketing and external links

- As part of the Prep Leadership Team, support the Prep School's marketing strategies to ensure its attractiveness in the wider market and secure optimum pupil numbers.
- Assist the Head of the Prep School to develop amongst staff an outward perspective and personal commitment to promotion of the school.
- Support effective communication links between staff, parents, pupils, and the wider community.
- Ensure the smooth running of events, e.g., Open Mornings, Concerts
- Share in the supervisory responsibilities in Morning/After school care as required by the Head of Prep School.

Management of resources

- Contribute to the preparation of the Prep School timetable to ensure efficient use of resources.
- Assist the Head of the Prep School in identifying future resourcing needs and aspirations for the Prep School for consideration.

Supporting the work of the GDST

Develop strong, positive relationships with GDST colleagues, contribute to collaborative work cross GDST Schools and support other staff in participating in GDST work to share best practice.

General GDST Requirements

All staff are expected to:

- Work towards and support the school vision and the current school objectives outlined in the School Development Plan.
- Contribute to the school's programme of extra-curricular activities.
- Support and contribute to the school's responsibility for safeguarding students.
- Work within the school's health and safety policy to ensure a safe working environment for staff, students and visitors.
- Work within the GDST's Diversity Policy to promote equality of opportunity for all students and staff, both current and prospective.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.
- Engage actively in the performance review process.
- Adhere to policies as set out in the GDST Council Regulations, notes of guidance and GDST circulars.
- Undertake other reasonable duties related to the job purpose required from time to time.

This job description should be seen as enabling rather than restrictive and will be subject to regular review.



Person Specification | Prep School Deputy Head Pastoral

- Outstanding interpersonal and communication skills (verbal and written); able to engender a positive team spirit
- Effective leader-leads by example
- Able to work effectively as a key member of a management team
- Strong organisational and administrative skills
- Ability to interpret and produce data in a variety of forms
- Ability to think and plan strategically
- Excellent classroom practitioner with a sound understanding of child development and principles and practice of primary education
- Evidence of inspirational and successful pupil-related innovation
- Understanding of Safeguarding procedures
- Working curriculum knowledge of all key stages in the Primary phase
- Working knowledge and understanding of the role of digital resources to enable innovative and effective approaches to learning and teaching
- Degree level educated with QTS or equivalent
- Evidence of recent appropriate in-service training and professional development
- Successful and demonstrable experience of leadership and management
- Teaching experience in more than one key stage/phase
- Experience of providing school-based INSET
- Range of curricular responsibilities
- Approachable and sensitivity to the needs of young children
- Ability to remain calm under pressure
- Clear-sighted, determined, positive, results orientated
- Good listener, empathetic
- Proven skills of flexibility and adaptability
- Honesty and integrity
- Commitment to personal development and lifelong learning
- A willingness to give generously of their time to support school events and activities



How to Apply | Prep School Deputy Head Pastoral

To apply, please go to

https://my.corehr.com/pls/gdstrecruit/erq_jobspec_version_4.jobspec?p_id=024887

to submit your application form and cover letter.

The deadline for applications is **12:00 Tuesday 7 February** and interviews will be conducted on **Thursday 9 February** at Sydenham High School GDST. We reserve the right to interview at any point in the application period.

Starting salary will depend on the experience and qualifications of the successful candidate. We offer a competitive salary and benefits package and a strong professional development programme.

These benefits include:

- Competitive salaries and pay progression
- Access to extensive professional development opportunities
- Interest free training loans for qualifications
- Generous pension schemes
- Employee Assistance Programme (provided by Legal & General)
- Cycle to work scheme
- Free school lunches
- A discount of up to 50% on fees for children at GDST schools
- 30 days annual leave for full-time support staff

Sydenham High School and the GDST (Charity Registration No. 1026057) are committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including online searches, checks with past employers and the Disclosure and Barring Service.