

An aerial photograph of the Westbrook Hay school campus. The main building is a large, multi-story brick structure with a central entrance and several wings. It is surrounded by lush green lawns, numerous trees, and a large red flowering bush in the foreground. In the background, there are more trees and a distant view of a town.

For September 2024

CANDIDATE INFORMATION

Deputy Head
(Pastoral)



Our mission is to develop happy, confident and successful pupils who are well prepared for their future.

Westbrook Hay is a thriving co-educational independent day school. Pupils enjoy a broad curriculum, achieve excellent results and have the all-important confidence to succeed.

The school roll is currently at a record high of around 380 pupils and in September 2023 announced that it is growing its senior section of the school from Year 8 to Year 11 and will begin offering GCSEs.

Our ethos is to be a welcoming, inclusive family community that provides the best for, and expects the best from us all.

The school is well known locally for its warm and welcoming atmosphere. This is something we cherish and, even though we are potentially going to grow slightly in size, we do not want to lose this ethos.

We believe our ethos separates us from larger competitor schools in our locality. This ethos is generated by the staff and their relationships with the pupils and parents. It has been regularly described as 'friendly and professional'.

We are seeking a new Deputy Head (Pastoral) who can assist us with achieving our mission, thrive under this ethos and help lead the school through the next exciting phase of development.



Our History



Westbrook Hay School, founded in 1892 by Augustus Orlebar in Bedford, has evolved over 130 years, relocating and renaming itself multiple times. Originally a small establishment with just two pupils, it grew under successive leaderships and moved to its current location at Westbrook Hay in 1963. It transitioned from a boarding school for boys to accepting day pupils and girls in the late 1970s.

Located between Berkhamsted and Hemel Hempstead in Hertfordshire, the school's beautiful location boasts 26 acres of parkland overlooking the Bourne Valley. For example, the school has a purpose-built Pre-Prep and is planning a new specialist STEAM building for Seniors. The Performing Arts Centre was added in 2016 and boasts impressive facilities for dance, drama and music. Specialist facilities also include a Science Laboratory, DT Workshop, Sports Hall, Swimming Pool, an ICT Suite and an Art Studio.

Under various heads the school has expanded and modernised, while continuing to prepare students for prestigious senior schools such as Bedford, Berkhamsted, Haileybury, Millfield, Stowe and St Albans. The school now moves into a new phase of development becoming an all-through school to 16.



A photograph of five students in red school uniforms walking up a wooden staircase. The students are of various ethnicities and are smiling. The wall is decorated with four framed artworks: a sailboat, a tree, a colorful abstract pattern, and a landscape. A green 'fire exit' sign is visible on the wall. The staircase has a wooden handrail and a red carpet.

Long Term School Strategy

In September 2023, Westbrook Hay announced that it is growing its senior school from Year 8 to Year 11 and will begin offering GCSEs.

The decision was made in reaction to the changing local market, from a position of financial strength and due to demand from current and prospective parents.

This growth is scheduled to begin with our current Year 7 cohort who will become our first Year 9s in September 2025.

The announcement has been met with great positivity from all parties.

School Structure

The school is growing to form three main sections



Pre-Prep: for pupils from Nursery to Year 2, this section of the school is two form entry and consists of approximately 140 boys and girls



Prep: for pupils from Year 3 to Year 6, this section of the school is two or three form entry and consists of approximately 190 boys and girls

Senior: currently just Lower Seniors, Years 7 and 8, this section of the school consists of approximately 40 boys and girls. Under our long term school strategy we will be adding Upper Seniors with the aim of having similar numbers in each year group.



Overview of the Role

We are seeking a candidate who has the experience and confidence to lead on all pastoral matters in a co-educational all-through school to 16. In the successful candidate's first year the school will continue to end at Year 8 but in subsequent years we will have a Year 9, then a Year 10 and in September 2027 we will welcome our first Year 11 cohort. We are looking for someone who can plan for and grow with this exciting expansion.

Executive Group

The new Deputy Head (Pastoral) will be welcomed into a recently restructured leadership team, led by Mark Brain, who has been the Head since September 2019. The Executive Group is energetic, highly motivated and incredibly hardworking. The successful candidate will be expected to show the same qualities.

The Executive Group consists of the Head, Senior Deputy Head, Deputy Head (Academic), new Deputy Head (Pastoral), Head of Pre-Prep, Head of Prep, Bursar and Director of Marketing & Admissions. There are plans to add a Head of Senior in the future.

Pastoral Leadership Team

The Deputy Head (Pastoral) leads the Pastoral Leadership Team (PLT) which consists of key pastoral staff in the school. The construction of this team will be discussed further with the successful candidate, the Head and Senior Deputy Head. However, key pastoral staff in the school are the Head of Pre-Prep, Head of Prep, Heads of Year, Pre-Prep Pastoral Lead and Pastoral Intervention Practitioner.

Teaching

This role will carry a greatly reduced teaching responsibility that will be based on timetable demands and the strengths of the successful candidate. There is no specific subject specialism required from the applicants, finding the right pastoral leader is the priority, but having experience or being willing to teach up to Year 11 is essential.



Job Description



Key Responsibilities

The purpose of this job description is to outline the main responsibilities of the Deputy Head (Pastoral). It is not restrictive and includes any other reasonable requests that may arise.

The safety and well-being of the pupils in School is paramount at all times. The Deputy Head (Pastoral) is responsible for promoting and safeguarding the welfare of pupils for whom they are responsible, or with whom they come into contact. The Deputy Head (Pastoral) will adhere to and ensure compliance with the School's Child Protection Policy at all times. If in the course of carrying out their duties, the Deputy Head (Pastoral) becomes aware of any actual or potential risks to the safety or welfare of pupils in the School, it is their responsibility to report any concerns to the school's Designated Senior Lead for Child Protection or the Head.

The Deputy Head (Pastoral) is a member of the Executive Group, reporting to the Head and Senior Deputy Head.

Management of Pastoral Care

- Oversee all pastoral matters from EYFS to Year 11, delegating where necessary, and being responsible for keeping Westbrook Hay pupil wellbeing at the forefront of the school's provision and ahead of the competitors
- Chair and organise all aspects of the Pastoral Leadership Team (PLT) meetings
- Deal directly with pastoral concerns from parents, staff and pupils in respect of behavioural and pastoral matters, that have been escalated above Heads of Years and Heads of Sections
- Have a good understanding and knowledge of personal development of children and adolescents, keeping up to date with relevant issues affecting them and providing or seeking support to meet their needs
- Monitor, evaluate and develop the pastoral systems and practices across the whole school, delegating responsibility to Heads of Sections and those within the PLT
- Take responsibility for the content of the pastoral element of the School Development Plan, its creation, its monitoring and the fulfilment of its targets, delegating where necessary
- The production, management and monitoring of a pastoral budget for distribution to pastoral staff, allocating expenditure ensuring at all times that expenditure is within the agreed budget

Relationship with Pastoral Practitioners

- Work closely with and line manage the Heads of Years and Heads of Sections in the fulfilment of their pastoral duties
- Line manage the Pastoral Intervention Practitioner for all associated pastoral duties including links to PLT

- Be responsible for the oversight of high quality PSHE working closely with the Head of PSHE, ensuring that the curriculum addresses emerging and relevant pastoral issues, meets statutory guidance and reflects best practice
- Monitor the use of rewards and sanctions with the Heads of Sections to ensure they are being used consistently and fairly across all groups of pupils
- Work with Heads of Sections, ensuring consistency across the school in respect of pastoral care and analysing pastoral data including attendance and late arrivals to look for trends and emerging issues

Relationship with Executive Group Members

- Have general oversight of pupil behaviour across the school, working closely with the Senior Deputy Head and Heads of Sections to ensure that systems and supervision enables the best environment for positive pupil behaviour
- Liaising with the Deputy Head (Academic) to ensure that pupils are well prepared for all destination senior school examinations, including interviews
- Recommending pastoral based INSET and CPD for teaching staff to the Deputy Head (Academic), ensuring that Safeguarding training requirements are met

Safeguarding

- Creating and maintaining an open safeguarding culture of 'it could happen here'
- Possibly act as the schools designated safeguarding lead (DSL) or Deputy (DDSL) promoting a school wide culture of safeguarding, keeping the Head and Senior Deputy Head informed of safeguarding issues

Development of Pastoral Policies

- To ensure school policies related to the pastoral system are followed by all staff and that all staff are held accountable for their implementation and success
- Work closely with the School Compliance Officer to ensure school policies related to the pastoral systems, meet statutory guidance, are relevant, up to date and clearly understood

Other Responsibilities

- Attend the Governors' Education Committee and any other similar committees when required
- Promote Westbrook Hay Senior School to parents, at all opportunities, to maximise retention from Prep to Senior
- When required, assisting in the recruitment of new staff
- Undertake any reasonable additional task in respect of the needs of the school at the request of the Head or Senior Deputy Head



Person Specification



Personal Qualities

The successful candidate will have the personal qualities for leadership and, under the direction of the Head, will lead by example, commanding the respect of pupils, colleagues and parents. It is anticipated that the successful candidate will possibly be seeking Headship in the future and will join a school where staff development is important and ambition is encouraged. Many elements of the role are designed to enable the Deputy Head (Pastoral) to gain the skills and experience required to step up to Headship in the future.

Applicants will be expected to show that they have relevant educational leadership and management experience. There are no set criteria for this and potential is important. However, someone who has held a significant middle or senior management role in a school would be well placed. A good understanding of and a commitment to the ethos of a co-educational independent school will be important but it is not essential to have worked in an independent school in the past.

Most important perhaps is the ability to work, not just as a leader, but also as a team member. The Executive Group is constructed with members who are all experts in their own area but each is expected to contribute ideas and solve problems, as well as challenge and support each other.

Skills, Experience, Qualifications, Knowledge and Personal Attributes

All staff at Westbrook Hay are expected to embrace and demonstrate in their professional lives the School's values of courage, independence, integrity, reflective learner, responsibility and togetherness.

Skills and Experience

Ability to problem solve and offer solutions	Essential
Ability to work within a dedicated and hardworking team	Essential
Effective management of pupil behaviour	Essential
Evidence of professional development in the areas of coaching, counselling or similar pastoral qualifications	Desirable
Excellent administrative and organisational skills	Essential
Excellent communication skills to a range of audiences	Essential
Experience of leading initiatives and measuring impact	Desirable
Experience of working in an 'all-through' school	Desirable
Experience of working in the independent sector	Desirable
Experience, or being willing, to teach a curriculum subject up to Year 11	Essential
Line management of teaching colleagues over a significant period	Desirable
Managing rewards and sanctions in a school context	Essential
Planning and managing budgets	Desirable
Held a significant middle or senior management role in a school	Desirable

Qualifications and Knowledge

Educated to degree level with evidence of ongoing professional development	Essential
Knowledge of the ISI regulations for inspection	Desirable
QTS or PGCE	Essential
Significant knowledge and experience of pastoral leadership	Essential
Knowledge of safeguarding requirements within an independent school	Essential
Willingness to become an ISI inspector in the future if not already in post	Desirable
Post-graduate educational degree	Desirable

Personal Attributes

Commitment to ongoing professional development	Essential
Commitment to safeguarding and promoting the welfare of young people	Essential
Commitment to the benefits of coeducation	Essential
Commitment to equality, diversity and inclusion, and how this applies to the role	Essential
Excellent and inspirational leader	Essential
Excellent IT skills	Essential
High levels of emotional intelligence and interpersonal skills	Essential
Passionate about the wellbeing of pupils, inspiring others through their care, enthusiasm and expertise	Essential
Positive role model	Essential

Qualities of a member of the Executive Group

Personal

- Able to demonstrate high levels of interpersonal skills and emotional intelligence
- Patient and kind, yet determined
- Able to demonstrate integrity at all times
- Loyal to the Head, the Executive Group and the school
- A lover of learning who is always willing to learn themselves
- An excellent communicator, being willing to listen and make time for others
- The embodiment of Westbrook Hay's values, ethos and mission
- In possession of a sense of humour, keeping professional challenges in perspective
- Understanding of the impact of their own behaviours on others, being a personal and professional role model for the community

Professional

- Committed to putting our children first
- A champion of the Westbrook Way Charter
- Completely committed to the benefits of coeducation
- Courteous, respectful and professional at all times
- Discreet and professionally sensitive
- Able to be at the forefront of educational thinking in their area of responsibility, being a leading practitioner, modelling effective methodology and practice to inspire team members
- Passionate about the well-being of pupils, inspiring others through their expertise, care and enthusiasm
- An outstanding leader who is keen to coach other teachers to reach the highest standards
- Organised, meticulous and a first-rate administrator who has excellent IT literacy
- Resilient and able to recover quickly from professional setbacks
- Proactive and creative when problem solving
- Able to lead others with a flexible approach
- Able to chair and organise a meeting with clear agendas that result in effective action
- Able to remain calm and courteous when under pressure, maintaining perspective and still make balanced judgements
- Confident, articulate and willing to offer ideas
- Hard working but able and willing to delegate effectively
- Able to manage differences of opinion and bring disagreement to an effective, respectful conclusion, being accepting when in the minority
- Able to hold and initiate difficult conversations with parents or staff

Leadership

- Committed to making Westbrook Hay a first-choice school
- Open minded to change, new ideas and shifts in strategy
- Able to generate and enact a vision and clear strategic plan
- Able to motivate and energise others to achieve the school's mission
- Able to offer challenge and debate to strategic and operational issues
- Able to find a balance between ambition and fiscal reality
- Able to identify operational weaknesses and opportunities and suggest actions for improvement
- Aware of the opportunities and threats posed by the marketplace, government, economics and the political environment
- Able to lead change and develop a culture of reflection, evaluation and improvement
- Able to tackle underperformance or negativity or plateauing
- Tenacious, yet tactful, when seeking the highest standards

Salary and Benefits

This is a senior leadership position, the salary will be competitive and dependent on experience. On site accommodation in a detached two-bedroom cottage may be available for the right candidate. This property is currently nearing completion of its renovation and has a private garden. Residents benefit from use of the school's heated outdoor swimming pool and sports facilities.

What can we offer you?

- A fantastic team of staff to work with and be a part of
- A post currently pensionable under the Teachers' Pension Scheme
- A school that is rated 'Excellent' by ISI with waiting lists in operation in a number of year groups
- Commitment to continuing professional development
- Free cooked lunches and refreshments throughout the day
- Membership of the Employee Assistance Programme
- Opportunities to attend events organised by the Staff Social Committee
- Receipt of a 'Golden Ticket' for assisting with an overnight event, which enables staff to apply for a half day either in the morning or afternoon
- Small class sizes, a beautiful rural location and excellent facilities
- 50% fee remission is offered for children of school staff, subject to availability of places



Application and Recruitment Process



The deadline for the receipt of applications is 18:00 on Friday 23rd February. To apply for this position, please complete an application via the TES website. Further information or any enquiries can be requested from our Bursar and Clerk to Governors, Miss Kelly Freeman (kelly_freeman@westbrookhay.co.uk).

The interview process will be in two stages. It is anticipated that longlist interviews will be held on the week beginning Monday 26th February. Although the programme is yet to be confirmed it will include an interview, the teaching of a lesson and other tasks. Candidates will be offered a tour of the school and lunch, if the timing is appropriate.

It is our aim to invite successful candidates back for shortlist interviews on the week beginning Monday 4th March. Overnight accommodation is available on request. This appointment is for September 2024.

Compliance Requirements

The appointment is subject to satisfactory pre-employment checks in accordance with DfES guidance, to satisfactory references, satisfactory clearance from the DBS, proof of identity and qualifications and a satisfactory medical report. Westbrook Hay is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All successful applicants will be required to undergo child protection screening including checks with current and previous employers and the Disclosure & Barring Service.





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