



PRAESTAT OPES SAPIENTIA

HAMPTON SCHOOL

ASSISTANT HEAD (PASTORAL) FROM APRIL OR SEPTEMBER 2022

JOB TITLE: Assistant Head (Pastoral)

REPORTING LINE: The Headmaster

ABOUT HAMPTON SCHOOL

Hampton is one of the country's leading, most successful and best-resourced independent schools, where we have been helping boys to fulfil their potential and realise their aspirations for more than 460 years. We are a lively, friendly and caring School community, in which innovative teaching is underpinned by strong shared values and complemented by outstanding pastoral care. We aspire to enable our boys not only to make sense of the world but also to want to go out and improve it. Hamptonians are expected to aspire to personal best while supporting those around them with kindness.

Our pupils' public examination results and university entrance record consistently rank among the best achieved anywhere. Around 95% of Hampton leavers go on each year to undergraduate courses at Russell Group universities; 20-30 Hamptonians are offered places at Oxford and Cambridge annually and 20% of our Class of 2021 attend global top-10 universities. An increasing number of our leavers go on to study at US Ivy League universities, often on academic and/or sporting scholarships. Our alumni network is extremely strong and former pupils remain very interested in their School, in no small part due to the exceptionally warm and mutually respectful relationships enjoyed between Hampton staff and pupils.

Situated on a greenfield site in a leafy suburb of South West London, Hampton benefits from over 27 acres of playing fields within spacious grounds; a generous investment programme ensures that pupils and staff benefit from first-class facilities across all areas of School life. These include a state-of-the-art 3G sportsground, a large Sports Hall and the Hammond Theatre, along with an excellent library and specialist facilities for Art, Music, Science, Technology, IT and Languages. We have recently opened a superb Sixth Form Study and Careers Centre. The Millennium Boat House, shared with our neighbouring girls' school, Lady Eleanor Holles (LEH), enjoys a prime location on the nearby River Thames and provides the focal point for our renowned Boat Club.

Visitors from the Independent Schools Inspectorate (ISI) concluded in March 2016 that Hampton's academic and all-round excellence merited the rarely-awarded ISI assessment of pupils' achievements and learning being 'Exceptional'. The inspection team's findings in all other areas were similarly pleasing and the highest possible judgements were received across the board. A further Regulatory Compliance Inspection in 2019 reported the School to be fully compliant. A copy of the full ISI reports can be found on the School website.

We hope you share our vision for an inspiring, modern and forward-thinking liberal education. Further information for applicants can be found within our Hampton Prospective Teacher brochure, linked [here](#).

ASSISTANT HEAD (PASTORAL): GENERAL INFORMATION

Applications are invited for the post of Assistant Head (Pastoral) with effect from April or September 2022. The post-holder will, in partnership and consultation with the Deputy Head (Pastoral) oversee pastoral provision, with a particular focus on the PSHE programme, pupil rewards and sanctions and aspects of day-to-day School operations.

This new role arises from a restructuring of the School's Senior Leadership Team (SLT) and the reconfiguration of responsibilities. Hampton has an extremely strong track record in terms of preparing senior staff for headship and four SLT members have become HMC/GSA Heads since 2007. It is anticipated that the appointed candidate may choose to seek a headship in due course. This is a rare and excellent opportunity to become part of the leadership team at one of the country's most vibrant, high-achieving and joyful schools.

We see it as of paramount importance to appoint the right person to join a very successful – and happy – SLT that is notable for its particularly strong emphasis on teamwork and mutual support. The Hampton School Trust SLT currently comprises the following: The Headmaster, four Deputy Heads, the Head of Hampton Prep, a Director of Studies, two Assistant Heads, the Bursar and the Deputy Bursar. The advertised post will suit an innovative, enthusiastic and dynamic teacher with a proven record of excellence in school leadership, probably at middle management level, along with outstanding administrative and communication skills. The appointee should have a keen appreciation of the School's ethos and an understanding of how academic study and scholarship, pastoral care and co-curricular activities contribute equally within it.

The SLT meets regularly and members are involved in strategic planning, marketing and recruitment as well as general School operations, management and leadership. SLT members are required to be flexible in responding to situations outside their defined remit, although there is clarity of responsibilities and delegation. The specific duties of the successful candidate within the team will depend on their strengths and aptitudes, but are likely to include those outlined below.

THE ROLE

The successful candidate will work collaboratively with the Deputy Head (Pastoral) to ensure Hampton continues to provide outstanding pastoral care, while also playing a key role in promoting the good order of the School.

The post will suit an innovative, enthusiastic and dynamic person with a passionate interest in enhancing the School's excellent pastoral provision and ensuring that Hampton retains its very strong position within the competitive London day school scene.

MAIN RESPONSIBILITIES

The specific duties of the successful candidate within the SLT will vary according to their particular strengths and aptitudes. However, they are likely to include (but may not be limited to) the following:

- Oversight of the School's PSHE programme including Relationships and Sex Education (RSE), e-Safety and visiting PSHE speakers in collaboration with the Head of PSHE and Deputy Head (Pastoral)
- Line management and oversight of the Head of PSHE and e-Safety Officer
- Responsibility for reviewing and updating School policies relating to PSHE, RSE and e-Safety and for adapting these to ensure they meet the needs of pupils, parents and staff
- Working with the Deputy Head (Pastoral) and Heads of Year to enhance the School's pastoral care provision
- Working with the Deputy Head (Pastoral) and Heads of Year to oversee the School's system of rewards and sanctions
- Responsibility for aspects of the day-to-day operation of the School (for example, the management of the School site at break and lunch)
- Oversight of the School Council and other pupil forums/surveys

- Oversight of the School's mental health programmes, in collaboration with the Deputy Head (Pastoral), Heads of Year, and staff i/c Mindfulness and Wellbeing & Resilience
- Monitoring and promoting pupils' participation in co-curricular activities, in conjunction with the Deputy Head (Pastoral)
- Liaison with senior staff at LEH over pupils' use of the Pupil Coach network
- Liaison with the School Shop, in conjunction with the Bursar
- Responsibility, in partnership with the Director of Studies, for maintaining, reviewing and updating any relevant sections of the School's ISI Self Evaluation Form; ensuring that the School is fully prepared for ISI inspection in their areas of responsibility
- Membership of the Joint Liaison Committee with LEH
- Working with the Alumni Office and the Head of Upper Sixth to plan Leavers' events
- Working with the member of SLT i/c School public occasions to organise Founders' Day celebrations
- Assisting in the planning and organisation of Lower School Evening and Third Year Prizegiving

Safeguarding

- Acting as one of the School's Designated Safeguarding Officers (Deputy Designated Safeguarding Leads); assisting the Designated Safeguarding Lead (DSL) with matters relating to Safeguarding as required

Other

- Assisting The Headmaster with the recruitment and appointment of members of the Common Room
- Conducting teaching staff professional development reviews, capability and disciplinary procedures
- Regular informal observation of day-to-day learning and teaching around the School through visits to departments and discussions with teaching staff and pupils (each member of SLT is linked to two or three academic departments)
- Work with other members of SLT on the annual review, formulation and implementation of the School Development Plan
- Attendance at meetings of Governors' committees by invitation of the Chair
- Participation in annual weekend Governors-SLT strategy days
- Any other reasonable tasks required by The Headmaster in association with a SLT role

Please note that the above list of responsibilities is non-exhaustive and the Assistant Head job description is subject to annual review by The Headmaster.

The key areas of responsibility and accountability for each SLT member are set out in the annually reviewed and updated SLT chart. This is published in the Common Room and on the School's VLE.

A teaching timetable (details to be discussed upon appointment, but likely to be circa 50%) is envisaged and no specific specialist subject is sought. The above responsibilities are in addition to the responsibilities and duties outlined in the School's standard job description for a Teacher. These responsibilities are also subject to the general duties and responsibilities contained in the Contract of Employment and letter of appointment.

The Assistant Head (Pastoral) reports directly to The Headmaster and as a member of SLT will be involved in the formulation of Hampton School Trust-wide strategy in conjunction with the Governing Body.

PERSON SPECIFICATION

The successful candidate will be expected to demonstrate evidence of the following skills, qualifications and experience:

Essential Criteria

- Commitment to the paramount importance of the safeguarding and wellbeing of pupils
- A strong academic record and a good honours degree in a relevant academic discipline
- Demonstrable and sustained success in a post at middle management level, or as a member of a senior leadership team
- To be capable of expressing an independent view and of working loyally as part of a team
- To be able to make a significant contribution to strategic planning; to debate and discuss issues constructively; to subscribe to the principle of collective responsibility for key decisions; and to show interest in all areas of School leadership
- To be willing to work effectively as part of the SLT, whose members are mutually supportive and complement each other through their diverse backgrounds, skills and abilities
- An established track record of initiative and innovation
- Have the ability to work with equanimity and efficiency when under significant pressure.
- To be a cheerful and well-presented person, capable of inspiring confidence in colleagues, pupils and parents, and an effective public speaker
- The ability to get on well with a large population of very bright and independent-minded pupils, with the right balance of sensitivity, humour, decisiveness, flexibility and discipline
- Have outstanding communication skills, and relate well and sensitively to pupils, staff and parents in small groups or as a public speaker to large audiences
- To be eager to learn and to attend (and at times lead) INSET/CPD as necessary
- To be aware of Health and Safety issues and to comply with Health and Safety policy
- Have a strong commitment to the professional development of staff and staff welfare
- To be aware of the nature of the School and prepared to commit to its all-round ethos, co-curricular activities and pastoral approach
- To be willing to work hard with energy and enthusiasm, avoiding the '9 to 4' approach, and with a generosity of spirit which accepts that there will be a significant amount of out-of-normal-hours work in a SLT role
- To maintain, along with other members of the SLT, a highly visible and professional presence around the School and at events within and beyond the School day, including at weekends
- Enthusiastic commitment to all aspects of the candidate's academic department and its programme of co-curricular activities, including trips and visits
- The ability and willingness to contribute significantly to the School's co-curricular programme.
- Outstanding administrative skills, with a high degree of computer literacy and an eye for detail

Preferred criteria

- Knowledge of Microsoft 365, in particular Microsoft Teams, as a platform for online learning
- An understanding of the nature of selective education, and of the challenge of educating and inspiring bright pupils with a commitment to high academic achievement
- Qualified Teacher Status (QTS)
- Be seeking a fresh professional challenge and possibly headship in due course
- Understand the importance of marketing and development together with the ability to promote the School with energy and enthusiasm for these purposes

Please note that there may be some changes and additions to the above. This document is designed to provide applicants with a flavour of the position and the responsibilities involved.

EQUAL OPPORTUNITIES

It is the policy of Hampton School to provide equal employment opportunities for all qualified individuals; to prohibit discrimination in employment on any basis protected by applicable law, including but not limited to race, colour, religious creed, marital status, sex, sexual orientation, ancestry, national origin, age, medical condition or disability. Hampton School promotes equal employment opportunities in all aspects of employment through positive employment policies and practices.

If any special requirements are needed to attend an interview, please inform the School.

SAFEGUARDING

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact, will be to adhere to and ensure compliance with the School's Safeguarding Policy and Procedures at all times.

Please note that all appointments are subject to the Hampton School Trust Recruitment, Selection and Disclosure Policy and Procedures.

*Hampton School
September 2021*