



**DEPUTY HEAD PASTORAL WITH SENCO RESPONSIBILITIES  
CADOGAN HOUSE (PREP SCHOOL)  
JOB DESCRIPTION**

**THE SCHOOL**

RMS is a leading independent girls' day/boarding school with circa 900 pupils aged 2 to 18 and over 250 teaching and support staff. The school is situated on a stunningly beautiful 300-acre parkland estate near Rickmansworth in Hertfordshire.

RMS is a distinctive and thriving school, values-led at heart and attaining exceptional outcomes through living our Mission that "Every pupil thrives and is prepared to shape their future". Potential candidates are strongly encouraged to visit the school website [www.rmsforgirls.com](http://www.rmsforgirls.com) for more information.

**THE ROLE**

The Deputy Head Pastoral with SENCo responsibilities is a key member of the Cadogan House Leadership Team, responsible for the strategic leadership, development, and day-to-day management of outstanding pastoral care, behaviour, and special educational needs provision across the school.

The Deputy Head Pastoral with SENCo is responsible for leading the co-ordination, delivery, and monitoring of the highest standards of safeguarding, pupil well-being, and pastoral care, and for the promotion of good relationships between home and School, liaising with parents, local educational establishments, and the broader community to develop supportive relationships. It is a role that requires first-rate leadership and management of staff and pupils, and excellent communication with all stakeholders. The post holder will be the Primary Deputy Designated Safeguarding Lead (DDSL) for Cadogan House and will champion an adaptive and supportive environment where every pupil can thrive.

**Key Responsibilities**

**1. Pastoral Leadership, Safeguarding and Pupil Well-being**

- Act as the Primary Deputy Designated Safeguarding Lead (DDSL) for Cadogan House, coordinating child protection and safeguarding matters and liaising with external agencies.
- Ensuring all Cadogan House staff are familiar with and adhere to the Safeguarding and Child Protection Policy, knowing the procedures to follow and who to go to should the need arise.
- Providing support, advice and guidance to any staff on an ongoing basis on any specific safeguarding issue as required, and promoting best safeguarding practice at all times.
- Reporting on an ongoing basis to the Head of Cadogan House in relation to all matters regarding safeguarding.
- Being the key link to statutory agencies (e.g. Social Care or Police) during and following any formal investigations that may have to take place in conjunction with the DSL. This includes

maintaining confidential records of reported cases, action taken, liaising with the statutory agencies and ensuring they have access to all necessary information.

- Advocating the importance of Safeguarding and Child Protection to Cadogan House parents, staff, volunteers and pupils.
- Oversee the School's relational policies, rewards, and sanctions systems, promoting a positive school ethos and high standards of behaviour and appearance.
- Act as the Senior Mental Health Lead, working with the medical centre, school counsellors, and external professionals to support pupils' emotional and social well-being.
- Develop and oversee the Personal, Social, Health, and Economic Education (PSHE) curriculum to ensure it meets statutory guidance and addresses emerging pupil needs.
- Manage communication with parents regarding welfare and behaviour, fostering strong home-school partnerships.
- Monitor pupil attendance and punctuality, implementing interventions when necessary.
- Attend, and provide reports for, relevant pastoral governor sub-committee meetings.
- To actively participate in Cadogan House SLT management meetings.
- To lead the Assembly programme in the Prep School.
- Manage pupil rewards and the system to monitor and evaluate these results to ensure that they are being used consistently and fairly.
- Manage and oversee all pupil discipline and sanctions in the Prep School, and support the Classroom Teachers in cases of serious breaches of discipline and maintaining discipline records.
- In conjunction with the Head of Cadogan House, taking charge of any issues which might involve the Head's decision to suspend or expel.

## **2. Strategic Leadership and School Management**

- Assist the Head of Cadogan House in the overall leadership and management of the School and deputise for the Head as required.
- Contribute to the strategic planning, monitoring, and evaluation of special educational needs provision, safeguarding, and pastoral development.
- Promote and safeguard the welfare of all pupils, adhering to and ensuring compliance with the school's Child Protection Policy at all times.
- Lead, motivate, support, challenge, and develop staff to ensure continuous improvement in pastoral and SEND provision.
- Line Manage all Learning Support Assistants including ELSAs.
- Attend Governors' Pastoral Committee meetings where appropriate, preparing relevant pastoral information from Cadogan House.
- Strategic direction, planning and implementation (with the Head of Cadogan House and Deputy Head Academic) of the pastoral curriculum, including Life Skills and the Induction programmes for new pupils.

## **3. Special Educational Needs Coordination (SENCo)**

- Oversee and coordinate the day-to-day provision for pupils with Special Educational Needs and Disabilities (SEND) across the School.
- Coordinate initial screening and assessments to identify learning support needs, collecting and interpreting specialist assessment data to inform practice.
- Manage the development and implementation of support plans, working with staff to develop effective strategies for bridging barriers to learning.
- Advise and train staff on SEND best practices and relevant legislation (e.g., the SEND Code of Practice), ensuring all staff can meet individual pupil needs effectively.
- Maintain accurate SEND records and monitor the effectiveness of interventions and pupil progress.

- Manage the budget and resources for the SEND department effectively.

#### 4. Teaching, Leading Staff and Other Responsibilities

- Fulfil a reduced teaching timetable (up to 40%) in a subject specialism, as required by the Head of Cadogan House.
- Lead staff appraisals and professional development reviews for a group of allocated staff.
- Actively support the admissions process and school promotional events, such as Open Days.
- To assist with the process of selection and recruitment of new staff.
- Manage and oversee the Assembly schedule for Cadogan House including liaison with Senior School for whole school assemblies.
- To advise on the construction of the school calendar.

#### PERSON SPECIFICATION

All staff are expected to conduct themselves in line with the School's values of **Inclusivity, Courage, Ambition, Kindness, Perseverance** and **Integrity**. The holder of this post will have to demonstrate flexibility and enthusiasm and enjoy working within a team with all members of the School community.

##### Essential

- **Qualifications:**
  - Qualified Teacher Status (QTS) and an honours degree.
  - A relevant Level 7 SENCo qualification or willingness to train.
- **Experience:**
  - Significant experience in a school leadership role, with a proven track record of pastoral and/or SEND leadership.
  - Experience as a Designated Safeguarding Lead or Deputy DSL.
- **Knowledge and Skills:**
  - A thorough understanding of current safeguarding and SEND legislation and guidance (e.g. KCSIE).
  - Excellent communication, interpersonal, and organisational skills.
  - The ability to work calmly under pressure and manage complex situations.
- **Attributes:** Resilience, integrity, discretion, a commitment to professional development, and a good sense of humour.

##### Desirable

- Experience in a prep or independent school setting.
- Experience leading whole-school training or CPD.

#### TERMS OF EMPLOYMENT

The terms of employment include:

- A permanent full time teaching contract
- School fee discount – subject to terms and conditions of the policy
- Pension scheme with salary exchange and cash allowance options
- Accommodation on site at discounted rates (subject to the terms and conditions of the policy)
- Access to an Employee Assistance Programme offering easily available digital GP appointments for you and your family, Annual Health check, Mental Health consultation and access to a range of wellbeing information
- Wellbeing
  - Use of our fitness suite facilities is available free of charge to staff

- Weekly programme of staff activities free of charge (e.g. yoga, swimming, knitting)
- Other RMS sports facilities can be hired at a discounted rate for personal use
- Cycle to work scheme - providing a tax-free salary sacrifice scheme
- Free lunch when the School's catering facilities are open
- The School places great value on continuous professional development
- Library - the school allows all staff to become full borrowing members on joining
- Events: Access to School concerts and performances at no cost

### **DISCLOSURE AND BARRING SERVICE**

The School is a "Registered Body" under the provisions of the Police Act 1997 because employment at the School involves access to children under the age of 18. This post will be subject to the receipt of overseas criminal records checks (where appropriate) and will require an Enhanced Disclosure Certificate (with barred list) from the Disclosure and Barring Service (DBS) before an offer of employment can be confirmed.

### **SAFEGUARDING CHILDREN**

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 Statement at all times. If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School they must report any concerns to the Head.

In addition to the candidate's ability to perform the duties of the post, the interview will explore issues relating to safeguarding and promoting the welfare of children, including;

- Motivation to work with young people
- Ability to form and maintain relationships and personal boundaries with young people
- Emotional resilience in working with the challenges that young people present
- Approach to the use of authority and maintaining discipline

### **REVISION OF JOB DESCRIPTION**

According to the development and requirements of the School, Job Specifications will need to be reviewed and updated periodically, after consultation with the Job Holder.