STAHS

PREP SENIOR SIXTH

Deputy Head Pastoral

St Albans High School for Girls

Candidate Information Pack

THINK BEYOND

WELCOME TO STAHS!

We are very proud of our warm and vibrant community of ambitious young people, caring and talented staff and supportive alumni and parents.



Thank you for your interest in joining St Albans High School for Girls (we call it STAHS), one of the UK's leading independent schools, educating over 1,100 girls aged 4 to 18 and consistently ranked among the country's best schools.

At the heart of STAHS is our Teach to 25 philosophy, which prepares students not only for academic success but for life beyond education. Through outstanding teaching, our Skills for Life programme, SuperCurriculum and extensive co-curricular opportunities, pupils develop the confidence, resilience, creativity and communication skills needed to thrive in a rapidly changing world.

Academic excellence is a hallmark of STAHS, but it is only part of the story. We encourage girls to think deeply, embrace challenges and approach new experiences with confidence, while fostering a culture of kindness, respect and individuality. Beyond the classroom, pupils enjoy a wealth of opportunities in sport, the arts, leadership and service, enabling them to discover new passions and make a positive impact on the world around them.

The School operates across two sites: STAHS Prep in the village of Wheathampstead and STAHS Senior in the heart of the historic city of St Albans.

It is my privilege to lead a team of outstanding colleagues who share a commitment to helping every pupil flourish. We work together in a warm, supportive and ambitious community that is uniquely STAHS.

Please visit our website to discover more about what makes STAHS such a special place to learn and work.



Mrs Ann Massey MA Oxon, MEd
Head of STAHS Senior

THE SCHOOL

STAHS opened in 1889 in a converted hospital on Holywell Hill, St Albans, one of many similar schools which were being established towards the end of the 19th century. We transferred to our current site on Townsend Avenue in the heart of the city in 1908, with the Prep School subsequently moving to the village of Wheathampstead in 2003. STAHS has close links with the diocese of St Albans through the Bishop and the Dean, the latter being an ex-officio governor of the School. We are affiliated to the Church of England, and we warmly welcome pupils and staff of all faiths or none.

At STAHS we are always thinking beyond; that's why everything we do is geared towards preparing our pupils for their next steps. We call this our Teach to 25 philosophy. Our vision is for each child to become a happy, resilient young person who embraces opportunities. It's how pupils at STAHS are prepared to live lives of consequence.

From Forest School and FutureSTAHS in Prep, to our SuperCurriculum, Think Beyond and STAHS Diploma at Senior, Teach to 25 runs through every aspect of a STAHS education. We equip pupils with the skills, independence and knowledge needed to navigate their path in the critical early years of adult life. Our staff are the beating heart of the School, and deliver our Teach to 25 strategy through the intellectually challenging and engaging lessons and the co-curricular activities they lead.

We are always developing our facilities to ensure that we provide an inspiring learning environment for our entire community. Since 2020, we have opened our state-of-the-art Sixth Form Centre, modern Dining Hall, new classrooms at Prep and Senior, new Prep IT suite and Art and Design studio, a beautifully refurbished Prep Library, a Wellbeing Centre and an all-weather Astroturf pitch at the Senior School..

We have ambitious plans for further development of our facilities over the next decade to provide an even more inspiring and welcoming learning environment.

As a member of staff, you will be encouraged to develop your skills and experience through our extensive professional development programme, which includes opportunities to engage in school exchanges, action research, academic partnership with local and regional schools and institutions and a variety of outreach programmes. You will be a member of a friendly and welcoming school community, and benefit from employment at a school that prioritises staff welfare.

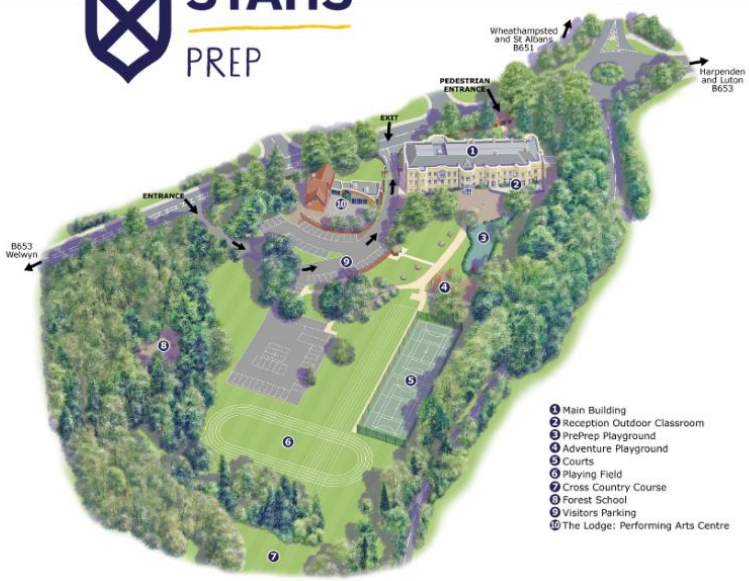




OUR LOCATION

St Albans High School for Girls spans two sites: the Senior School, located in the heart of the historic city of St Albans and the Prep School, situated five miles away in the village of Wheathampstead. Both schools benefit from excellent facilities and transport links, with extensive playing fields just a 10-minute walk from the Senior School via Harpenden Road.

STAHS PREP



STAHS SENIOR



OUR STUDENTS



of all GCSEs awarded were at grades 9-7 in 2026

100+

student clubs and societies

55+

languages spoken in the STAHS community



of all A levels awarded were at grades A*-B in 2026

11

students accepted Oxbridge places in 2026

97%

of Year 7 students take part in at least one club or society



THE ST ALBANS EDUCATION GROUP

St Albans High School for Girls is part of The St Albans Education Group (STAEG).

STAEG is a growing, charitable group which provides strategic leadership and operational resilience for our schools, while ensuring each retains its own distinct identity and ethos.

Our group brings together schools of different sizes, characters and geographies. STAEG was formed in 2024 following the merger of St Albans High School for Girls (STAHS) Prep and Senior Schools with Stormont School, and this year we have welcomed St George's School Windsor Castle and St George's Ascot to the group.

Each prospective school is carefully assessed to ensure it will demonstrably benefit from being part of STAEG, and will in turn enhance our educational excellence, values and thought leadership. A diverse group amplifies our voice nationally and strengthens our collective resilience.

Across STAEG, staff benefit from rich professional networks, shared expertise and continuous collaboration. This ensures that pupils experience an academically ambitious, values-led education in inspiring environments.

For families, STAEG offers stability, continuity and a consistent educational journey from early years to Sixth Form. As a charity, every surplus penny is reinvested in our schools and the outcomes of our pupils.



St Albans Education Group (STAEG) is a charitable group of leading independent schools.

OUR MISSION

STAEG supports and strengthens our schools to ensure pupils flourish and make a positive impact on society.

OUR VISION

To shape independent education for the future through bold leadership and sector-leading expertise.

OUR VALUES

Excellence: We uphold the highest standards in all we do.

Integrity: We act with honesty, kindness and respect.

Diversity: We celebrate difference and build inclusive communities.

Innovation: We think boldly and creatively to meet challenges.

Leadership: Our leaders demonstrate courage, compassion and purpose.

Joy: We believe education should be exciting, fulfilling and life-enriching.

THE ST ALBANS EDUCATION GROUP

It is my privilege to lead an outstanding group of colleagues across the St Albans Education Group, all of whom are devoted to preparing young people in our care to live lives of consequence and make a meaningful impact upon the world.



STAEG seeks to bring together schools that will provide a leading voice in the sector. We believe that excellent education is the bedrock of pupils' future success and happiness and want our schools to provide progressive, outstanding education for our learners. We have the highest of expectations for our pupils and our staff alike.

In a rapidly changing and challenging environment for schools the St Albans Education Group looks to the future with confidence.

Amber Waite
Principal and CEO, STAEG

ST ALBANS EDUCATION GROUP

OUR STAFF BENEFITS



COMMITMENT TO DEVELOPMENT*

a strong commitment to professional development, including whole-school training, and support with personal development projects



FREE LUNCH*

free daily hot lunch and beverages during term time



TUITION FEE REMISSION*

for children of STAHS employees



LEISURE FACILITIES*

free use of the STAHS fitness suite, swimming pool, pitches and courts



PENSION

generous pension scheme



FREE COACH TRAVEL AND CAR PARKING*



CYCLE TO WORK

subsidised cycle to work scheme



ANNUAL FLU IMMUNISATION

reimbursement scheme provided for annual flu vaccines



PRIVATE HEALTH INSURANCE*

subsidised private medical insurance

*conditions apply

THE ROLE

Reporting to the Head, the Deputy Head Pastoral will be a key member of the school's senior team and will play a central role in shaping the school's ethos and strategic development, as well as ensuring the smooth day-to-day running of the school. As DSL for both STAHS Prep and STAHS Senior, the successful candidate will have oversight of safeguarding across the through-school, with direct responsibility for the operational delivery of safeguarding and wellbeing in STAHS Senior.

The post holder will promote the Teach to 25 philosophy and ensure that the social, emotional, physical and spiritual needs of pupils are provided for in all aspects of school life. Working in conjunction with the Head, the Senior Deputy Head and Deputy Head Academic, they will promote a culture where the wellbeing of pupils forms the foundation of academic success and aspiration and where achievement in every aspect of school life is celebrated. The Deputy Head Pastoral will ensure that the Head is kept informed of any issues related to the safety, behaviour and wellbeing of pupils.

The successful candidate will understand the importance of visibility and presence in effective leadership and will lead by example, inspiring the confidence of staff, pupils and parents alike. They will champion kindness, inclusivity and belonging, and promote an environment in which every pupil is known and feels a strong sense of belonging. The Deputy Head Pastoral will be a skilful communicator and, recognising that pastoral care and working collaboratively with parents is fundamental to the success of pupils, will foster strong relationships between the School and current and prospective families. They will lead the pastoral team to ensure that our provision is progressive, meets the changing needs of young people, equips girls with the skills they need for the future and supports them in leading lives of consequence.

This is an excellent opportunity for an ambitious individual aspiring to a future headship to make a significant impact to STAHS and help shape its continued success.

The start date for this position is April or September 2027 and will be determined by the successful candidate's notice period.

This position involves contact with children and will amount to regulated activity as defined by Keeping Children Safe In Education (KCSIE) for safeguarding children and safer recruitment.





RESPONSIBILITIES

Leadership and Strategy

Work with and support the Head in delivering the school's strategic vision by:

- Contributing to whole school strategic planning, including policy development, resource prioritisation, staffing and culture setting
- As Designated Safeguarding Lead for both Prep and Senior Schools, acting as the primary point of contact for external agencies and ensuring that the school fulfils the relevant statutory and regulatory guidance
- Promoting a culture of awareness across the school where safeguarding and the care of pupils are given the highest priority
- Leading the strategic development of pastoral, mental, physical and spiritual health and wellbeing provision for STAHS pupils
- Leading the Her Voice Matters initiative, ensuring that pupil voice is reflected in whole school strategic planning
- Ensuring appropriate mechanisms are in place to provide close alignment between the pastoral, academic and co-curricular sides of school life
- Promoting the House System and ensuring that this continues to be a central facet of the school community

Key Responsibilities

- Working with the Senior Deputy Head and Deputy Head Academic to ensure the smooth day to day running of the school.
- Deputising for the Head in the absence of the Head and Senior Deputy Head.
- Ensuring clear, timely and high-quality communication with all members of the community.
- Fostering by example the school's ethos and values in all interactions.
- Keeping up to date with relevant safeguarding legislation, ISI regulations and statutory and local guidance, ensuring that the school is fully compliant and updating the Head as appropriate.
- Taking responsibility for policies and procedures that are held at school level and relate to safeguarding including attendance, online safety and low-level concerns, ensuring these are well understood and adhered to.
- Ensuring that there is a cohesive approach to safeguarding in both Senior and Prep Schools and that policy and practice are aligned.
- Ensuring appropriate levels of pupil supervision are in place by maintaining the staff duty rota.
- Maintaining and strengthening strategies that lead to positive pupil behaviour and ensuring consistent use of rewards and sanctions.





RESPONSIBILITIES

- Support members of the Prep School Leadership Team with matters related to pupil safeguarding, wellbeing and pastoral care.
- Oversee and quality assure the Skills for Life programme, ensuring that it is stimulating and stretching as well as fulfilling all statutory requirements.
- Line manage staff as directed by the Head, including Assistant Head Pastoral and Pupil Outcomes, Head of Mental Health and Wellbeing, Head of Skills for Life, Heads of Houses, Head of Competitive Houses and School Chaplain.
- Jointly, with the Deputy Head Academic, continuing to develop and strengthen systems for effective monitoring of pupil progress with a particular emphasis on liaison with and leadership of the pastoral teams.
- Jointly, with the Senior Deputy Head and Deputy Head Academic contributing to the continued professional development of teachers and quality assuring high standards of teaching and learning.
- Overseeing communication with parents about pastoral matters and ensuring that the Head and other senior colleagues are kept informed about these issues.
- Acting as the Senior School's attendance champion and monitor and manage interventions as appropriate.
- Managing the pastoral budget.
- Liaising with the safeguarding governor.
- Chairing meetings, attending governing body meetings and writing reports for governors as required.
- Acting as the Senior School's Allergy Lead.

In addition to the above, the postholder will carry out any other professional duties as reasonably required by the Head of Senior or Principal of the group.





PERSON SPECIFICATION

STAHS is a vibrant school supported by a diverse and enthusiastic community of staff, pupils, parents and alumni. It is important that our staff reflect the diversity of our community, and we therefore welcome and encourage applications from people of all genders and sexual orientation, those from Black, Asian and other minority ethnic backgrounds, and those with disabilities.

The successful candidate will be required to fulfil all the duties, as outlined in the job description. In addition to this, they will be able to demonstrate the following competencies:

QUALIFICATIONS AND EXPERIENCE

- Degree level or equivalent qualification.
- QTS.
- A proven track record as an outstanding teacher in a subject offered at STAHS.
- A proven track record of middle or senior leadership, preferably in the pastoral sphere.
- Experience of working with external bodies or partners.

SKILLS AND QUALITIES

- Demonstrates strong professional credibility and the authority to lead, inspire and influence colleagues at all levels, including senior and highly experienced staff.
- Exhibits high emotional intelligence, combining warmth and approachability with the confidence to make difficult decisions and hold others to account when required.
- Shows resilience, stamina and a clear understanding of the importance of visibility and presence in effective leadership.
- Possesses excellent organisational skills, is calm under pressure and able to meet deadlines.
- Works pragmatically as a collaborative team player, bringing a balanced perspective and a positive sense of humour.
- Displays a clear ambition for the success of the school and its pupils, alongside a personal drive to excel at the highest levels of school leadership.
- Communicates with clarity and confidence, demonstrating strong interpersonal skills when engaging with pupils, parents and colleagues.
- Builds meaningful relationships with pupils, using an individualised approach to motivate, support and manage behaviour effectively.
- Thinks creatively and proactively, with the ability to initiate and lead innovative developments.





PERSON SPECIFICATION

- Ability to act as a source of support, advice and expertise in pastoral issues for parents and staff.
- Is a confident public speaker and represents the school positively at marketing events, Open Days and whole school events.
- Delegates effectively, making full use of the skills of specialists within the pastoral team and developing team members as appropriate.
- Ability to work with data to monitor, evaluate and improve outcomes.

SAFEGUARDING

- A thorough understanding of current legislation and statutory guidance relating to safeguarding, attendance and pastoral care.
- A commitment to upholding the highest standards of safeguarding and child protection.
- Ability to form and maintain appropriate relationships and professional boundaries with children.
- Willingness to contribute to the national discourse on pastoral education and safeguarding best practice.





APPLICATION PROCESS

STAHS is a vibrant school supported by a diverse and enthusiastic community of governors, staff, pupils, parents and alumni. It is important that our staff reflect the diversity of our community, and we therefore welcome and encourage applications from people of all genders and sexual orientations, those from Black, Asian and other minority ethnic backgrounds, and those with disabilities. We recognise the importance of recruiting high calibre staff in order to provide the highest quality of education for our students.

STAHS is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

STAHS recruits staff that understand and share our commitment to safeguarding and the provision of a happy, nurturing and supportive environment for all members of our community. We act to ensure that no job applicant is treated unfairly by reason of a protected characteristic as defined within the Equalities Act 2010.

To apply for this position, please complete the application via My New Term on the Vacancies page of our website:

www.stahs.org.uk/vacancies

Please note CVs alone will not be accepted.

Deadline for applications: Monday 23 November 2026
First round interview date: Tuesday 1 December 2026
Second round interview date: Monday 7 December 2026

All questions regarding the STAHS application and recruitment process must be directed to the School's Human Resources Department on recruitment@stahs.org.uk.

Applications will be reviewed upon receipt and interviews arranged accordingly; early applications are therefore encouraged. We reserve the right to withdraw the advertisement once a suitable candidate is found.





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Hertfordshire
AL4 8DJ

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St Albans High School for Girls Senior
Townsend Avenue
St Albans
Hertfordshire
AL1 3SJ

Tel: 01727 853 800

https://www.stahs.org.uk/vacancies/