



ALDENHAM
SCHOOL

Senior Deputy Head (Pastoral)





A MESSAGE FROM THE HEAD OF FOUNDATION

I am delighted that you are interested in finding out more about this role within the Aldenham Foundation. I am proud to be part of an organisation which has as its core purpose preparing young people to thrive in and give back to the world in which they live.

All of my experience, as a teacher first and then as a Head has led me to believe that a child flourishes and succeeds at school when they

are known and valued as an individual by the adults around them, and when they feel a sense of connection to students older and younger than them; in other words, they should feel part of a community. The education we offer is one in which high academic expectations go hand in hand with a desire to see the whole person grow and flourish in a strong community that is both supportive and appropriately challenging.

I hope that you will want to find out more about working within the Aldenham Foundation, and look forward to meeting you soon.

Mrs Alex Hems - Head of Foundation

THE ALDENHAM FOUNDATION

The Aldenham Foundation is led by the Head of Foundation who is also Head of the Senior School.

Aldenham School educates around 680 boys and girls (11-18 yrs) together with the Aldenham Prep School, which educates around 150 boys and girls (3-11 yrs) on the Aldenham Campus.

The 20th Century and the new millennium have seen the developments continue and every challenge met. The size of the School has increased, the facilities have been updated, the academic timetable revised and extended and a wide range of activities added to the curriculum.

ALDENHAM

School Aims

Aldenham School is part of The Aldenham Foundation and shares its aims.

The Aldenham Foundation aims to provide a holistic vision of education in all its schools for which the following are essential features:

- Attentive and committed learning and teaching
- Wide opportunities for participation and experience beyond the academic curriculum
- The highest standards of pastoral care
- The development of every individual child to realise and exceed their potential
- The development of personal qualities in its pupils which will enable them to be widely admired beyond the school itself
- A sense of community in which pupils, staff, parents and governors can take pride and be valued

OUR ATTRIBUTES

The Aldenham Attributes describe our vision for the personal development of our pupils. We believe they encompass the characteristics that provide the framework for a successful experience at the School and equip them to meet the challenges of life when they leave us.

- **Aspiration**
- **Courage**
- **Independence**
- **Co-operation**
- **Curiosity**
- **Respect**



BACKGROUND TO

Aldenham School

Aldenham School was founded in 1597 and has remained on the same outstanding site ever since - surrounded by green fields, yet only 12 miles from Marble Arch. Aldenham has enjoyed a period of considerable growth over recent years and still retains a strong boarding ethos. Its reputation as an excellent environment for a high-quality all-round education owes much to its close knit and supportive community. Central to our educational aims is the fulfilment of every child's academic potential, but the building of confidence comes equally from participation in sport, music and drama and by meeting the challenge of living and working together within the disciplined community that is at the heart of Aldenham.

There are eight Houses constituting Aldenham Senior School: two co-ed Junior Houses for Years 7 and 8 which between them contain approximately 180 11-13 year old pupils, of whom up to 25 can be boarders; 2 senior (13-18) Day Houses, one for boys and the other for girls; a senior Boarding and Day house for girls; and 3 senior Boarding and Day Houses for boys. There are girls throughout the School making up around one third of the total number.

The School offers a wide variety of day and boarding options. The day pupils' programme operates from 8.30am until 5.30pm and staff are required to be on site throughout the school day. Boarders may either stay throughout the entire week as full boarders or can be flexi boarders. Flexi-boarding is an increasingly popular option. Around 180 pupils are either full boarders or flexi boarders. Boys and girls can move between these systems according to changes in family circumstances over their career in the School. It is interesting to note that a high proportion of the boarders live within a 20-mile radius.



The most recent full inspections of the School by ISI in November 2012 and December 2017 both produced exceptional outcomes with the highest grade of "excellent" being given in all categories. A full copy of the Inspection Report can be found on the School website.



Teaching loads are generous, with 51 out of 70 periods being the norm over two weeks, but colleagues are also required to contribute fully to the life of the School and to help with games, activities (4 lessons per week) and as tutors in the day and boarding houses. All teachers are also tutors, attached to one of the 8 houses and are responsible for delivering the tutorial programme, writing reports and overseeing the academic and pastoral welfare of their tutees. Drama, Music and the Duke of Edinburgh Scheme all thrive at Aldenham as well as "minor" sports such as sailing, fives and golf. The CCF is an active and well-resourced partnership with a local maintained School. The major boys' sports are football, hockey and cricket which the School plays at a high level. The major sports for girls are hockey, netball and cricket. The School's high profile in sport was emphasised by winning the - U15 ESFA Elite Schools Cup, U13 ISFA National Cup, U14, U15 & U18 Hertfordshire County Cup, U12 Plate County in 2023.

All pupils take a broad, but balanced curriculum up to GCSE of around 10 GCSE/iGCSE subjects in Year 11. The majority go on to the Sixth Form where a linear structure is used to enable most students to take three A-Levels, although some

will be offered the chance to take four. Beyond A-Level, the overwhelming majority go on to universities with a number taking gap years.

In recent years, there has been a major development and refurbishment programme. Most recently this has included the refurbishment of 10 science labs to a state-of-the-art standard, and of the day and boarding house accommodation, which has been expanded and improved. The School's buildings have undergone extensive renovation and refurbishment over recent years. The School's newest building, The Wells Centre, includes a Sixth Form Centre as well as teaching areas for Psychology and Music. All teaching staff and students have their own Microsoft Surface device for use in and out of lessons. All teaching staff are expected to be accredited as Microsoft Educators within their first year at Aldenham. Significant ongoing investment and development of the ICT facilities allows extensive use of the Microsoft 365 environment for teaching, learning, management and administration. Computing, Dance, Design Technology (Graphics, Resistant Materials and Textiles), Drama, Government and Politics, Media Studies, Economics and Psychology all form part of a broad curriculum. A full-sized sports hall is at the centre of the games programme, which makes available an extremely wide variety of sports to boys and girls.

There are a number of regular school visits in the UK and abroad with many field trips, modern language visits to Europe, skiing, sports tours, as well as cultural visits to many parts of the world and expeditions to places far and wide.

Aldenham is traditionally a Christian foundation which now represents pupils, staff and families of all faiths and none. Pupils and staff are expected to be present at services once a week in the Chapel where the tenets of all faiths; kindness, tolerance and respect are reflected upon. A very wide range of racial and religious backgrounds are represented and welcomed within the School and a friendly and supportive atmosphere is our aim and our achievement within the school community.

Senior Deputy Head (Pastoral)

Reporting to: Head of Foundation

Direct reports: Assistant Head Pastoral and Boarding (AHPB), Boarding and Day Housemasters and Housemistresses (HSMs), Lead DDSL, School Nurse, School Counsellor, the Head of PSHE, Safeguarding and Pastoral Administrator, Attendance Officers, School Secretary

Overview

The post holder reports to the Head of Foundation and, in their capacity as Senior Deputy Head, will deputise for them in their absence. On a day to day basis their primary responsibility as a Deputy Head Pastoral is to develop and sustain a culture in which young people are enabled to thrive and flourish through strong and proactive leadership of the pastoral teams, including HSMs, Assistant Housemasters (AHSMs) and tutors, with the aim of creating a positive, secure and happy environment for all pupils.

The Senior Deputy Head Pastoral is a member of the Senior Leadership Team (SLT) with specific responsibility for pastoral care, safeguarding and boarding life at Aldenham, and as such is instrumental in both the strategic development and the smooth-running of the School on a daily basis. They play a key role in promoting and nurturing the aims and ethos of the School.

They will be Designated Safeguarding Lead for Aldenham Senior School and for Aldenham Prep School but will be supported in their work by a Lead DDSL, and the wider team of DDSLs.

The post-holder will report to the Head of Foundation and will be responsible for the areas outlined below. These responsibilities are not exhaustive and may be amended to reflect the experience and expertise of the individual appointed and the needs of the Leadership Team.

Whilst this role is predominantly focused on Aldenham Senior School, the post holder will be expected to engage with collaborative events and opportunities with Aldenham Prep.

This is a residential role; the Senior Deputy Head Pastoral is expected to be resident on site during term time. Family accommodation will be provided.

Safeguarding

- Be the Designated Safeguarding Lead (DSL) with oversight of safeguarding Aldenham School and Aldenham Senior School, as set out in Annex C of Keeping Children Safe in Education
- Be the Prevent Lead
- Be contactable as the DSL during term time
- Manage and work closely with the Lead DDSL
- Oversee the use and management of CPOMS
- Work collaboratively with Aldenham Prep staff to ensure best practice and information sharing across our school
- Oversee the Safeguarding element of filtering and monitoring
- Report termly to the full board of governors on Safeguarding
- Undertake Safeguarding training for Governors
- Liaise with the Alumni Relations and Development Manager, who oversees lettings, regarding safeguarding during external lettings on the school site



Leadership and Management

- Support the Head in planning and delivering strategic priorities for pastoral care, boarding and pupil welfare across Aldenham School
- Line manage Housemasters/Housemistresses in Day and Boarding Houses
- Line manage the Assistant Head, Pastoral and Boarding
- Line manage the Lead DDSL
- Line manage the Safeguarding and Pastoral Administrator
- Work closely with and line manage the Head of PSHE ensuring the programme meets statutory requirements and supports pupil needs.
- The DHP plays a major role in the development and regular review of School policies and practices, with particular emphasis on those connected with pastoral care and safeguarding
- As Senior Deputy Head the post holder will attend the weekly HR meetings with the Head, Bursar, Finance Director and Head of HR
- Prepare reports as required for the Governors on Pastoral and Safeguarding matters
- Oversee preparation of handbooks for new pupils and parents, including keeping uniform lists up to date
- Ensure that Registration and Attendance procedures are fully compliant and adhered to

Pupil wellbeing and behaviour

- Oversee and lead on all areas of student welfare and wellbeing
- Work closely with the SENCO to ensure that the social and emotional needs of students with special educational needs and disabilities are effectively supported
- Support and oversee pupil induction and maintain regular communication with pupils regarding their experience of school life
- Promote student voice across the school

Pastoral care and Boarding

Lead and monitor pastoral care and boarding including:

- Overseeing the smooth running of House teams
- Monitoring student welfare
- Supporting the induction of new Housemasters/Housemistresses and monitoring their progress.
- Overseeing House and pastoral budgets
- Advising on issues within individual Houses and providing pastoral support to House staff
- Setting agendas for HsMs Meetings, chairing meetings and ensuring accurate minutes are kept
- Ensuring consistent implementation of policies across Houses and compliance with the National Minimum Standards for Boarding
- Overseeing appraisals of House staff and sharing relevant information with the Head
- Playing a major role in the appointment of pastoral and medical staff
- Visit boarding houses regularly and maintain a strong pastoral presence
- Communicate regularly and effectively with parents over pastoral related matters
- Help to promote a culture of equality and inclusion across the School to celebrate diversity.

Inspection preparation and compliance

- Oversee the work of the AHPB in relation to boarding compliance and inspection preparation
- Oversee the Boarding and Student Handbooks and ensure all related policies are current and appropriate
- Maintain responsibility for all safeguarding and medical policies and associated logs, ensuring they are reviewed by the Governing Board
- Support oversight of student travel arrangements
- Oversight of registration and attendance documentation



Health Centre and wellbeing

- Work closely with the Health Centre and School Doctor to ensure effective medical provision
- Line manage the Health Centre team, ensuring the efficient running of the Health Centre and strong liaison with Houses
- Line manage the School Counsellor and School Listener, ensuring effective collaboration within the pastoral team

Tutoring, admissions and wider school life

- Oversee and keep under review the tutoring system and allocate tutors to Houses, ensuring House teams are suitably balanced and staff appropriately distributed according to the needs of the School
- Support the Admissions department with the pupil recruitment process
- Support HR in the coordination of the recruitment process for pastoral posts

Leadership Team expectations

- Attend Chapel and Assembly and may lead Assembly as required
- Attend and support school events across both schools, such as concerts, carol services, sports days, open days, taster events, prep school events and matches. Events may be in the evening and at weekends
- Represent the School at marketing and recruitment events
- Attend Governor meetings as requested
- Be prepared to respond to urgent school matters outside of term time
- Contribute to sitewide staff recruitment as required, including shortlisting and interviews
- Participate in the on-call rota in term time and during school holidays as required

As a resident member of the Leadership Team, the post-holder will:

- Be on weekend duty approximately twice a term
- Undertake an evening 'walkabout' duty once a week
- Visit boarding houses regularly and maintain a strong pastoral presence
- The Deputy Head Pastoral is expected to be resident on site during term time when on duty.
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There will be a teaching commitment as part of this role, which may vary from year to year depending on the needs of the School and the specialism of the post holder.



BACKGROUND TO

Aldenham School

The Aldenham Attributes of Aspiration; Co-operation; Courage; Curiosity, Independence and Respect are widely valued as encompassing the characteristics that provide our pupils with a successful experience at School and then equip them to meet the challenges when they leave us. Further details about Aldenham can be found on our website www.aldenham.com.



APPLICATION AND

Recruitment Process

Aldenham School is committed to safeguarding, promoting British values, supporting the welfare of children and young people and the prevention of extremism and radicalisation and expects all staff and volunteers to share this commitment.

We act to ensure that no job applicant is treated unfairly by reason of a protected characteristic as defined within the Equalities Act 2010. Candidates with a disability who are invited to interview should inform the School of any necessary reasonable adjustments or arrangements to assist them in attending the interview.

Applications will be accepted by completion of an application form via My New Term on the vacancies page of our website www.aldenham.com/other-information/job-opportunities/. CVs alone will not be accepted.

Applicants will be required to undergo child protection screening, including reference checks with past employers and a Disclosure and Barring Service check.

Upon successful completion of the first application stage, we will formally invite you to attend an interview on site. You will then be informed of next steps should you qualify for the next stage.

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.

If you have any questions regarding the recruitment process, please do not hesitate to contact us at vacancies@aldenham.com.



THE Benefits

- Competitive pay.
- Free school meals during term time.
- Sports Centre – Staff have free access to the Sports Facilities at designated times.
- Eye Care – the Foundation contribute towards eye care costs.
- Cycle to work scheme.
- Free on-site parking.
- Investment in Training and Professional Development.
- Flu Vaccinations.
- Employee Assistance Programme.
- Pension – all teaching staff members are currently eligible to join the Teacher Pension.
- Subsidised Health Care Scheme – after a qualifying period.
- Fee remission.
- Accommodation available.
- Surface Pro to assist with teaching.





ALDENHAM

SCHOOL

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PART OF THE ALDENHAM FOUNDATION

