

# Deputy Head Pastoral

For further details please go to the Thomas's London Day Schools website: [thomas-s.co.uk/join-our-team](https://thomas-s.co.uk/join-our-team) or email [kenjoinourteam@thomas-s.co.uk](mailto:kenjoinourteam@thomas-s.co.uk)

**thomas-s.co.uk**



# Thomas's London Day Schools

## Welcome

### A family-run group

Welcome to Thomas's London Day Schools. We are a family-run group of co-educational independent schools in central London, which seek to give an exceptional start in life to more than 2,000 children between the ages of two and eighteen.

Every member of the Thomas's community is expected to live by our most important school rule, which is simply to 'Be kind'.

## Aims

### We aim:

- To offer an exceptional education to young people aged 2 to 18 which is forward-thinking and outward-looking, with kindness at the core.
- To ensure that every member of our school communities learns and lives by a strong set of values.
- To enable our pupils to achieve academic success through a broad curriculum and a four-dimensional approach to education which develops knowledge, skills, character and metacognition.

## Vision

### Net contributors to society

Our vision is that every pupil leaves Thomas's with core values and a strong sense of social responsibility; inner strength and positive physical and mental health; academic success and a wide range of skills, interests and attributes; curiosity about the world and a love of learning. We strive to ensure that a Thomas's education equips all of our pupils with optimism about and preparedness for the future, setting them on a path to become net contributors to society and to flourish as successful, conscientious and caring citizens of the world.

## Values

### We subscribe to ten core values:

- Kindness and Courtesy
- Honesty and Respect
- Perseverance and Independence
- Confidence and Leadership
- Humility and being Givers, not takers

*The Heads and Principals  
Thomas's London Day Schools*



# Welcome to Thomas's Kensington

Thomas's Kensington is a dynamic, forward-thinking prep school offering an exceptional holistic education for children aged 4 to 11.

Rooted in kindness and guided by strong values, our approach combines academic excellence with breadth, depth and joy in discovery. Pupils consistently achieve outstanding results, progressing with confidence to leading day and boarding schools across the UK. Just as importantly, they flourish through a rich array of opportunities in the performing arts, sport, outdoor learning and adventurous expeditions, developing the skills and attitudes necessary to navigate the future with confidence.

At the heart of this thriving community is a team of dedicated teachers who inspire, challenge and support every child to reach their full potential. We foster a warm and collaborative environment where staff and pupils alike are encouraged to think deeply, act with integrity and embrace every opportunity with enthusiasm.

Thomas's Kensington is part of Thomas's London Day Schools, established by Joanna and David Thomas in 1971 to offer a vibrant educational journey with kindness at its core.

Demand for places is high, and we are seeking exceptional educators to join our community. If you are ready to inspire the next generation and thrive in an environment where happiness, innovation and excellence are valued, Thomas's Kensington would love to hear from you.



# Application Details

The Deputy Head Pastoral provides strategic leadership of safeguarding, behaviour, wellbeing and pupil voice and leadership, ensuring a safe, respectful and aspirational school culture in which all pupils can thrive.

As the Designated Safeguarding Lead (DSL), they hold whole-school accountability for safeguarding practice and culture, ensuring systems are rigorous, proactive and inspection-ready, and that all staff understand and fulfil their safeguarding responsibilities.

Reporting to the Head and working in close partnership with the Senior Leadership Team, the Deputy Head Pastoral plays a full and visible role in all aspects of school life. They contribute actively to strategic leadership and will lead key pastoral and cultural initiatives on behalf of, and in collaboration with, other senior leaders. They deputise for the Head as required.

Above all, the Deputy Head Pastoral provides calm, authoritative and compassionate leadership, ensuring pupils feel safe, supported and known, and that high expectations and belonging are evident in everyday practice.

**Closing date:**  
**Monday, 2nd March 2026**

*Applications to be considered on receipt.*

**Start date:**  
**Summer Term/Michaelmas Term 2026**

For further details go to the Thomas's London Day Schools website:

**[thomas-s.co.uk/join-our-team](https://thomas-s.co.uk/join-our-team)**  
or email:  
**[kenjoinourteam@thomas-s.co.uk](mailto:kenjoinourteam@thomas-s.co.uk)**

Competitive salary and conditions are offered.

## Benefits

- Continuous Professional Development opportunities
- Employee Assistance Programme - offering a wide range of benefits to support employee physical, mental and financial health needs
- Group Personal Pension Plan, administered by Aviva. The employer contribution is set at 22% of salary with the default employee contribution set at 10% of salary.
- Death in Service Benefit
- Group Income Protection
- Salary Exchange Pension Scheme
- Free Daily school meals during term time
- Cycle to work scheme

## Safeguarding

*Thomas's London Day Schools are committed to safeguarding the welfare of children and young people and expect all staff, volunteers and visitors to share this commitment and work in accordance with our child protection policies and procedures. All posts are subject to screening appropriate to the post including checks with past employers and the DBS service. The school will undertake online searches on shortlisted applicants and may require applicants to provide details of their online profile, including social media accounts. For details of the checks which will be undertaken as part of our recruitment process, please see our Safer Recruitment Policy which can be found here [www.thomas-s.co.uk/policies/](https://www.thomas-s.co.uk/policies/) under the 'Thomas's Policy' tab.*

*This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.*

*As an equal opportunities employer, Thomas's is committed to the equal treatment of all current and prospective employees and does not condone discrimination on the basis of age, disability, sex, sexual orientation, pregnancy and maternity, race or ethnicity, religion or belief, gender identity or marriage and civil partnership. Thomas's aspire to have a diverse and inclusive workspace and strongly encourage suitably qualified applicants from a wide range of backgrounds to apply and join the Group.*

# The Role

## Deputy Head Pastoral

### Reporting to:

Head of Thomas's Kensington

### Line Manager to:

Head of PSHE, School Counsellor, Deputy DSLs, House Leaders, Medical Lead, Gap Students / Graduates

---

## Key Areas of Responsibility

### Safeguarding Leadership and Child Protection (DSL)

- Serve as the Designated Safeguarding Lead (DSL), ensuring full statutory compliance and a vigilant safeguarding culture across the school.
- Lead safeguarding case management, including high-quality recording, timely decision-making, referrals and multi-agency work.
- Lead and monitor the school's work relating to PREVENT and online safety, ensuring staff confidence and robust procedures.
- Ensure safeguarding systems, training and documentation remain robust, consistent and inspection-ready at all times.
- Oversee support and safeguarding arrangements for pupils who are looked after / previously looked after, and pupils with complex vulnerabilities.

### Pastoral Care, Wellbeing and Pupil Health

- Provide strategic leadership of whole-school pastoral care, ensuring pupils are known, supported and cared for.
- Lead pupil health and wellbeing provision, including oversight of systems, support pathways and preventative approaches.
- Work closely with the School Counsellor, Medical Lead and external professionals to support pupils with emotional, social or mental health needs.
- Lead parental engagement and support where wellbeing, vulnerability or safeguarding concerns are present.

### Personal Development, PSHE and Pupil Voice

- Oversee PSHE / RSE / SMSC / British Values provision, ensuring coherence, age-appropriateness and compliance.
- Lead pupil voice, pupil leadership and anti-bullying culture so that pupils feel heard, valued and respected.
- Provide strategic oversight of pupil transitions (into, between and out of the school), ensuring strong pastoral continuity and effective communication.

### External Agencies and Partnerships

- Act as senior liaison for external agencies relating to safeguarding, wellbeing and vulnerable families.
- Ensure effective multi-agency working and appropriate, timely information-sharing.



## Teaching & Learning

### Behaviour, Climate for Learning and Inclusion

- Lead the school's behaviour framework and climate for learning, ensuring clarity, consistency and staff confidence.
- Oversee behaviour escalation, managed moves and fixed-term / permanent exclusions, ensuring proportionality, safeguarding awareness and fairness.
- Lead equalities, diversity and belonging, ensuring inclusive practice, pupil dignity and compliance.
- Oversee attendance and punctuality strategy, including persistent absence and hard-to-reach families, escalating concerns appropriately.

### Professional Standards

- Model exemplary safeguarding practice, professional boundaries, confidentiality and sound judgement.
- Promote a culture of high expectations, kindness and inclusion securing pupil dignity and belonging.
- Ensure policy, training and practice meet statutory requirements and reflect best practice.
- Communicate with clarity, sensitivity and credibility with pupils, staff, parents and external partners.

### Key Responsibilities of a Member of the Senior Leadership Team

- **Strategic leadership:** Contribute actively to SLT, shaping and delivering the Strategic Development Plan and Annual School Improvement Plan, and embedding the School's vision, mission and values.
- **Standards, culture and conduct:** Uphold consistently high expectations for pupils' behaviour, manners, appearance and conduct, ensuring routines, rules and procedures are understood and followed by pupils, staff and parents.
- **Quality of education and pastoral care:** Monitor and improve the quality of teaching, learning, pastoral care and wellbeing provision. Model excellent practice through an agreed teaching commitment and use data to inform improvement.
- **Safeguarding:** Champion a strong safeguarding culture across the school and ensure all staff understand and fulfil their safeguarding responsibilities.
- **People leadership and professional development:** Line-manage designated staff effectively, lead appraisal and development, and support staff wellbeing by identifying needs early and bringing solutions to SLT.
- **Recruitment, induction and staffing:** Play an active role in recruitment and induction, advising the Head on staffing needs, performance management, and areas requiring attention or support.
- **Compliance and inspection readiness:** Ensure the school remains inspection-ready, meets the Independent School Standards and all regulatory requirements, and that policies are reviewed and updated annually.
- **Budget and resource management:** Manage allocated budgets responsibly and advise on resource needs within your area of responsibility.
- **External relations and school representation:** Represent and promote the school professionally with current and prospective families, supporting admissions (including conducting tours as required), and building positive relationships with feeder settings, senior schools and the wider community.
- **Community life and visibility:** Contribute to the wider life of the school through assemblies, events, and co-curricular activities, including attendance at evening, weekend and occasional school holiday events, as required.
- **Professional conduct and HR processes:** When required, investigate staff conduct matters and participate in disciplinary, capability and grievance processes, maintaining confidentiality, fairness and procedural rigour throughout.

# Person Specification

## Qualifications and Experience

- Qualified Teacher Status with substantial senior pastoral leadership experience.
- DSL training and a proven track record as DSL or Deputy DSL in a school setting.
- Strong working knowledge of statutory safeguarding guidance and multi-agency practice.
- Experience leading behaviour, attendance and inclusion with measurable impact.
- Strong knowledge of RSE, SMSC, and best practice in terms of PSHE.

## Practical Skills

- High-quality case management: recording, risk assessment, referral decision-making and follow-through.
- Strong systems leadership: creating and embedding routines and frameworks that secure consistency.
- Strong judgement in complex situations, balancing safety, welfare, inclusion and proportionality.
- Confident training and coaching of staff in safeguarding and pastoral practice.
- Skilled communication with families and professionals, including difficult conversations and conflict resolution.

## Personal Qualities

- **Values-led and child-centred:** puts pupils' safety, wellbeing and success at the heart of all decisions.
- **Strategic and improvement-focused:** thinks ahead, prioritises well, and turns vision into measurable improvement.
- **High standards with humanity:** upholds consistent expectations for conduct, routines and quality, applying fairness and proportionality.
- **Calm, credible and decisive:** brings clarity in busy or high-stakes moments, makes sound judgements and follows through.
- **Low-ego and service-oriented:** leads with humility, prioritises the success of pupils and colleagues over personal profile, and welcomes challenge and feedback.

- **Visible and relational:** highly present around school, builds trust with pupils, staff and parents through warmth and professionalism.
- **Strong communicator:** communicates clearly and consistently, including in sensitive or difficult conversations with families and colleagues.
- **Collaborative and team-oriented:** works in partnership, strengthens others, and contributes positively to collective leadership decisions;
- **Accountable systems leader:** designs and embeds sustainable systems, uses evidence and data appropriately, and ensures reliable execution.
- **Safeguarding-minded and ethically grounded:** models integrity, confidentiality and professional boundaries; champions a strong safeguarding culture.
- **Resilient and reflective:** sustains pace and composure, learns from feedback, and models continuous professional growth.

*This role involves regular contact with children and falls within the category of regulated activity; therefore, the school will conduct safeguarding checks, including an enhanced DBS check and a barred list check. Should you receive any cautions or convictions whilst in our employment these must be reported immediately to your line manager.*

*The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and work in accordance with our child protection policies and procedures.*

*The post holder will have responsibility for promoting and safeguarding the welfare of children and young persons for whom he/she is responsible, or with whom he/she comes into contact and will be required to adhere to the school's policies 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, he/she must report any concerns to the school's Designated Safeguarding Lead (DSL) or Deputy Designated Safeguarding Lead (DDSL) immediately.*





**Be Kind  
Be Thomas's**