

CANDIDATE INFORMATION PACK

DEPUTY HEAD (PASTORAL)

WELCOME

I am delighted that you are considering this opportunity at North London Collegiate School.

Founded in 1850, North London Collegiate School (NLCS) is one of the UK's oldest day schools for girls, educating more than 1,150 pupils aged 4 to 18. Today, its mission remains unchanged: to provide an ambitious and pioneering education that equips every student to flourish in school and beyond. While proud of its rich heritage, NLCS has embraced innovation and international growth, earning a global reputation for academic excellence, outstanding pastoral care, and exceptional co-curricular achievement.

Guided by the same progressive spirit on which it was founded, NLCS inspires girls to be curious, confident and compassionate, preparing them with the skills, character and self-belief to pursue their goals and make a positive contribution to the world around them.

NLCS is home to a diverse and international community, with 830 pupils in the Senior School and 320 in the Junior School, including a thriving Early Years provision. Students travel from across London and the surrounding counties and represent a wide range of social, cultural and professional backgrounds. Renowned for its academic excellence, and currently the Sunday Times Independent School of the Year, the School is recognised for its expertise in educating able girls and delivers consistently enviable outcomes.

Beyond the classroom, a rich programme of opportunities in the arts, music, drama, dance, sport, community service and more than 50 clubs and societies create a vibrant and enriching educational experience.

Through the NLCS family of international schools, UK-based staff have opportunities to be involved in monitoring visits to overseas schools, and to support the recruitment and training of their staff. Middle and Senior Leaders have opportunities for professional development through the NLCS family. Through this international network, students benefit from milestone trips and enrichment experiences, and it creates an important connection with the ever-growing economies in the Far East and United Arab Emirates.

More recently, the NLCS family in the UK has expanded as we have welcomed The Cavendish School in Camden to the family. The Cavendish School is a 3-11 girls' prep school. This is an important partnership for both schools. It brings together two institutions with a shared belief in ambitious education for girls, strong pastoral care, intellectual curiosity and the importance of giving young women the confidence to be true to themselves.



I am now delighted to invite applications for the role of Deputy Head (Pastoral), a senior leadership position at the heart of the School's commitment to pupil wellbeing, character and belonging. The role will start September 2027.

Our pastoral care is focused on developing happy, independent and resilient young women. Our pupils are free to be themselves at School but ready to embrace the opportunities of the world beyond NLCS. Our community is welcoming and inclusive and celebrates its rich diversity.

I am seeking an outstanding, forward-thinking leader to build on a strong foundation. The Deputy Head (Pastoral) will provide strategic oversight of pastoral life across the School, ensuring an integrated and proactive approach to wellbeing, behaviour, inclusion and safeguarding. The successful candidate will have an exciting opportunity to shape pastoral strategy, drive innovation and cultivate a culture in which relationships, care and high academic expectations are inextricably linked. The role also comes with DSL responsibilities.

If you would like to join this dynamic and friendly community of pupils and staff, I would be delighted to receive your application.

A handwritten signature in black ink, reading 'VMBingham'.

VICKY BINGHAM
HEADMISTRESS



THE SCHOOL

HISTORY

The School owes its history and legacy to suffragist Frances Mary Buss, who founded the school in her Camden Town family home. All of her family worked in the school including her brother Septimus and her father, R.W. Buss, who illustrated Dickens' novels and whose paintings now hang in the Buss Room. As it grew bigger, the School moved to Camden Road and then to Sandall Road. The site at Canons in Edgware was bought in 1929 but the school did not move there formally until May 1940, where it has remained.

Miss Buss was Headmistress for 44 years and was a notable figure in the struggle for the education of girls in the second half of the nineteenth century. She also founded Camden School for Girls in 1871, for those families unable to pay the higher fees of NLCS. She was succeeded by Dr Sophie Bryant, the first woman to be awarded a DSc by London University. NLCS is proud of its past and its traditions, celebrated by the annual Founder's Day, but maintains a firm forward-looking approach.

AIMS AND ETHOS

At the heart of NLCS is a commitment to nurturing the whole individual. The School seeks to instil a lifelong love of learning, helping each girl discover and develop her passion and interests, while building the confidence and ambition to succeed. Supported by exceptional teaching, outstanding facilities and a strong pastoral culture, pupils are encouraged and supported in their NLCS journey.

Beyond the classroom, NLCS inspires girls to engage fully with the opportunities around them and to develop as thoughtful, compassionate and socially minded young women. Through an extensive co-curricular programme, student leadership opportunities and meaningful service to others, pupils are encouraged to embrace responsibility and make a positive contribution to society. Grounded in its pioneering heritage yet firmly focused on the future, the School prepares girls with the character, confidence and skills to make an impact in their chosen field.



THE SCHOOL



LOCATION AND FACILITIES

Set in 30 acres of beautiful grounds, unique in a London city school, the site and facilities at NLCS are remarkable. Although situated in a rural setting, the School is easily accessible to a large catchment area across the whole of London and beyond, with excellent rail and road transport links.

NLCS girls enjoy extensive playing fields and an array of sports facilities. There are beautiful tennis courts set in historic gardens, games pitches and a track bordered by an ancient Lime Avenue, as well as an all-weather pitch for netball, lacrosse and football. The Canons Sports Centre is located on site and includes a fully airconditioned fitness studio, a multi-purpose sports hall, dance studios and a 25m swimming pool. At the heart of drama and music at NLCS is the Performing Arts Centre, a 350-seat theatre with the latest technology, a flexible orchestra pit, sprung floor and excellent acoustics. The Performing Arts Centre also contains two galleries offering exhibition space for girls' artwork and an annual exhibition from the Hayward Gallery. The Ideas Hub, opened in 2025, is a centre of excellence for Engineering, Design, Robotics, Art and Innovation. The Ideas Hub is not just a building; it is also the name of our innovation centre which has recently spearheaded projects such as our Surge start-up academy and our approach to AI.

The School also has a Wellbeing Centre which underlines the School's commitment to ensuring that NLCS continues to provide as rounded and supportive a pastoral offering as is possible.

2030 STRATEGY

Complementing this investment in the School's physical site is the recently launched NLCS 2030 Strategy. Built around four pillars, Intellectual Tradition, Investment in the Individual, Intrepid Innovation, and Impact and Influence, the strategy sets out an ambitious vision for how the School will continue to evolve while remaining true to its founding values. Together, the masterplan for the estate and the 2030 Strategy will ensure that NLCS continues to equip young women with the knowledge, resilience, imagination and sense of purpose to flourish both at school and beyond.

ACADEMIC OUTCOMES AND LEAVER DESTINATIONS

Examination results are outstanding, regularly placing the School in the top ten in The Times League tables. In 2026, pupils achieved exceptional GCSE and IGCSE results, with 81.2% of grades awarded at Grade 9 and 95.0% at Grades 9-8. In the Sixth Form, students can choose between A Levels and the International Baccalaureate Diploma Programme, both of which deliver excellent outcomes.

In 2026, A Level students achieved 51.5% A* grades and 83.6% A*-A, while IB students attained an average Diploma score of 43.22 points, with three students achieving the maximum score of 45. Leavers progress to an impressive range of university destinations, including Oxford, Cambridge, Harvard, Yale and Princeton, alongside many other leading institutions in the UK and internationally. Around 45% of leavers each year progress to global Top 10 universities, especially to Oxford, Cambridge, Imperial and UCL.

NLCS girls follow in the footsteps of a distinguished community of alumnae whose achievements span the arts, sciences, law, politics, sport and business. They leave the School as confident and capable young women, supported by a strong school community as they embark on the next stage of their lives.

To find out more about the school, click [HERE](#).



DEPUTY HEAD (PASTORAL)

THE OPPORTUNITY

This is an excellent opportunity for a dedicated and talented pastoral lead to play a central part in the life of North London Collegiate School. Applicants should have a deep commitment to, and knowledge of, delivering excellent pastoral care and the development of all students, a strong teaching pedigree and a belief in the benefit of an all round education.

The Pastoral team at NLCS has enjoyed a period of strong and supportive leadership. The incoming Deputy Head (Pastoral) will seek to use this as a platform from which to develop the School's pastoral offering yet further. Whilst maintaining and developing the support that students are given across a range of pastoral issues, they will have the opportunity to work with the Senior Team to develop the principles of character education within the School and articulate what this means for its students.

As a visible and influential leader within the School community, the Deputy Head (Pastoral) will work in close partnership with pupils, staff and parents to ensure that NLCS continues to provide an exceptional environment in which young people can fulfil their potential.

THE ROLE

The Deputy Head (Pastoral) is one of the most significant and wide-ranging leadership roles in the School. Working closely with the Headmistress and Senior Leadership Team, the post-holder will provide strategic vision and operational leadership across all aspects of pastoral education, safeguarding, wellbeing and character development at NLCS.

The successful candidate will lead and shape a pastoral culture in which every pupil is known, valued and supported, enabling them to thrive academically, socially and personally. They will champion a proactive approach to wellbeing, foster a strong sense of belonging, and ensure that every student feels heard, respected and able to contribute meaningfully to School life. The post-holder will lead the School's student voice strategy, including oversight of the Student Council, ensuring that pupil perspectives inform decision-making and strengthen the School community.

The role also plays a central part in delivering the School's character education strategy. The post-holder will promote a culture of service, encouraging pupils to contribute positively to the School and wider community through leadership, volunteering and service opportunities. Through these experiences, pupils develop empathy, responsibility, and a commitment to making a meaningful difference to others.

PASTORAL CARE AT NLCS

NLCS is renowned for the quality of its pastoral care. While the School achieves outstanding academic results, these are viewed as the outcome of an exceptional education rather than the sole purpose of it. The School invests deeply in the individual, and every member of staff recognises their responsibility to ensure that each pupil feels safe, happy and known.

At the heart of pastoral life at NLCS is a genuine commitment to understanding every pupil as an individual. Although the challenges facing young people evolve throughout their time at school, what remains constant is a determination to help each student flourish in a way that is authentic and right for them. Surrounding every pupil is a strong network of teaching and support staff, alongside peers across year groups, creating a community in which young people are encouraged to develop, discover new interests and grow in confidence.

Mental health and wellbeing are central to the School's pastoral philosophy. NLCS takes a proactive approach, placing significant emphasis on prevention, early intervention and fostering a culture in which seeking support is viewed as a positive strength.

Both teaching and support staff receive regular training to help them support young people as they navigate the opportunities and pressures of adolescence in an increasingly complex and fast-moving world. The School works closely in partnership with parents, building strong connections between pupil, home and school so that every individual feels valued, supported and genuinely cared for.

PASTORAL SYSTEM

Pastoral care is organised across three sections of the School: Middle School (Years 7-9), Upper School (Years 10-11) and Sixth Form (Years 12-13). Each section is led by a Head of Section, who is also an Assistant Head and is responsible for the academic, personal and pastoral development of pupils within their section.

Heads of Section are supported by Heads of Year and a dedicated team of Tutors, creating a clear and consistent pastoral structure for pupils and families. Tutors play a key role in monitoring pupils' wellbeing and engagement on a day-to-day basis, feeding into the Heads of Year, who are a highly visible and integral presence in the life of the School. Heads of Year oversee the pastoral care of their year groups, ensuring that concerns are identified early, support is coordinated effectively, and communication with families is timely and consistent. Heads of Year work closely with their Head of Section, who provides strategic oversight and report directly to the Deputy Head (Pastoral), ensuring a coherent and joined-up approach to pupil wellbeing across the School.

This direct reporting line reflects the importance NLCS places on responsive, integrated pastoral leadership. It enables concerns to be escalated quickly where necessary and helps ensure that every pupil benefits from a strong network of support, guidance and advocacy throughout their journey at the School.

Our wider pastoral team includes a Mental Health and Wellbeing Lead, School Nurse, Healthcare Professional and two Counsellors, all of whom play an important role in supporting pupils' wellbeing. Together with teaching and support staff across the School, they help to create an environment in which every student feels safe, valued and able to flourish.



KEY RESPONSIBILITIES

LEADERSHIP & MANAGEMENT OF THE PASTORAL SYSTEMS

Lead on all aspects of safeguarding across the School

Lead on the strategic and operational oversight of the welfare and wellbeing of pupils and their personal development through the effective implementation of the School's pastoral policies and systems

Lead in the development of processes to enhance the pastoral systems of the School

Lead on the management of rewards and sanctions of pupils, and the keeping of records in these areas

Lead on the implementation of effective pastoral tracking systems

Lead on developing a coherent and well communicated termly pastoral schedule

Overall management of the medical centre and counselling service

Oversight of the Personal, Social, Health and Economic Education and Relationships and Sex Education curricula, as arranged by the Head of PSHE

Support the Head of Junior School, and their Management Team, in the delivery of outstanding pastoral care in the Junior School

Management of the online safety programme

Ensure policies related to pastoral care are compliant and up to date, and that all staff are held accountable for their implementation and success

To lead pupil voice across the School, devising a clear strategy for this and providing oversight of the School Council

Strategic lead for service as part of character education

Ensure the co-ordination and standardisation of policy decisions and maintenance and implementation of relevant whole school policies

Overall responsibility for attendance records and compliance

Ensure that relevant health and safety regulations are met, both as they relate to pupil wellbeing and on a whole-school basis.

SAFEGUARDING

The Deputy Head (Pastoral) will be the Designated Safeguarding Lead across both the Junior and Senior School

They will work with the DDSLs to protect the safeguarding of pupils, and to ensure the School is compliant with local and national safeguarding requirements and regulations

A clear understanding of safeguarding principles, regulations and operating procedures is expected

Ensure a comprehensive staff training programme is in place

ADMINISTRATION

Assistance with the organisation of major school events, taking a front of house role on such occasions

Preparation of reports for Governors

Liaison with the Directors of Finance, Operations and Human Resources in relation to the management of the pastoral budget, pastoral spaces and recruitment as required

Oversight of the pastoral aspects of the School's management information system

To aid excellent communication of whole school issues amongst staff, pupils and parents
Census returns for DfE and ISC

To lead on any aspect of inspection preparation involving safeguarding and pastoral care

BEHAVIOUR AND DISCIPLINE

The maintenance of high standards of behaviour and presentation across the School

The management of serious disciplinary issues

To oversee the behaviour management procedures within the School

Oversee the review of behaviour management systems when necessary and to be responsible for the effective introduction of any appropriate changes

PROFESSIONAL AND SCHOOL DEVELOPMENT

To work with the Deputy Heads and Assistant Heads to develop and deliver staff training and INSET programmes

Responsibility for staff professionalism and discipline in conjunction with the other Deputy Heads

To support the Head as required, in the recruitment of high-quality teaching staff

To assist the Head in marketing and public relations in all their facets by championing the pastoral life of the School

THE DEPUTY HEADS WILL PROVIDE PROFESSIONAL LEADERSHIP AND MANAGEMENT TO ENSURE

Suitable achievement, attainment and enjoyment for all pupils

Maintaining high standards of teaching and learning

Effective deployment of resources

A safe and healthy environment for members of the school community

Outstanding levels of behaviour

The postholder will also be required to undertake any other duties as reasonably required by the Head / Deputy Heads



PROFESSIONAL DEVELOPMENT

PROFESSIONAL OPPORTUNITIES & DEVELOPMENT

There is a strong culture of professional development at the School, rooted in the expectation that all staff proactively seek to develop their practice throughout their time with us.

A fortnightly Teaching and Learning Forum offers staff the opportunity to present and discuss pedagogy. In addition to this, there are regular guided lesson observations with senior members of staff, to encourage colleagues to think critically about their own teaching and experiment with new approaches.

Internal promotion and professional development posts are advertised to all staff. In addition, the School also offers a number of generous external opportunities for staff, to expose them to wider educational experiences. The School works closely with The Prince's Teaching Institute, investing in "unlimited" membership of the PTI, which offers our staff the opportunity to attend their full programme of events.

It is important for our teachers to refine their knowledge to further enhance the academic rigour of their lessons. To this end several of our academic staff lead PTI sessions in their own specialist areas.

As part of the wider Senior School, staff benefit from being able to attend the Senior Societies lecture series given by eminent speakers. Staff are also encouraged to share their passions through our Nicholson Lectures series. Colleagues present their own research on areas of academic or personal interest. These lectures occupy a prestigious place in our academic calendar, occurring fortnightly and are well attended by staff and students alike.

Following the opening of four partnership schools, NLCS Jeju (South Korea), NLCS Dubai, NLCS Singapore, and NLCS Kobe (Japan), staff in the UK have opportunities to be involved in monitoring visits to these overseas schools, and to be involved in the recruitment and training of their staff.

Teaching departments in all the schools are linked via Communities of Practice, which provide a forum for collaboration on projects between teachers and students, sharing of good practice and exchange of ideas.

All of these opportunities enable colleagues to become better and more rounded academics and teachers, and our staff relish the chance to get involved in such activities.





THE PERSON

The successful candidate will offer the following experience, knowledge, skills and personal attributes.

EXPERIENCE

A demonstrable personal record as an outstanding educationalist with a genuine passion for the development and wellbeing of young people.

Substantial and successful experience of pastoral leadership gained in a senior role; for example as a Deputy Head, Assistant Head, Head of Year, Head of House, Senior Tutor, Head of PSHE or equivalent.

A proven track record of leading and developing others, with evidence of building high-performing pastoral teams.

Experience of strategic planning, policy development and implementation in a pastoral context.

Experience of working with data to monitor, evaluate and improve pastoral and attendance outcomes.

Experience of, or a strong commitment to, engaging with research and evidence in pastoral education (desirable).

Experience of working with external bodies, partnerships or networks to share and develop best practice (desirable).

KNOWLEDGE, SKILLS AND QUALIFICATIONS

Qualified Teacher Status (QTS) is desirable, not essential.

The ability to teach up to A Level and IB.

Further study beyond degree level (desirable).

Deep knowledge and understanding of the mental health and wellbeing challenges facing young people in the modern world, and the ability to translate this into innovative, proactive pastoral provision.

A thorough understanding of current legislation and statutory guidance relating to safeguarding, attendance and pastoral care, including the DfE's Working Together to Improve School Attendance (2026).

The ability to operate effectively at senior team level, leading nuanced change and bringing colleagues with them.

The ability to see complex strategies through from concept to conclusion, with strong organisational and analytical skills

.Excellent interpersonal and communication skills, with the ability to build trust and confidence with pupils, staff, parents and external partners.

The ability to innovate, inspire and imagine, bringing energy and fresh thinking to pastoral education at NLCS and beyond.

A strong understanding of the approach to proactive pastoral care and wellbeing, or a clear and compelling vision for how such a programme should be developed and led (desirable).

PERSONAL ATTRIBUTES AND GENERAL SKILLS

Ability to work effectively as a member of the team, to show initiative and imagination and to have vision and the ability to inspire others.

First class organisational and administrative skills with the ability to remain calm under pressure and to work to tight deadlines, managing competing priorities.

A sense of humour and a strong sense of fun; someone who will relish the energy and creativity of the NLCS community.

Kindness, warmth, open-mindedness and a genuine delight in working with young people.

Thrives on the challenge of supporting bright, lively and enthusiastic teenagers, getting the best out of them and helping them achieve their potential.

A dynamic, energetic and enthusiastic self starter who leads by example and inspires others through their honesty, integrity and care.

A commitment to championing young people's mental health and wellbeing, both within NLCS and as part of the wider national conversation around pastoral education.

A commitment to personal development and lifelong learning

Willingness to give generously to support School events and activities

Track record of working collaboratively across departments

EQUALITY, DIVERSITY & INCLUSIVITY



North London Collegiate School condemns unequivocally discrimination and inequality in all its forms.

Our School was founded on the principles of respect and compassion, service to others, and active, positive participation in society and the wider world. We cannot change the past, but we must learn from it. It is not sufficient to say that we are not racist – we must be actively anti-racist in our actions, policies and educational delivery. As a school, we are proud of our heritage of supporting, embracing and celebrating all the members of our community, as exemplified in our School Aims.

We recognise and celebrate the benefits of having a diverse school community, in which individuals value themselves, one another, and the different contributions that everyone can make to the school, our wider community and the world.

Our students are taught to value and respect themselves and others as they work hard to prepare to take leading roles in our future society.

In the provision of equal opportunities, the School recognises and accepts its responsibilities under the law and opposes discrimination based on the protected characteristics under the Equality Act 2010.

We oppose all bullying and unlawful discrimination on the basis that a person has a special educational need or learning difficulty, or because English is an additional language. We are committed to being an equal opportunities education provider, and to equality of opportunity for all members of our school community.

North London Collegiate School aims to ensure that all policies and practices conform with the principle of equal opportunities and comply with the public sector equality duty set out in section 149 of the Equality Act 2010.

We will tackle inappropriate attitudes and practices through our staff leading by example, through the Personal, Social and Health Education (PSHE) programme, through our supportive school culture and through our school's policies. Our teaching will reflect the diverse nature of our modern world and we will seek through our extracurricular activities, partnerships and School societies to challenge inequality and inequity, promulgate fairness and equality for all and to celebrate the differences that make us all unique and valuable members of society.

We believe that our School community is an agent for change in the world, and we continue to seek to ensure that more generations of young people leave North London Collegiate School empowered and enabled to take the next steps forward in their education and lives for their own benefit and for the good of society as a whole.

TERMS, CONDITIONS & BENEFITS

KEY DATES

Closing date for applications:

Friday 20th November 2026 at 7.00am

First round interviews: 2nd December 2026

Final round interviews: 9th December 2026

SALARY

NLCS have a highly competitive salary structure based on, but substantially above, national scales. This role will be paid according to experience and qualifications.

START DATE

Required from September 2027

PENSION

All teaching staff members are currently eligible to join the Teacher Pension Scheme.

LOCATION

NLCS is a short walk from Canons Park or Stanmore stations.

Staff arriving at Edgware Station on the Northern Line can use our free Station Shuttle-bus service.

For further information please visit our Travelling to School page [HERE](#)

MEALS

A free lunch is available for all staff during term time. Thomas Franks, our dedicated caterer, accommodates all dietary requirements.

EYE CARE SCHEME

We partner with Specsavers and all staff are eligible for a free two-yearly eye test. Should you require glasses following your test, specifically for the use of a VDU, you will receive a reduction on the cost of a pair of glasses.

CYCLE TO WORK SCHEME

The School is a member of the Cycle to Work Scheme, which allows staff to make Tax and National Insurance savings when purchasing a bicycle.

ELECTRIC VEHICLE SCHEME

We partner with Tusker to bring staff a tax efficient way to get behind the wheel of a brand new car that's not only good for your wallet but also the environment.

HEALTH CARE SCHEME

Staff are eligible to be part of a discounted health insurance scheme.

DISCRETIONARY LEAVE

To support your work life balance and well being, we offer generous paid Dependency, Religious Observation and Special Leave.

FEE REMISSION

A teacher's daughter that meets the entrance criteria is eligible for 60% fee remission for the first daughter and 30% for the second. The remission is pro-rated for part time staff.

CANONS SPORTS CENTRE

Canons Sports Centre is located in the beautifully landscaped grounds of NLCS. Staff have free access to the Sports Facilities at designated times. This includes the Fitness Studios, Swimming Pool and Multi-Purpose Sports Hall.

PERFORMING ARTS CENTRE

Our Performing Arts Centre which has a 350-seat theatre holds up to 40 productions and concerts each year. Tickets are available to staff with the majority of performances being free or at a discounted price.

SAFEGUARDING

NLCS is committed to safeguarding and promoting the welfare of young people and expects all members of all staff to share this commitment.

Applicants must declare any criminal convictions as the post is exempt under the Rehabilitation of Offenders Act 1974.

Appointments will be conditional upon the receipt of a satisfactory response to a check of police records via the Disclosure and Barring Service and references from previous employers.

We are an Equal Opportunities employer.



