

ROEDEAN

Join the Roedean Team

Deputy Head, Pastoral

Girls First: Empowered, Encouraged, Engaged

ON SITE FARM

FOUNDED 1885

48% BOARDING

5 OFFERS FOR OXBRIDGE

OVER 1/3 OF ALL GCSES WERE GRADED 9 IN THE LAST 2 YEARS

ACADEMIC MENTORING PROJECTS

45 ACRES

FLOOD-LIT ALL-WEATHER PITCH ON SITE

100 CO-CURRICULAR ACTIVITIES

355-SEAT THEATRE

GIRLS FROM OVER 40+ COUNTRIES

£11m BOARDING REFURBISHMENT

128 YEARS ON CURRENT SITE

58% OF 2026 COHORT PURSUED STEAM AT UNIVERSITY

ON THE CLIFFS OVERLOOKING THE ENGLISH CHANNEL

400 STUDENTS ON ROLL

www.roedean.co.uk | vacancies@roedean.co.uk | 01273 667531

Welcome to Roedean



Roedean is an extraordinary school on an extraordinary site – the girls play cricket and hockey with the sea's blue in front of them and the green of the South Downs behind them, the Maths and Humanities classrooms have perhaps the best views of any in the country, and which other boarding houses have been likened to a boutique hotel? But it is not just the location, but the strong academic focus with a genuine belief in the importance of creativity and an all-round education that makes Roedean unique.

This is an exciting time for Roedean which is marking the 141th anniversary of the foundation of the School, although it moved to its current site in 1898. Ever since its foundation, Roedean has been renowned for providing girls with an exceptional holistic education, and this certainly remains the case today: the girls excel in many fields, achieving excellent academic results, while also playing music beyond diploma level, debating in the Oxford Union finals, playing Netball in Sri Lanka, and throwing themselves into partnership work in the community and beyond. Students achieve Advanced 1 in Ballet, design and race their F24 electric car, exceptional artists can finish A Level Art in a year and then complete a certificated foundation year before applying for direct-entry Art degrees, and over the last two years, two students have successfully solo swimming across the Channel to France.

The School numbers around 400 students, and about half of that number are day girls, joined by boarders from over 40 countries.

Roedean is clearly thriving and, in addition to the evident success in the Arts and particularly STEM subjects, as well as in many areas of school life beyond the curriculum, it is wonderful that the findings of our last three ISI Inspection reports in 2016, 2021, and 2025 all highlighted the excellence in Roedean provision and outcomes for students. Despite current pressures, it is clear that the School is in fine fettle, and where it will be in the coming years is an exciting prospect.

Roedean really is a great place to work – we hope that you would like to join us.

Niamh Green
Head

The Role

Roedean is seeking to appoint a Deputy Head: Pastoral from April 2027 or sooner. This is an exciting and challenging whole school role which would suit a candidate with experience of pastoral leadership. This is a residential role and accommodation suitable for a family will be provided.

The Pastoral ethos at Roedean is one in which a large team of experienced and dedicated colleagues support the pupils in their pastoral and academic lives to ensure they are known, listened to and able to resolve any issues quickly and confidently. The successful candidate will share an approach to the girls underpinned by kindness and genuine understanding, and will value the strong collegiate nature of the wider pastoral team of Heads of Year, HMs, health centre and counselling teams, and Pastoral Managers.

The Deputy Head: Pastoral is a key member of the Senior Team, and this is a great opportunity for a highly qualified and experienced individual to take the lead at an exciting time as Roedean heads towards its 150th anniversary in 2035.

The Deputy Head: Pastoral will take responsibility for leading the School's pastoral strategies to ensure the progress and welfare of every pupil. As Designated Safeguarding Lead, the postholder will have strategic oversight of safeguarding and child protection across the School and will ensure the highest standards of safeguarding practice and compliance.

The successful candidate will be responsible for delivering and developing high quality pupil-centred pastoral care across the school, including boarding, and for developing and monitoring pastoral support for pupils. The role will lead the delivery of the School's priority to ensure high quality welfare, support and progress for all pupils.

Key Areas of Responsibility:

The Deputy Head: Pastoral will have strategic and operational oversight of all matters relating to the pastoral care of the students. This will include the development of:

- Pastoral & welfare strategies for all pupils
- A first class, innovative health and welfare provision as well as the school's boarding provision
- Strategies to ensure excellent attendance, promote high standards and outstanding behaviour
- Pupil leadership roles across the school community
- Policies relating to pastoral care, health and welfare of pupils
- PSHE, British Values and SMSC in the curriculum

Line Management and Key Line Management Responsibilities:

The Deputy Head: Pastoral is a key member of the Senior Team and reports directly to the Head. The Deputy Head will support the Senior Team in recruiting new members of staff by shortlisting candidates, conducting interviews and safer recruitment processes. Senior Team are expected to attend all key school events ensuring pupils, parents and visitors have a high quality experience.

The Deputy Head: Pastoral will be expected to deputise for the Head during absence, and will line manage the following personnel: Assistant Head: Safeguarding & Welfare, Heads of Section, Deputy Designated Safeguarding Leads, Lead Nurse, Attendance Officer and Senior Boarding HM.

Main Duties

Senior Team

- Work alongside the school's academic leadership team to ensure a cohesive, supportive experience for pupils
- Manage communications with parents, responding effectively and efficiently to any concerns raised
- Contribute to the whole-school approach promoting equality and diversity
- Promote the effective communication of the school's pastoral ethos to ensure the provision of information and guidance across the school community.
- Ensure a high-quality experience for prospective and new pupils through support for admissions and through the planning and delivery of tailored induction programmes.
- Review and update the school's policies relating pastoral care, health, welfare and boarding.
- Ensure regulatory compliance and inspection readiness for all areas relating to pastoral care, pupil development, health care and boarding.
- Maintain high quality communication with all members of the school community by contributing to bulletins, briefings, weekly reviews and staff/pupil handbooks.
- To effectively manage budgets and resources for a number of key areas associated with pastoral, boarding and pupil welfare.

Pastoral

- Maintain and develop the effective delivery of pastoral care and support by leading key pastoral teams and staff.
- Work with the Heads of Section to develop the form tutor role, ensuring tutors in each year group offer high quality, tailored support to the pupils.
- Work with the Heads of Section to ensure assemblies and year group events are well-planned, relevant and support whole-school aims and ethos.

Welfare

- Provide strategic leadership for attendance, ensuring robust systems, effective intervention and a culture that promotes excellent attendance throughout the School.
- Work with the Lead Nurse to develop the Health Centre provision, ensuring the service offered is high quality and pupil-centred. To be the Allergy Lead and Asthma champion.
- Work with the Lead Counsellor to ensure the counselling service is effective and can provide timely support to pupils and staff.
- Develop an effective and appropriate programme of supervision throughout the school day including duties at break and lunchtimes, and in the houses.

Boarding

- Lead the Boarding strategy and ensure full compliance with the National Minimum Standards for Boarding Schools.
- Oversee an outstanding Boarding experience for all students including an inspirational evening and weekend programme
- Oversee the Boarding Team ensuring high quality provision for all boarders.
- Work with the Boarding Team and Senior HM to ensure boarding provision is outstanding and that support and communication for boarding parents, guardians and pupils is consistently high quality.
- Work with admissions to allocate pupils to boarding houses and tutor groups taking into account all key background information for pupils
- Be on the Senior Team on-call rota for evenings and weekends

Student Personal Development

- Lead the Mental Health Strategy
- Oversee the Female Health Programme
- Work with the Assistant Head to deliver high quality PSHE/Life Skills and SRE programmes for each year group.

DSL

- Take lead responsibility for all safeguarding and child protection matters arising at the School, and to support all other staff in dealing with any safeguarding and child protection concerns that arise.
- Ensure that the required training is in place for all staff and trustees ensuring the required levels of training and high levels of compliance in relation to all statutory duties around safeguarding.
- Ensure that all staff understand their responsibility to promote the safeguarding and welfare of both the children for whom they are responsible, and those who they come into contact with.

Whilst the pastoral portfolio may evolve over time to meet the needs of the School, safeguarding and pastoral leadership will remain the core focus of this position.

Person Specification

Leadership & Strategic Thinking

- Experience of successful senior leadership.
- Ability to develop and implement a strategic vision for pastoral care, boarding and student welfare.
- Proven experience of leading change and improvement
- A positive and practical individual with the ability to balance long-term strategic planning with effective operational decision-making.

Communication & Relationship Building

- Outstanding communication and interpersonal skills.
- Ability to build effective relationships with pupils, families, staff and external agencies.
- Confidence in handling complex or sensitive conversations.
- Ability to relate to and understand the challenges faced by pupils, staff and parents, making effective and supportive interventions where appropriate.
- Diplomacy, tact and discretion when managing difficult situations

Pastoral & Safeguarding Expertise

- Strong understanding of safeguarding, wellbeing, attendance and pastoral provision.
- Experience of handling complex safeguarding and child protection cases, working alongside external agencies (Children's Services, Policy, mental health services)
- Experience of leading high-quality pastoral support systems.
- Ability to become (or already be) an accredited DSL.
- A strong understanding of current developments and challenges in education, boarding and pastoral care.

Educational and Boarding Leadership

- An excellent classroom practitioner who serves as a role model for colleagues.
- Commitment to high standards of teaching, learning and pupil development.
- Ability to influence and inspire staff through professional credibility and leadership.
- Experience of working in a boarding school.
- Understanding of the opportunities, challenges and regulatory requirements associated with boarding provision

Operational and Organisational Skills

- Strong management and administrative skills with proficiency in the use of IT systems
- Ability to identify priorities and deliver outcomes efficiently and effectively.
- Proven tract record of successful project delivery and implementation of change.

The School does not have a licence to sponsor migrants under the worker or temporary worker routes. Individuals who wish to work at the School will therefore need to hold or establish immigration status that allows them to work in the UK. The School is legally required to check that all successful job applicants hold the right to work in the UK before work can commence.

The Package

Salary: The post is remunerated on the senior leadership pay scale.

Hours: The post holder will be expected to work such hours as may be reasonably required of them or as may be necessary for the proper and efficient performance of their duties. These could be extensive with out-of-hours work demands.

Allocation: The person appointed will be expected to teach between 0.2-0.4 of a full timetable, amounting to approximately 6-8 periods per week. However this allocation may change (up or down) if needs arise and the person will need to be able to show the flexibility to take on additional teaching duties if required

Accommodation: Self-contained accommodation will be provided

Other Benefits include:

- **Pension** – Contributory pension scheme
- **Remission of fees** for a daughter attending the school, in line with the current policy of the School Council, subject to the usual standards and procedures for admission (currently 40% - pro rata for part time staff)
- **Death in service benefit**
- **Dining and refreshment facilities** throughout the school day whilst on duty
- **Sports and Leisure** – use of the swimming pool, fitness suite and tennis courts (subject to availability). Weekly yoga classes are available after work
- **Wellbeing** – Staff have access to a confidential advice and telephone support service. Regular staff social events
- **'Cycle to Work' scheme**
- **Free parking on site**

Safeguarding

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 and Child Protection 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 School's Designated Safeguarding Lead or, if they are the School's DSL, to the Head and relevant agencies.

Roedean 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 (DBS), a Prohibition from Management check, a Prohibition Order Check and a safeguarding interview.

Roedean is an equal opportunity employer and we welcome the unique contributions that everyone can bring to Roedean. At Roedean School we are committed to building a diverse and inclusive workplace, so we encourage you to apply even if your past experience does not align perfectly with every qualification or experience in the information provided.

How to Apply

Applications should be made via the My New Term Application Form. This can be found by clicking the 'Apply Now' button on our website (www.roedean.co.uk/Vacancies). Please note we do not accept CVs.

If you have any questions about the role, please contact Maria Fabozzi, HR & Recruitment Officer - vacancies@roedean.co.uk

Closing date for applications is 9am, 16 November 2026.

Due to the need to appoint quickly, we reserve the right to interview and appoint at any stage of the process.

This job description is intended to provide an outline of the principal responsibilities of the role. It is not exhaustive and may be reviewed and amended in response to the changing needs of the school and its pupils.

Why Work at Roedean?







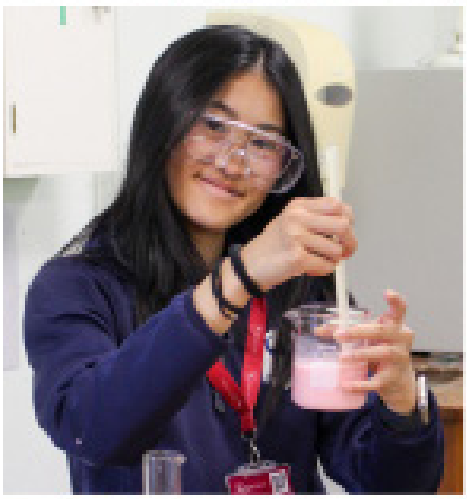
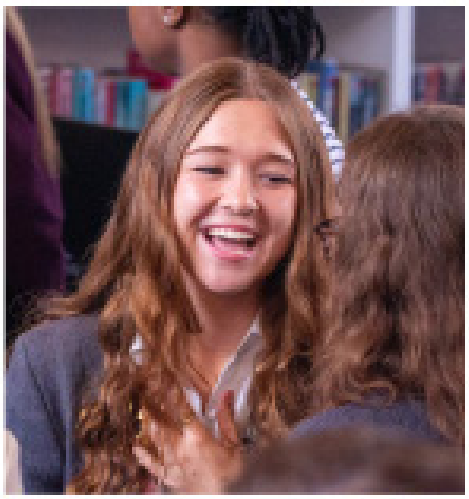


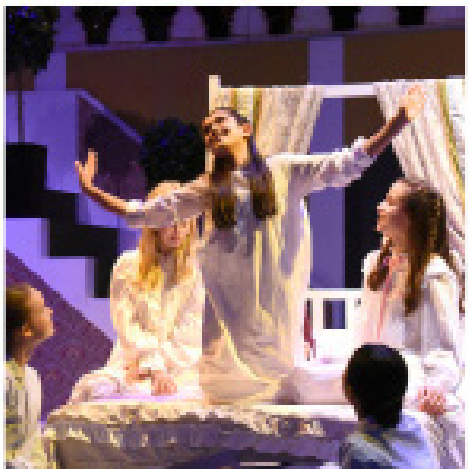
At Roedean, we are seeking dedicated and enthusiastic members of staff, who are keen to prioritise the girls' well-being and happiness at all times. We are looking for those who enjoy working as part of a team, and who appreciate the importance of the girls' all-round experience at school. We are hoping that the girls will become life-long learners, always keen to undertake new challenges and learn from their experiences, and Roedean has the same wish for its staff; the school is happy to proivde support and training to facilitate the professional development if needed. All members of staff at Roedean enjoy strong and meaningful relationships with the girls, characterised by mutual trust and respect, and this was highlighted in our oustanding ISI Inspection report.








The School Today

Roedean numbers around 400 girls, bringing together students from over thirty-five countries around the world and those who live very locally; these different cultures and experiences add a great deal to the girls' experience, particularly in our increasingly globalised society, and ISI Inspectors remarked that 'the cultural development of pupils is excellent', and commented on the 'mutual tolerance and respect' which came from the integration between pupils from different countries, and between the day girls and those who board.

Founded in 1885 by three sisters to provide 'a thorough, physical, intellectual and moral' education with 'as much liberty as is consistent with safety', the School has always broken the mould. Today, Roedean is determined to empower the girls to challenge themselves to realise their considerable potential; they are given the opportunity to grow up at their own pace, not constrained by finite expectations, and they have the freedom to develop their talents and passions.

Roedean's ethos is clearly focused on the remarkable benefits of a holistic approach to education, in which academic pursuits are complemented by a wide range of co-curricular activities, and the founding Lawrence sisters would be delighted with their legacy today. With over 100 activities on offer every week, the girls enjoy international travel opportunities, a Farm on the school site, the annual House Drama Festival, and our flood-lit all-weather pitch at the heart of the School. Roedean girls excel in a range of sports, and many musicians and dancers perform beyond Grade 8 level – all such activities have their own intrinsic value, but they also have huge benefits for the girls' academic endeavours. Our 'Wild Fridays' programme sees all of Year 7 and 8 spending every Friday afternoon outside, learning bushcraft skills and orienteering, looking after the animals on the Farm, and outdoor adventure – and they love it! All girls in Years 9 and 10 undertake Bronze and Silver Duke of Edinburgh's Awards, and some also have the opportunity to join the CCF contingent at Lancing College.

Our partnership with St Mark's Primary, in the Whitehawk estate, is hugely rewarding for the pupils at both schools – there are a range of joint weekly activities, we fund-raised and built a Library on their site from scratch, and one year-group comes to Roedean each week for a morning of academic and sporting enrichment. Furthermore, the Roedean Academy, a programme of academic enrichment for Year 10 students, brings together academically gifted and engaged students from six local schools in the maintained sector with those at Roedean, to challenge their academic expectations and broaden their horizons.

Philanthropy is also central to what we do. 100 hot meals are sent each week into the community to feed the homeless in Brighton, 12 girls travel to Moldova each year to teach English to Ukrainian refugees and Moldovan orphans, and the community raised over £48,000 for a range of charities last year.







ROEDEAN'S ETHOS

At Roedean, there can be no doubt that the girls' rounded education 'makes a considerable contribution to their personal development' (ISI Inspection), and it is precisely this which produces independent and creative young women who will make their mark in the world. In the same way that Roedean encourages the girls to pursue a variety of interests, we expect the staff to be committed to the busy life of this boarding school; it is wonderful when staff join the orchestra or play in the staff-student sports fixtures, and the girls love it when members of staff congratulate them on their role in the previous night's play or the goal they scored in the fixture at the weekend.

ROEDEAN'S CAMPUS AND FACILITIES

Roedean is located on a beautiful 45-acre campus, and owns a further 75 acres of land adjacent to the site. It is the only school in the UK to be set within a National Park and on a coastline, as well as being in the boundaries of a vibrant city. The Grade II listed main building and Keswick House were designed by the leading Victorian architect and Roedean parent, Sir John Simpson, who also designed the original Wembley stadium. The main building incorporates the four main boarding houses, the dining rooms, the Library, and the teaching and administration spaces. Later additions include the Chapel, Science Laboratories, the Theatre and dance studios, the Music wing, Keswick House, and Lawrence House. We also have an indoor swimming pool, a Sports Hall, which includes a multi-gym, and numerous playing fields to the front and side of the school. With a £1½ million refurbishment of the Sixth Form facilities in 2019, a small Farm on site with sheep and pygmy goats, a refurbishment of our 355-seat Theatre in 2021, and an all-weather flood-lit pitch at the heart of the School, Roedean certainly has wonderful facilities and buildings. A transformation of the Library was completed in April 2024 and delivers an outstanding study, research, and exhibition space within the School's original school hall, further enhancing Roedean's academic provision.














ROEDEAN









ROEDEAN

Roedean School, Roedean Way, Brighton, East Sussex BN2 5RQ
+44(0)1273 667531 roedean.co.uk

Charity No: 307063