



ST CATHERINE'S SCHOOL  
— TWICKENHAM —

## **St Catherine's School Twickenham**

**Deputy Head Pastoral**

**Full Time**

**April or September 2021**

INFORMATION FOR APPLICANTS

## ST CATHERINE'S SCHOOL TWICKENHAM

St. Catherine's School is a Catholic independent Girls' Day School, which draws pupils from a wide catchment area and from a range of backgrounds. It was founded by the Sisters of Mercy in 1914.

The site of St. Catherine's has been famous since the poet, Alexander Pope, came to Twickenham in 1719. He developed extensive gardens behind his riverside villa and the School is now situated in this garden. In 1992 the School became fully independent and now operates as a charitable trust.

The School enjoys an enviable position next to the River Thames and yet only a short distance from the centre of Twickenham. Strawberry Hill Station is a ten minute walk from the School and Twickenham Railway Station, 15 minutes. Both have regular services to London (Waterloo), Surrey, Berkshire and Middlesex.

We are a Catholic School, with a warm ecumenical tradition. Approximately 36% of our girls are Catholic, and we also welcome girls from all families who are in sympathy with the Christian values taught by the School. Girls and staff participate in prayers during assemblies and meetings, and attend mass. The School's focus on ethos and on the Catholic tradition allows us to help girls to explore deeper values. This also underpins our excellent pastoral care system and, although the pastoral and academic oversight of every pupil is primarily the responsibility of the Form Tutor, all staff are involved in the care of pupils.

St Catherine's School takes very seriously its duty towards all its pupils who have been entrusted to its care and seeks to provide an environment where all children are safe, secure, valued, respected, and listened to. All staff have a full and active part to play in protecting pupils from harm, and receive mandatory safeguarding and child protection training at induction, which is regularly updated.

We strive to help every girl achieve her personal best by providing a broad and balanced education within a stimulating, secure and supportive environment which encourages learning. Success is achieved through personal responsibility, high expectations and a close partnership between parents and school. Emphasis is placed on self-discipline, responsibility, and the importance of kindness, service, and respect for others. Since we are a relatively small school the staff are able to know the pupils as individuals and this engenders a strong community.

The School is organised into the Preparatory School, Senior School and Sixth Form all of which are located on the same site. The Preparatory School accepts pupils from the age of three. On leaving the Preparatory School at 11, most pupils enter the Senior School. It is also expected that most Year 11 pupils will enter the Sixth Form. Academic standards are high and the intake is selective at all ages.

Academic Scholarships are awarded at 11+ and 16+ to pupils of high academic promise who will benefit from the opportunities that St. Catherine's provides and who will contribute strongly to the life of the school. Music, Art, Drama and Sports Awards are also available.

In the Senior School pupils follow courses in English, Mathematics, Science, Religious Studies, History, Geography, Drama, Music, Art, Physical Education and Food and Nutrition, and all pupils in Years 7 to 9 study Spanish, French and German. Emphasis is also placed on the development of Computer Science skills and the school has three ICT suites which can accommodate whole classes. Most pupils study nine or ten subjects to GCSE level and three or four subjects to A Level. Sixth Form pupils can choose from a wide

selection of subjects and they also have the opportunity to work towards gaining an Extended Project Qualification (EPQ).

We attach great importance to a well-rounded education and extra-curricular activities play a significant role in the life of the School. Competitive events are held throughout the year and there is a healthy rivalry between the four houses (Bronte, Cavell, Nightingale and Pankhurst). The Duke of Edinburgh Award Scheme is a popular option. Sports include swimming, netball, athletics, hockey, tennis, gymnastics and rounders, and our pupils achieve considerable success at county, regional and national level. Music also plays an important part in the life of the school and all pupils are encouraged to participate in choirs, orchestras, ensembles and the varied programme of concerts and informal performances.

Facilities are very good and include an indoor swimming pool, multi-purpose hall, playing field, three ICT suites, and netball/tennis courts. Over the past ten years the school has invested heavily in new facilities, including a Sixth Form Centre, Drama Studio/Lecture Theatre, Fitness Suite, dining facilities and other teaching areas, as well as upgrading the Science Block.

Further details may be found in the Independent Schools' Year Book and on our website ([www.stcatherineschool.co.uk](http://www.stcatherineschool.co.uk)).

## **Deputy Head Pastoral**

**April or September 2021**

St Catherine's is very proud of its pastoral care and of our warm, friendly environment where staff know and care for the girls so well. The Deputy Head Pastoral leads and manages the pastoral team to provide a positive, secure and happy environment where each pupil can thrive and flourish. He/she will work to ensure outstanding levels of pastoral care at the school and the professional leadership and management of the pastoral team. This will require the effective use of resources within the school, the ability to lead and motivate the pastoral team while striving to continually improve the standards and achievements of all pupils.

The Deputy Head Pastoral is a senior manager and leader who has a key role to play in both the strategic development of the school and its day to day management. The Deputy Head Pastoral will guide and motivate the pastoral team, addressing their training and development needs and identifying development and implementation strategies within the pastoral system. He/she is responsible to the Headmistress and is expected to promote and uphold the aims and ethos of the School.

He/she will demonstrate a clear understanding of and commitment to school priorities and the overall achievement and well-being of all pupils. The postholder will play a major role in the development of school policies and practices, and work within a collaborative and forward-looking senior management team.

### **Key Responsibilities**

#### **Responsibilities as a member of the Senior Management Team**

- To promote the vision and aims of the School;
- To work with the management team to plan strategy and policies, and weekly and termly events;
- To provide professional leadership and management to secure pastoral care for all pupils;
- To help to create a safe and healthy environment for members of the school community;
- To be a presence around school, supporting and taking interest in events and activities, and being a positive role model for staff and pupils;
- To address staff, parents and visitors with confidence at formal and social school events;
- To deliver INSET and staff training;
- To line manage middle managers, including some Heads of Department, the Pastoral Heads of Lower School and Middle School, and the Deputy DSLs;
- Assist in the management of trips;
- To complete some work during school holidays, at the request of the Headmistress; this additional time is usually in the form of a few days before the start and after the end of each term, and at least a week in the second part of August, when the results of external examinations are published; all members of SMT also share with the Headmistress cover for the school during holiday periods;
- To teach approximately 0.4 of a timetable.

#### **Leadership and management of Pastoral Care**

- In consultation with the Headmistress, lead the pastoral vision for the school;
- Lead, manage and have strategic oversight of the implementation of the School's pastoral systems;
- Ensure that communication of the School's pastoral ethos and values are clearly communicated through all school literature and the website;

- Take responsibility for the School's PSHE programme;
- Ensure that all pastoral staff uphold the School's ethos and values through their management of communication with pupils and parents;
- Ensure school policies related to the pastoral systems are relevant, up to date, and clearly understood and followed by staff;
- Assist in the management of the pupil disciplinary process;
- Hold meetings regularly to have oversight, lead and monitor the pastoral system;
- Maintain an overview of funding held in budget cost centres related to the pastoral system;
- Network with local support groups related to behaviour and pastoral issues and disseminate information to colleagues where relevant;
- Maintain records and practices to ensure compliance;
- Complete Appraisal of other staff;
- Undertake regular evaluation of staff progress towards agreed improvement objectives.

### **Designated Safeguarding Lead**

- Undertake all the responsibilities of a Designated Safeguarding Lead in the school, including keeping the Headmistress informed of safeguarding issues;
- Respond effectively and immediately to safeguarding/child protection concerns;
- Work with the Prep DSL to ensure all school safeguarding policies are up-to-date;
- Manage the preparation of all paperwork and systems in readiness for external review/inspections;
- Ensure that all staff understand school safeguarding policies and are appropriately trained to recognise and deal with safeguarding/child protection issues;
- Monitor the confidentiality and storage of records in relation to safeguarding and child protection;
- Ensure the timely induction of new staff to the school in relation to safeguarding issues;
- Be the first point of contact for parents, pupils, teaching and non-teaching staff and external agencies in all matters of child protection;
- Keep parents informed of actions to be taken in relation to their child (as appropriate to each case);
- Liaise with other professionals;
- Contribute to the Compliance Committee and the Accessibility Committee;
- Take part in training, and conferences and reviews;
- Where pupils leave the school, ensure that their destination school is made aware of any safeguarding/child protection issues in line with national, regional and school policies.

### **Essential Requirements**

- Ability to develop and implement policies to deliver the strategic vision for school;
- Excellent classroom skills and enthusiasm for his/her subject;
- Ability to lead, coordinate, delegate and empower;
- Ability to manage change and work under pressure of changing circumstances;
- Ability to see things through to completion;
- Excellent and demonstrable organisational skills;
- Excellent communication skills;
- Be an exceptional role model with high standards, integrity and approachability;
- Be a team player who is highly motivated, ambitious, positive and good-humoured;
- Show evidence of a commitment to promoting the health, welfare and safeguarding of children.

The salary, which will depend on qualifications and experience, will be discussed when the position is offered to the successful candidate.

### **Application**

If you feel you have the experience, enthusiasm and commitment necessary for this post, then we would be delighted to receive an application from you.

Please complete the enclosed application form and send it together with a covering letter addressed to the Headmistress via email to [recruitment@stcatherineschool.co.uk](mailto:recruitment@stcatherineschool.co.uk)

Please note that only applications on the School's application form will be considered. It is not necessary to send a separate CV nor to complete an application in the TES format.

Closing date for applications: **1 December 2020**  
First Interview: **W/c 30 November 2020**

During this COVID-19 period, interviews and other aspects of the recruitment process will be conducted in accordance with DFE guidelines and with an emphasis on health and safety.

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. The successful applicant will be subject to a number of safer recruitment checks including an enhanced DBS check and Barred List as part of Keeping Children Safe in Education, and once in post, receive further training and updates.

Thank you for the interest you have shown in our School. We look forward to receiving your application.

Mrs Johneen McPherson  
Headmistress