



St. Katherine's
School

**Deputy Head of House
(non-teaching)**

37 hours per week, M – F, **term time** plus 5 INSET and the equivalent of one week (37 hours) across the year to support the needs of the school

Permanent, required 1 September 2022

Salary £22648 – 25118 pa

This post offers an exciting opportunity to join a committed and caring Pastoral team dedicated to ensuring that all pupils are supported to succeed and achieve their personal academic potential.

Assisting our four Heads of House, key duties will include:

- Supporting students' wellbeing, personal and academic development
- Upholding the school's behaviour, attendance and uniform policy, implementing proactive measures for improvement as appropriate
- Developing and implementing a strong pastoral programme, including delivery of assemblies
- Ensuring that children in vulnerable categories are supported effectively both pastorally and academically

The successful candidate will also be a Designated Deputy Safeguarding Lead (appropriate training will be provided).

We are looking for someone who is:

- well organised and professional,
- positive and supportive, with the ability to engage and motivate young people
- an excellent communicator with a passion for seeing all pupils make the best possible progress
- hard working and can demonstrate their ability to use their own initiative
- able to build and maintain positive relationships with parents and carers

RESPECT | RESILIENCE | RESPONSIBILITY

St Katherine's is a dynamic, aspirational school, rated good by Ofsted, situated on the edge of Bristol in a beautiful rural setting, part of Cathedral Schools Trust. Our thriving, diverse community is founded on our core values of respect, responsibility and resilience; we actively encourage everyone within our community to 'live and breathe' our values every day. The school aims to create an environment where students feel confident, secure and valued to help them perform at their best.

We are committed to professional development and there is opportunity for career development across the Trust. If you would like to find out more about the school please visit the school website

If you would like to discuss any aspects of the role before submitting your application please email Matthew Maw, Deputy Headteacher mawm@skdrive.org

If you can demonstrate that you possess the necessary experience, knowledge, qualifications and skills and aspire to our vision and values, we would like to hear from you.

To apply for this post please go to:

https://ce0465li.webitrent.com/ce0465li_webrecruitment/wrd/run/ETREC107GF.open?VACANCY_ID=2617972V0D&WVID=4534950bp4&LANG=USA

Cathedral Schools Trust is an equal opportunities employer and recognises the strength in diversity. Our schools have a wide range of cultural, socio economic and religious influences and we use this to ensure that we broaden our understanding of each other and the world. Applications are welcome from all suitably qualified candidates regardless of race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, gender reassignment, disability or age, and maternity, marital or civil partner status.

We are committed to safeguarding and promoting the welfare of children, young people and adults and expect all staff and volunteers to share this commitment. All posts at Cathedral Schools Trust are subject to pre-employment checks including, but not limited to, initial and periodic enhanced level checks with the Disclosure and Barring Service.

Closing Date: midnight Wednesday 20 July 2022

Interview date: 27 or 28 July 2022

RESPECT | RESILIENCE | RESPONSIBILITY



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Job Description

Post: Deputy Head of House (non-teaching)

Grade: JG6

Responsible to: Assistant Headteacher and Designated Safeguarding Lead (DSL)

JOB PURPOSE

Provide a caring House environment rooted in a culture of celebration where students flourish, making excellent academic progress while developing important personal and social skills. Work with the Heads of House to maintain and develop distinctive House identities.

MAIN RESPONSIBILITIES

- To contribute to the successful implementation of the school's Quality Improvement Plan. Implement policies aimed at raising standards of achievement particularly through raising expectations of students.
- Promote the academic performance and holistic development of all students in school.
- Provide uncompromising support for all students and particularly for those in vulnerable circumstances, to gain high levels of progress and achievement.
- Record and report relevant data and management information. This includes collation and input of data, production of standard and bespoke reports, creation of new reports, collection and preparation of information in a suitable format for briefings / reports to go to SLT & Governors and maintaining data or information on student involvement in activities as determined by line Manager.
- Uphold the school's policies, including behaviour, attendance and uniform across the Houses.
- Support the school's 'Ready To Learn' systems through mentoring of students, monitoring of behaviour and duties within the Ready To Learn room.

RESPECT | RESILIENCE | RESPONSIBILITY

- Use data effectively to monitor attendance, behaviour and academic progress and then identify students in need of additional support and intervention.
- Provide small group/individual support to students on a mentoring and coaching model.
- Work closely with external agencies such as CAMHS, Social Care and Educational Welfare.
- Liaise with other schools for such purposes as Negotiated Transfers and KS2 to KS3 transition.
- Communicate effectively with parents and carers through meetings, telephone calls, emails and home visits.
- Take an active role in supporting and developing a culture of team working for the benefit of students. Participate in staff meetings and contribute to the development of policies and procedures for your own continuing professional development.
- Work effectively with teachers, support staff and other professionals, applying own strengths and expertise to contribute positively to the overall aims and objectives of the school. Provide effective support for all other members of the school staff by sharing own knowledge and expertise in a professional and constructive manner.
- Develop and maintain effectiveness as a member of the school staff by taking responsibility for your own continuing professional development. Demonstrate a willingness to engage with further training and other opportunities to gain appropriate skills, knowledge and vocational or academic qualifications.
- Any other duties, directed by the line manager, which are commensurate with the grade of the post to support the operational activities of the St Katherine's School.
- Undertake safeguarding training as appropriate to the level of Deputy Designated Safeguarding Lead

This job description is current at the date shown, but in consultation with you, may be changed by the Head of School to reflect or anticipate changes to the job commensurate with the grade and job title.

Employees will be expected to comply with any reasonable request from the Head of School to undertake work of a similar level that is not specified in this job description.

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Deputy Head of House Person Specification		
CRITERIA	ESSENTIAL	DESIRABLE
FORMAL QUALIFICATIONS	<p>Candidate will have a qualification in Literacy and Numeracy equivalent to GCSE Grade A*-C or Level 2, on the national vocational framework plus 3 other qualifications at this level.</p> <p>Educated to A Level or vocational qualification Level 3, or higher.</p>	Relevant professional qualification in a related field of expertise e.g. teaching, social/caring occupations.
WORK RELATED EXPERIENCE AND ASSOCIATED VOCATIONAL TRAINING	<p>Considerable relevant practical experience of working with children 11 -16 years.</p>	<p>Experience of working with students in a Secondary school environment.</p> <p>Experience of dealing with a wide range of issues affecting young people.</p> <p>Experience of working with young people in Alternative Learning Provision</p>
OTHER RELEVANT SKILLS	<p>Good working knowledge of the range of Google/Microsoft software.</p> <p>Strong administrative and organisational skills.</p>	Previous experience of using school-based software such as SIMS or Classcharts.
SPECIALIST KNOWLEDGE	<p>Relevant educational/ health and safety/ Safeguarding knowledge.</p> <p>Must have a knowledge of confidentiality issues and relevant procedures.</p>	Knowledge of the range of external educational agencies.
PERSONAL SKILLS	<p>Ability to work flexibly within a team and motivate students.</p>	Possession of a full UK driving licence.

	<p>Demonstrate a positive attitude.</p> <p>Ability to work effectively with a wide range of people across the school and from outside.</p> <p>Reliability, motivation and resilience under pressure.</p> <p>Able to work on own initiative and prioritise workload.</p> <p>Ability to act as the “public face of the organisation” in dealing with parents and others.</p> <p>Occasional out of hours working to attend parents’ evenings or out of school activities.</p>	
SPECIAL WORKING CONDITIONS	<p>A high level of tact and confidentiality</p> <p>Enhanced DBS/Barred list clearance</p>	

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