



Purpose of the Role:

The Assistant Head Pastoral is a member of the Senior Leadership Team and is responsible to the Headmaster for the overall supervision of all pastoral care in the School. The Assistant Head Pastoral is expected to set a high standard of professional conduct, to ensure that staff are happy and fulfilled, to ensure as far as possible that the administration runs smoothly, and that the children are learning and happy in a safe environment. The Assistant Head Pastoral will assume the important role of Designated Safeguarding Lead. The post carries the authority to approach School staff directly and will receive strong support from the Headmaster and Senior Management Team.

The successful applicant will have exceptional leadership skills and the ability to engage, enthuse and inspire. They will be able to demonstrate outstanding classroom practice and values that support the ethos of St Michael's Preparatory School. The successful candidate should ideally have experience of Prep school teaching and environments and have some knowledge and experience of working with senior schools.

We are looking for a strong communicator, with natural empathy, who works positively with other professionals and derives satisfaction from supporting children and young people. The ability to communicate sensitively and compassionately in situations of high emotion is very important, with the ability to communicate about personal situations in a non judgmental, professional manner.

Key Responsibilities:

- Being a proactive member of the Senior Management Team, attending and supporting meetings; supporting and working closely with the Headmaster and other senior colleagues.
- Designing, monitoring, evaluating and ensuring the delivery of pastoral care policies, processes and procedures to ensure the highest standards are achieved throughout the School.
- Providing guidance, training and supervision to colleagues on all pastoral matters. Meeting, supporting and providing a listening ear for staff when needed.
- Liaising with the Heads of Pre-Prep and Juniors regarding pastoral care, ensuring a coordinated approach as pupils' progress through the school.
- Working closely with the teaching staff to monitor children's relationships, development, well-being, behaviour and providing appropriate support and guidance to both.
- Ensuring all pastoral issues are appropriately recorded on the School database.
- Meeting and supporting parents when appropriate and maintaining a record of these meetings (this may not necessarily be in school hours or term time).
- Establishing and monitoring a peer support system for new children to the school.
- To assist in staff induction and staff development, particularly ensuring that all teachers are suitably trained and qualified in Safeguarding.
- To be available to assist in recruiting and marketing events as required, helping to assess applicants (students and their families) with regard to their suitability for the School community
- To be involved in classroom teaching as required (50% timetable allocation).
- To complete other related and reasonable tasks assigned by the Headmaster.

Person Specification:

- demonstrates the experience and ability to proactively promote the welfare of children and staff within the School.
- is passionate about ensuring all children receive the best possible all-round education in a safe and caring environment.
- wants to commit to the excitement and challenges of leading a school through its early years of development and beyond.
- has an excellent track record of school leadership as a Senior Leader or Head of Department.
- has presence and the ability to lead and inspire pupils and staff alike.
- takes action to implement a vision and to drive execution.
- collaborates and is comfortable working as a team leader and a team member.
- sees the benefit of having excellent relationships with staff, pupils and parents.
- is capable of influencing people and talented in networking with cultural sensitivity.
- has gravitas, integrity, inter-cultural awareness and highly developed interpersonal skills.
- is confident in the use of IT within the school environment, embracing new and emerging technologies to enhance the children's learning experience.

Procedure for application

Applications should be made using the application form available together with a typed covering letter (no more than a page) and posted to the Headmaster, St. Michael's Preparatory School, La Rue de la Houquette, St. Saviour JE2 7UG by **Wednesday 16th February**.

Failure to use the correct application form or to attach a covering letter may count against an applicant. Shortlisted candidates will be contacted by telephone prior to noon on **Monday 28th February**.

Interviews will be held in the morning of **Saturday 12th March** (from 09.00) and a conditional offer of appointment will be made as soon as possible thereafter. The appointment will be conditional upon satisfactory references being received and pre-employment checks being completed. You will be asked to prepare a presentation, no less than 10 and no more than 15 minutes about '**what you would bring to the role**'. Please reference the job description to inform your presentation. Off-island candidates are welcome to attend shortlist interviews in person (reasonable expenses covered) or remotely.

The successful candidate will be informed on (or before) **Monday 14th March** and the official commencement date will be discussed at that point. It is hoped that the successful candidate will begin work on **1st September 2022**.

Please refer any further queries you may have to the current post-holder Mrs Nicola Mackereth (ncm@stmichaels.je)

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes 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 s/he must report any concerns to his/her Line Manager or the School's Designated Safeguarding Lead.

I would like to thank you in advance for your interest in this position.