



ALDRO



**Assistant Head (Pastoral)
& DSL**
From September 2021
Full Time



About Aldro

Aldro is an outstanding day and boarding preparatory school located in the idyllic village setting of Shackleford near Godalming in Surrey. The school is at an exciting time in its development; from September 2021 Aldro will admit girls for the first time, initially as day girls and then as boarders from 2022. Projections for next year suggest a 20%+ growth in NoR compared with last year. The new Assistant Head (Pastoral) has a vital role to play in the school's successful transition to co-education.

There are currently about 160 pupils aged 7-13 in the school, approximately 60 of them board full time, weekly or part time. Almost all of the pupils sit Common Entrance or Scholarships at 13+ in Year 8, and the school has an outstanding record of academic excellence. 33 Scholarships and Exhibitions have been won over the past two years. Last summer Aldro pupils left to attend the following schools: Abingdon, Bradfield, Canford, Charterhouse, Churcher's, Eton, Harrow, King Edward's, Lancing, Lord Wandsworth, Marlborough, RGS Guildford, Sherborne, St. John's, Tonbridge, Uppingham, Wellington & Winchester.

Aldro is also committed to breadth of education and excellent results are achieved in sport, music, drama, art, design and chess. The school runs an extensive activity programme ranging from cookery to pistol shooting, and debating to pétanque! The curriculum is taught over six days each week, with a Weekend Leave approximately every third weekend. All staff are expected to make an active contribution to the wider life of the school. Full-time staff may also be asked to assume pastoral responsibilities as a Form Tutor. Onsite accommodation may be available for staff involved with boarding responsibilities.

Aldro's Christian foundation underpins the ethos and values of the school and all staff are expected to be supportive of the school's Christian character. An attractive Chapel is amongst the excellent facilities available which include a multi-purpose sports hall and a fully equipped theatre. Further details about the school can be found on our website: www.aldro.org

Aldro operates its own salary scale. Placement on the scale will be subject to the candidate's qualifications and experience. Appropriate certification and identification should be brought to the interview.

**Please email the completed Application Form and covering letter (no CVs please)
to the Headmaster, Mr Chris Carlier. Email: Head@aldro.org**



Assistant Head (Pastoral) & DSL

The Assistant Head (Pastoral) & DSL reports directly to the Headmaster, will be a member of the school's Senior Management Team and will chair the safeguarding and pastoral committees. In conjunction with the Headmaster and SMT, the Assistant Head (Pastoral) will help to develop key strategic goals for the delivery of the school's safeguarding and pastoral provision and will work closely with staff, pupils, parents and governors to ensure their effective implementation. The Assistant Head (Pastoral) will be the school's Designated Safeguarding Lead.

As DSL, the Assistant Head (Pastoral) takes lead responsibility for safeguarding and child protection. The DSL is supported by other trained professionals within the School, but the lead responsibility for safeguarding and child protection remains with the DSL at all times and is not delegated to any other trained members of staff (including the Deputy DSLs). The DSL has the status and authority within the school to carry out the duties of the post, including committing resources and supporting and directing other members of staff.

Reporting to: Headmaster

Line Management

The Assistant Head (Pastoral) and DSL will be responsible for line-managing:

- Deputy DSLs
- Housemaster
- Matrons
- School Nurse
- School Counsellor
- Form Tutors (pastoral responsibilities)

Responsibilities and Duties

Leadership and Management

- Member of Senior Management Team, reporting to the Headmaster
- To be responsible for the pastoral strand of the School Development Plan and continually to review and evaluate this
- To develop, evaluate and implement the school policies relating to safeguarding and pastoral care, ensuring that the policies are up-to-date with current legislation and have been effectively communicated to all stakeholders
- To ensure that adequate safeguarding and pastoral care training has been provided to all staff
- To participate in the appointment of new staff with pastoral responsibilities
- To oversee the induction of all new staff in safeguarding and pastoral matters
- To review and develop the pastoral tracking across the school, including responsibility for the school's Child Protection Register, the tracking and auditing of pupil welfare needs, and the creation of individual Care Plans.



- To attend, when required, Governor meetings of the Education and Pastoral Care Committee to report on the pastoral strands of the SDP, and to provide reports on all matters pertaining to the delivery of pastoral care at the school
- To be a member of the Health and Safety Committee
- In conjunction with the Deputy Head and Assistant Head (Curriculum) to maintain and develop a positive culture of praise and encouragement in the school
- To maintain a presence around the school site, and regularly to attend school events
- To undertake other duties appropriate to the general purpose of the post that may from time to time be reasonably required by the Headmaster

Safeguarding

- To be the school's DSL
- To chair both the Pastoral Care Committee and the meetings of the Safeguarding Team, ensuring that minutes are taken and all action points are appropriately followed-up
- To lead on all matters relating to ESafety
- To liaise with previous and future schools regarding pastoral matters and safeguarding concerns, ensuring that appropriate records are sent onto senior schools.

Boarding

- To have strategic oversight of the pastoral elements of the boarding house including line-managing the boarding house staff team
- To ensure that the school complies with the National Minimum Standards for Boarding, including overseeing a programme of regular audit and by leading on the training in NMS for boarding staff

Pastoral Care and Wellbeing

- To be responsible for delivery of all aspects of pastoral care across the school
- To maintain accurate records of all pastoral concerns and incidents
- To ensure communication of pastoral concerns with Form Tutors and teaching staff
- To lead the delivery of the *Steer AS Tracking* programme, probably as the school's Senior Practitioner, and to lead on the preparation and review of AST action plans
- To raise the profile of pastoral care across the community using all available methods, e.g. assemblies, chapel services, guest speakers, special events
- To liaise, as appropriate, with external agencies, including social services, counsellors and other health and mental health professionals; to attend meetings as required
- To line-manage the school's counsellor

Behaviour and Discipline

- To lead on all matters of pastoral discipline, including administering mid-level sanctions and advising the Headmaster and Deputy Head on more serious breaches of discipline
- To implement and review as necessary the school's disciplinary policies and procedures
- To monitor regularly the record of sanctions given by staff and to investigate patterns emerging in both pupil behaviour and the accumulation of sanctions

Other duties

- To teach a subject
- To contribute to the co-curricular life of the school



Designated Safeguarding Lead (DSL)

Reporting to: Headmaster

General Responsibilities

- Understand the assessment process for providing early help and statutory intervention, including the local criteria for action and all local authority referral arrangements
- Have a working knowledge of how LAs conduct a child protection case conference and a child protection review conference and be able to attend and contribute to these effectively when required to do so
- Be alert to the specific needs of children in need, those with special educational needs and young carers
- Be able to keep detailed, accurate, secure written records of concerns and referrals
- Understand and support the School with regards to the requirements of the Prevent duty and be able to provide advice and support to staff on protecting children from the risk of radicalisation
- Understand the risks associated with online safety and have the relevant knowledge to keep children safe online, including and especially children with SEN and disabilities
- Encourage a culture of listening to children

Raising Awareness

- Ensure each member of staff has access to and understands the school's safeguarding and child protection policy and procedures, especially new, temporary and part time staff
- Ensure the School's child protection policy is reviewed annually (or as required with updates) and the procedures and implementation are updated and reviewed regularly
- Ensure the Child Protection and Safeguarding Policy is available publicly and that parents are aware that referrals about suspected abuse or neglect may be made by the school
- Link with the SSCP (Surrey Safeguarding Children Partnership) to make sure staff are aware of training opportunities and the latest local policies on safeguarding
- Where children leave the school, ensure where appropriate that child protection files are passed on to their future schools

Training

- Organise and receive appropriate safeguarding training at least every two years, or whenever required by the publication of new guidelines or legislation
- Undertake Prevent awareness training
- Assume responsibility for the appropriate training of the DDSL team

**Working with others**

- Liaise with the Headmaster and keep him informed of ongoing enquires and police investigations
- As required, liaise with the 'case manager' and the local authority designated officer for child protection concerns
- Liaise closely with all relevant staff, including the governor responsible for safeguarding, DDSLs, pastoral support staff, School nurse and matrons, IT technicians and SENCO, on matters of safety and safeguarding (including online and digital safety)
- Act as a source of support, advice and expertise for all staff, and lead staff safeguarding training in INSET

Managing referrals

- For child protection concerns, refer all cases of suspected abuse to the Surrey Safeguarding Children's Partnership and/or the LADO as appropriate
- Refer concerns of radicalisation to the Channel programme
- Refer cases where a crime may have been committed to the Police
- Ensure that the Disclosure and Barring Service is contacted, as required, where a person is dismissed or leaves the school due to risk/harm to a child

Availability

- The DSL (or designated deputy) should be available year-round to discuss safeguarding concerns.
- It is the responsibility of the DSL to arrange adequate and appropriate cover arrangements for whenever they are off-site. Such cover will be publicised on the daily timetable to staff.



Person Specification

Qualifications and experience	Essential	Desirable
Bachelor's degree or equivalent; excellent academic credentials	√	
QTS, Teaching Degree or equivalent (BA, BEd, PGCE etc)	√	
Post-graduate degree		√
Experience of boarding		√
Evidence of commitment to professional development, both personal and that of colleagues	√	
Strong ICT skills, particularly Microsoft Excel and Word	√	
Professional Attributes		
An inspirational, committed and highly-effective educator dedicated to achieving the best outcomes for each child	√	
An ability to work with others on a high-performing leadership team, able to show initiative and imagination, to have vision and the ability to inspire others	√	
Confidence in speaking publicly	√	
A positive and proactive approach to change management	√	
Calm under pressure	√	
Good conflict resolution skills	√	
The ability to lead and manage a team	√	
Maintain a calm level of professionalism at all times	√	
Excellent written and oral communication skills, able to communicate with a range of audiences	√	
Well organised and with good time-management skills.	√	
The initiative to work on his or her own, and the ability to work as part of a team	√	
Effectively fulfil the expectations of the Teachers' Standards	√	
Personal Attributes		
Excellent inter-personal skills, empathetic, caring, kind and compassionate	√	
A deep sense of compassion for young people and a sensitivity to their needs	√	
A natural and confident leadership style, able to inspire confidence amongst pupils, staff and parents	√	
Enthusiasm and willingness to contribute to the wider co-curricular life of the school	√	
A desire to contribute to the school's boarding provision	√	
Reliability and integrity	√	
Loyalty	√	



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Energy and enthusiasm	√	
A sense of humility and a desire to serve others	√	
A willingness to go the extra-mile	√	
A commitment to promoting equality, diversity and inclusion	√	
Excellent record of health, punctuality and attendance	√	
A sense of humour	√	
School Ethos, Values and Aims		
Fully supportive of the ethos and aims of the school	√	
Sympathetic to the Christian teaching that underpins the school's values and character	√	
Commitment to the safeguarding and protection of children	√	
Ability to contribute to the family atmosphere of the school	√	
Willingness to encourage parents to take an active part in the life of the school and their child's education	√	

Closing Date: Monday 5th April, 9.00am
First Round Interviews (Zoom): Wednesday 7th April
Second Round Interviews (Onsite): Friday 9th April

Aldro is an equal opportunities employer and committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment. This post requires an enhanced check from the Disclosure and Barring Service.



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