



Twyford School



Deputy Head Pastoral and Operations (DHPO)

Required September 2021
Candidate information



Welcome

Thank you for taking the time to consider an application to be the Deputy Head (Pastoral and Operations) of Twyford School.

Our parents and staff say that Twyford School is one of those truly special places, where they and their children make friends for life. Set on the edge of the South Downs National Park close to historic Winchester, Twyford's 25 acre site is a beautiful place to work. There is an exceptional feeling of community amongst staff and parents, combined with a drive and ambition to deliver a modern education and a tailored experience to develop every child.

Twyford is a school with a great reputation, supported by a Governing Body which is keen to maintain and enhance its status as one of the top prep schools in the area.

This post calls for a highly accomplished individual with strong leadership skills who wants to work closely with the Head, Andrew Harvey, and the leadership team to realise Twyford's goals and ambitions. We look forward to receiving your application if you would like to join us on this journey.

The School

Twyford School is a successful co-educational independent day and flexi-boarding school for pupils aged 2-13 years. Situated in the village of Twyford, near Winchester, and set within a truly enviable position of 25 acres of mature grounds, surrounded by stunning Hampshire countryside, the School prides itself on being one of the oldest prep schools in the country.

Twyford School moved to its present site, with a beautiful Queen Anne house as its centrepiece, in 1809, but there are links to an educational establishment in Twyford village in the 1790s.

The house and early additions, including the original School Room (now Upper School), the Victorian Chapel, the Old Dining Hall and the

1920s oak-panelled Memorial Library, all bear testament to the School's long and illustrious history. Excellent modern classroom facilities, cared for gardens and orchard, extensive playing fields and exceptional sports pitches (including an Astroturf and training facilities), a large modern Sports Hall and indoor 20m swimming pool, all-weather netball and tennis hard courts all allow for a perfect blend of innovative indoor and outdoor learning experiences.

Classrooms are large, bright and well equipped, spread across the numerous modern buildings built over the last 20 years in addition to specialist subject rooms including Science laboratories and IT facilities. The light, spacious and purpose-built Art and Design studios have been extended, refurbished and re-equipped in 2020. A dedicated Music School has 8 individual teaching rooms alongside a recital hall. The 'Saxon Court' complex (the building of which in 2009 unearthed a Saxon burial ground of 18 graves) is a dedicated space for our Year 8s. The Pre-Prep has its own hall, library, art, music and cookery rooms but also uses many of the Prep facilities.

In the 1980s, a new Dining Hall was built to accommodate all members of the Pre-Prep and Prep communities and a versatile space known as the 'Mulberry Pavilion' is used for dance, clubs, drama workshops, art exhibitions and CE exam space!

The Pre-Prep playground was completely refurbished and redesigned following plans drawn up by the staff in 2017.

The School offers an exceptional, all-round education to approximately 400 pupils, of which around 100 are flexi or weekly boarders. The overriding aim of the School is to ensure that pupils are actively engaged and intellectually stimulated in a safe and welcoming environment.

One of Twyford's strongest selling points is its commitment to being a kind, caring, family community with a shared purpose. The School is looking to the future by building on its unique ethos and traditional values, to help pupils achieve excellence during their time at the School, and to build on this foundation through their teenage years when they head to many of the top independent schools across the UK.

The breadth of opportunity offered to pupils creates a vibrant atmosphere of excitement and endeavour. Music, art, drama, sport and outdoor learning all contribute to the mix, and are played out in Twyford's fantastic surroundings and well-resourced facilities.

Future plans

An ambitious Estates Master Plan was developed in 2016-2017. The Plan has been taken through a pre-application process with local authorities and consultation with other stakeholders. The Plan's scope extends out to the next decade and is designed to ensure the School remains safe, secure and well resourced. Smaller projects are undertaken to make regular improvements to enhance the quality of pupils' experience in and out of the classroom.

Governance and Leadership

The Governing Body has overall responsibility for the School. Twyford has a knowledgeable and committed Governing Body, which takes a strong interest in the School. The Governors have a wide range of experience and skills, along with highly effective oversight and an excellent understanding of the day-to-day working of the School. The Governors support the ambitious Estates Master Plan to cement Twyford School's future.

The full Governing Body meets at least three times a year. A number of sub-committees provide regular reports to the Governing Body in areas such as Finance and General Purpose,

Development and Marketing, Academic and Pastoral, Remuneration, Search and Governance and Estates. The day-to-day running of the School is delegated to the Headmaster and the Senior Leadership Team.



JOB DESCRIPTION

Deputy Head Pastoral and Operations (DHPO)

Reporting to: Headmaster

Line manages: Matrons, Pastoral Team

Purpose & scope of the role

The Deputy Head (Pastoral and Operations) is a key member of the Senior Leadership Team. He or she will be responsible for developing and implementing the School's evolving pastoral strategies, ensuring the highest standards of behaviour, welfare and personal development of all pupils, as well as managing the day to day running of the School. As the lead person for pastoral care, the DHPO plays a key role in maintaining and extending the School's reputation for outstanding care in an environment where children can learn in the knowledge that they are both safe and happy. A strategic thinker, the DHPO will report to the Headmaster and contribute effectively to the School's Strategic Development Plan. This includes significant development of our vision to be a school which embraces a love of learning for every child, through a combination of academic rigour and outdoor adventure.

The DHPO has general oversight of many areas of the school and will have excellent interpersonal skills to develop effective working relationships with a range of staff. He or she will drive forward pastoral care and wellbeing and have general oversight of the welfare of staff.



Responsibilities & Key Duties

Leadership

- Lead by example, providing wholehearted and genuine support for the School's ethos and vision in a visible, approachable manner.
- Promote positive attitudes amongst staff by sharing good practice, encouraging self-evaluation and by taking a professional approach to problem solving and decision making.
- Assist in appointing dynamic, positive and enthusiastic staff and assisting in their personal and professional development both individually and through well-planned INSET days which reflect the School Development Plans.
- Promote the well-being of pupils and staff.
- Take collective responsibility for all decisions reached by the SLT.
- Carry out any reasonable 'leadership' duties delegated by the Headmaster.
- Support the Headmaster in the day to day running of the School.
- Keep up to date with inspection procedures and legislation, ensuring regulatory compliance is maintained so that the School remains inspection ready at all times in the areas of pastoral care, pupil development and health care, including oversight of all areas specific to role.
- To be responsible for the review and update of School policies relating to pastoral care, pupil development, health care including the Safeguarding and Child Protection policies.
- To conduct, where necessary, any disciplinary or capability investigations as the School may require to be conducted.
- Ensure the School takes part in a variety of competitions, field trips etc which augment

their in-class learning in conjunction with the Able Gifted & Talented co-ordinator.

- Be in School before the start and after the end of each term, as required, and on days when SLT are called to meetings during the holidays.
- To attend and provide reports to Full Governing Body Meetings, Governors' Education Committee and any other relevant Governing Body Committees at which their attendance is required.
- To ensure effective communication with all members of the School's stakeholders, contributing to bulletins, briefings, reviews and handbooks, both staff and pupil.
- To attend all key School events.

Pastoral Care

- To maintain and continuously develop an effective pastoral ethos, overseeing the implementation of policy and procedure.
- Ensure effective monitoring of systems, regular review and triangulation of information to inform the pastoral care of each child.
- To ensure the whole school approach promotes equality and diversity through developing policies and practices.
- Ensure effective communication of pastoral information to relevant stakeholders.
- To support and develop the role of tutors.
- Advise class teachers on pastoral matters, guiding their work in line with School policies and guidelines.
- Oversee all pastoral mechanisms for effective transition between year groups.
- Oversee the use of the School's information database for all pastoral information.
- House system oversight including duty rotas.

- To work with the Head of Boarding to ensure the boarding offering is of a high standard and that support and communications to parents and guardians is of the highest quality and the pupils' welfare is given the highest priority.
- Teach Personal Development lessons in Years 5-8.
- Oversee the provision of an extensive and wide-ranging extra-curricular programme.
- Oversee the whole school wellbeing programme.
- Support for the social and emotional aspects of children's learning.
- Staff Sickness Absence: Return to work interviews.
- Staff welfare provision.



Operations

- Oversee the day to day smooth running of the school.
- Manage, communicate and monitor duty rotas.
- Oversee term dates and calendar entries.
- Line manage the Educational Visits Coordinator, including final approval of school journeys and visits.
- Ensure a broad programme of visits which underpin the children's learning and personal development in conjunction with HOYs.
- Line manage the Matrons.
- To effectively manage delegated budgets through the bidding process through to in year management.

Behaviour Management

- Oversee whole School behaviour, including mechanisms for positive behaviour management in accordance with the School's values and ethos.
- Oversee tracking mechanisms which ensure the celebration of every individual.
- Work with the Headmaster to ensure the strategic delivery of whole School values and ethos at the weekly assemblies.
- Setting out expectations for pupils' online behaviour.
- To work with the School Listener, ensuring an efficient and effective support provision is available at the right time for all children requiring their support.
- To work with the Senior Matron to ensure the provision of a high-quality pupil-centric service.

- Arrange guest speakers for the Saturday Programme.
- Ensure effective supervision of pupils at all times outside of lessons and to implement and manage an effective and efficient programme of supervision throughout the school day including breaks, lunchtime and evening duties using a fair rota system.



Person Specification (DHPO)

The successful candidate will hold a degree with a Post Graduate Certificate in Education. They will be knowledgeable of Prep school systems and have a minimum of 5 years teaching experience of children aged 7 – 13.

The appointed individual will be expected to have exceptional organisational skills, a high level of intellect and be able to evidence the use of initiative. They will be able to give examples of efficient and effective leadership and possess a high degree of emotional intelligence. An excellent communicator, the candidate will be experienced at successfully presenting to large audiences and be able to build a professional relationship and positive rapport with a wide range of individual stakeholders.

They will be:

- Passionate and enthusiastic about high standards of education in terms of both traditional and progressive methods.
- Knowledgeable, or a willingness to learn, about boarding and the National Minimum Standards and understanding of the pastoral, welfare and personal development aspects of boarding.
- Flexible and adaptable.
- An exceptional organiser and accurate administrator.
- A strong communicator, both orally and in writing.
- A strategic thinker with the ability to bring plans to fruition.
- A dynamic and motivational leader with the ability to develop effective and efficient teams and professional relationships with compassion and understanding.
- A resilient individual with high standards of integrity and fairness.

- Experienced at reflecting on their own personal strengths and areas for improvement.

Employment Terms and Conditions

The package will include:

- A competitive salary commensurate with the seniority of the position and the experience of the successful candidate.
- A discount on fees for the successful candidate's children starting after the appointment.
- Private medical insurance for the post holder.
- Generous pension provision.
- Group Income Protection.
- Group Life Assurance.
- Cycle to Work Scheme.
- CPD opportunities.

There may be the possibility of family accommodation within the School curtilage.

Applicants must be willing to undergo child protection screening appropriate to the post, including checks with Disclosure and Barring Service (DBS) and the Prohibited from Teaching or Management lists.

Shortlisted candidates will be asked to undertake identity and qualification checks which conform to the School's Safeguarding and Child Protection Policies. They must also agree to references being taken up at that stage and checks made with past employees.

The successful applicant will be required to complete a self-disclosure Medical Questionnaire.

The appointment is subject to satisfactory references and security checks, clearance from the DVS, proof of identity and qualifications and a medical report.

Application process

Interested candidates should complete the School's application form available on www.twyfordschool.com/schoolinformation/vacancies together with a covering letter addressed to:

Mr Andrew Harvey, Twyford School, Twyford, Winchester, Hampshire SO21 1NW

Please email both documents as pdf files to Julie Thomas, HR & Compliance Manager at hr@twyfordschool.com or by post if you prefer.

The closing date for applications is **12 noon on Friday 15th January 2021**.

- All applications will be acknowledged by email. If you have not received acknowledgement that your application has been received within two working days of sending it, please contact Julie Thomas by telephone: 01962 712269.
- Selected longlist candidates will be invited to interview at Twyford School on 25th and 27th January 2021.
- Interviews for shortlist candidates will take place on Monday 1st February 2021.

Twyford School is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undertake children protection screening appropriate to the post including checks with past employers and the Disclosure and Barring Service (DBS).

