



ALDERLEY EDGE
SCHOOL FOR GIRLS

DEPUTY HEAD (PASTORAL)

Required for January/April 2025

INFORMATION FOR APPLICANTS



FANTASTICALLY
GREAT WOMEN
who changed THE WORLD

In this exciting first-of-its-kind illustrated non-fiction book, learn about the lives of some of the most influential women in history, science and literature. Who changed the world with courage, BRILLIANT ideas and the will to fight with UNBENDING DETERMINATION? Discover inspiration with **EMILY DICKENS**.

With beautiful illustrations and fascinating facts, this book is the perfect introduction to a few of the remarkable women who helped shape the world we live in. Follow their lead and prepare for an adventure of your own.

FANTASTICALLY
GREAT WOMEN
who changed THE WORLD

Kate Pankhurst

WOMEN WHO SAVED THE WORLD

Introduction from our Headmistress

At AESG academic excellence is delivered within a nurturing, family environment and where staff place equal emphasis on the wellbeing of our pupils and developing their individual characters. Each girl is nurtured and supported in small classes and it is our priority that each girl reaches her individual potential and becomes the best she can be.

From academic competitions, drama and sporting performances to the benefits of being an Apple Distinguished School, our aim is to cultivate a culture of curiosity, resilience and kindness, where every girl can #BeMore.

AESG is more than just a place of learning; it is a much-loved community where success is measured not only by the girls' outstanding academic success but the strength of their character. AESG provides girls with outstanding pastoral support, innovative teaching, a broad curriculum and a fantastic array of extra-curricular activities.

The school prides itself on its Christian values, yet welcome girls of all faiths. AESG respects, celebrates and embraces diversity and equality of opportunity without prejudice. Our school motto permeates all areas of school life: 'Aspire not to have more, but to be more'.

AESG is a community. All our girls, from those in Nursery at the age of two, through to Sixth Form at the age of 18, feel safe and secure and benefit from being in a school positioned in a vibrant village environment.

The School has been awarded Apple Distinguished Status and is an Apple Regional Training Centre, after significant investment and development in Technology Enhanced Learning. Senior School girls bring their own iPads into school to enrich their learning experience. Each teacher is also given their own iPad to support their teaching and there are Apple TVs integrated throughout the School.

In June 2021, the Independent School Inspectorate (ISI) undertook a full inspection at AESG. The School was given the highest possible 'Excellent' rating. The inspection was focused on the pupils' academic and other achievements, as well as their personal development, with the school being found to be excellent across each area.

We are a proud member of the Girls' School Association and we value the importance of an all-girls' education and the benefits this provides for our students. There are numerous opportunities for girls to develop both team working and leadership skills and to help guide the school and their peers. In this way our students learn important

life skills which prepare them for the world of work and they leave us as impressive young women who make a difference.

C Wood

Mrs Caroline Wood
Headmistress



Vision Statement

“Aspire not to have more, but to be more”
(Archbishop Oscar Romero)

Our Aims

Academic

To provide a challenging and stimulating learning environment in which every girl fulfils her full academic potential, and thus equipping girls with the knowledge, skills and learning attributes for success beyond AESG.

To deliver an innovative and future-inspired curriculum embracing the use of technology, thus fostering intellectual curiosity, developing creativity and a passion for lifelong learning.

Spirituality

To welcome girls of all faiths who share our values, and to respect, celebrate and embrace diversity and equal opportunities without prejudice.

To present a supportive, open and inviting environment for girls to explore their spirituality, to encourage reflection, and develop a strong moral compass based on our Christian foundation and principles.

Enrichment

To offer an extensive enrichment programme to enable girls to develop leadership skills, foster collaboration and resourcefulness, grow in confidence and encourage resilience.

To provide a rich and stimulating school experience in and outside the classroom, where girls can explore and develop their interests and talents.

Girls

To create a supportive, nurturing and happy environment underpinned by pro-active pastoral initiatives, putting the girls' wellbeing first.

To empower all our girls to flourish as strong women in the 21st Century workplace, to communicate with confidence, and take their place as responsible, active and global citizens bringing about positive change for a more sustainable and equitable future.



Current Staffing

The School, which is split into the Prep and Senior sections, is led by the Headmistress, Caroline Wood, who was appointed in September 2024. In the Senior School, teaching staff comprise two Deputy Heads.

In the Prep School, teaching staff are led by the Head of Prep, Emma Scott.

The support staff are led by the DFO and comprise of administrative, estate, finance, ICT Support, marketing and development and welfare staff.

The School employs a qualified librarian, technical support staff, visiting instrumental music teachers as well as specialist sport and drama coaches.

Catering and cleaning are currently supplied by external contractors.

Accommodation

In the last five years, an ambitious refurbishment and development programme has transformed the School estate.

The School's outdoor courts have been completely refurbished, along with the Junior Gymnasium. A new fitness suite and climbing wall have been installed.

Early Years provision has benefitted from the installation of outdoor play equipment and the refurbishment of all four classrooms from Nursery to Year 1. Elsewhere, ICT suites have been modernised and infrastructure upgraded, as have numerous specialist subject classrooms. The main buildings have had significant infrastructure improvements as well as investing in state of the art technology.





Deputy Head (Pastoral)

Job Description

AESG are looking to appoint a Deputy Head (Pastoral). As one of the senior deputy heads, the Deputy Head (Pastoral) is integral to strategic leadership of the school, as well as modelling leadership characteristics that align with and shape the school's distinctive ethos, culture and aims.

This is an exciting time to join Alderley Edge as the School has embarked on a new strategic development plan and has looked to revise and revamp its leadership structures. Our aim is that pupils, parents and staff are both challenged and encouraged to set and achieve ambitious goals by a supportive, innovative and cohesive leadership team.

As Deputy Head (Pastoral) you will be leading, managing and overseeing all aspect of pastoral welfare in the school. This includes undertaking the role of Designated Safeguarding Lead and working closely with both the Deputy Designated Safeguarding Leads and the Head of Prep (also a DDSL).

Role and Responsibilities

Role Reporting to: Head

The safety and well-being of the pupils in School is paramount at all times. The Deputy Head (Pastoral) is responsible for promoting and safeguarding the welfare of pupils for whom they are responsible, or with whom they come into contact. The Deputy Head (Pastoral) will adhere to and ensure compliance with the School's Child Protection Policy at all times. If in the course of carrying out their duties, the Deputy Head (Pastoral) becomes aware of any actual or potential risks to the safety or welfare of pupils in the School, it is their responsibility to address any concerns and discuss this with the Pastoral Team as well as the Head.

The Deputy Head (Pastoral) will be directly responsible to the Head for the efficient and successful leadership and day-to-day management of pastoral matters in the School. The successful candidate will be a member of the Senior Leadership Team taking a key role in the strategic direction for the whole school.

The post holder will have a reduced teaching commitment.

Responsibilities as a member of the Senior Leadership Team

- To take a full and active part in the Senior Leadership Team meetings, to participate in all areas of policy development and the strategic leadership and management of the school;
- To assist in the formulation, discussion and implementation of the School Development Plan;

- To take part in the appointment of teaching staff (including being safer recruitment trained);
- To assist the Head in identifying staff needs and other issues that require attention;
- To share in the appraisal of Senior Managers and Heads of Department with other members of the Senior Leadership Team;
- To show prospective parents around the School as required;
- To be part of the SLT on-call rota during school holidays – dates to be agreed in advance.

Strategic Leadership

- Oversee all pastoral matters in the school, delegating where necessary, and being responsible for keeping Alderley Edge School for Girls pupil wellbeing at the forefront of the school's provision;
- To be responsible for the development, review and evaluation of the Pastoral sections of the School's Strategic Development Plan;
- To update policies and policy documents along with the SLT as directed by the Head;
- To report to the Governing Body on pastoral policy and pastoral issues;
- To update the Staff Handbook liaising with other members of SLT;
- To organise the Senior School's ISI inspection documentation relating to pastoral matters, ensuring that it is up-to date and ready to be sent when an inspection is announced to ensure excellent outcomes;
- To engage fully in the self-evaluation process, completing self evaluations as appropriate on all aspects of pastoral provision;
- To draft documents, including those displayed on the school's website and ensure that they reflect statutory guidance, the school's policies and are in line with the values of the school;
- To act as a 'sounding board' to the Head and deputising for them on pastoral matters in their absence;
- Deal directly with pastoral concerns from parents, staff and pupils in respect of behavioural and pastoral matters, that have been escalated above Heads of Years and Heads of Departments;
- Develop proactive pastoral care strategies that help to mitigate emerging negative trends;
- Have a good understanding and knowledge of personal development of children and adolescents, keeping up to date with relevant issues affecting them and providing or seeking support to meet their needs.

Leading Staff

- To line manage the Heads of Year in Senior School;
- To collaborate with the Head of Prep to manage safeguarding in Prep School;
- To advise on the deployment of members of the teaching staff;
- To provide support and advice to members of Pastoral Team and to appraise a selection of middle leaders;
- To assist with the training of staff on pastoral matters;
- To lead the continual improvement in pastoral care of the pupils from 2 – 18 years;
- To lead staff meetings and INSET sessions on pastoral matters;
- To respond to concerns raised by parents, pupils and staff in response to pastoral issues.

Pastoral leadership

- Work closely with and line manage the DDSLs, Heads of Year, Heads of Department, Teaching staff and all support staff in the fulfilment of their pastoral duties;
- Be responsible for the oversight of high quality PSHE, working closely with the Head of PSHE, ensuring that the curriculum addresses emerging and relevant pastoral issues, meets statutory guidance and reflects best practice;
- Monitor the interventions utilised by the Heads of Year on pastoral issues;
- Monitor the use of rewards and sanctions with the Heads of Years /Departments to ensure they are being used consistently and fairly across all groups of pupils;
- Work with Heads of Year, ensuring consistency across the school in respect of pastoral care
- Together with Heads of Years, analyse pastoral data including attendance, anti-bullying, behaviour logs and look for trends and emerging issues;
- To meet on a regular basis with the designated Safeguarding Governor and DSL Team to discuss, monitor and evaluate safeguarding trends and issues;
- To be the participating member of staff responsible for supporting pupils and families in receipt of a bursary;
- To organise the school assembly rota.

Specific responsibilities as Deputy Head (Pastoral)

- Creating and maintaining an open safeguarding culture of 'it could happen here';
- Ensure suitable safeguarding induction and training is put in place for new staff;

- Act as the schools designated safeguarding lead (DSL) promoting a school wide culture of safeguarding, keeping the Head, SLT and Governing Body informed of safeguarding issues;
- Log and triage all safeguarding and child protection concerns;
- Where appropriate, prepare risk assessments for pupils who are vulnerable and in need of careful monitoring or a change in their educational arrangements;
- Together with relevant staff prepare and monitor provision for pupils with EHCP;
- Be responsible for the school's policies relevant to pupil behaviour and wellbeing;
- To ensure school policies related to the pastoral system are followed by all staff and that all staff are held accountable for their implementation and success;
- Ensure school policies related to the pastoral systems, meet statutory guidance, are relevant, up to date and clearly understood.

Safeguarding and Wellbeing

- To be the School's Designated Safeguarding Lead (DSL). The responsibilities for this role are stated in the DSL Supervision Policy 2024 and Keeping Children Safe 2024, and include:
 - Acting as a support to staff on safeguarding matters and keeping staff aware of child protection procedures;
 - Managing referrals: liaising promptly with children's social care, LADO, the Police and other authorities as appropriate;
 - Establishing and maintaining effective links with the Local Safeguarding Partnership and LADO;
 - Keeping the Head, Safeguarding Governor and DDSLs informed of safeguarding issues;
 - Undergoing training in child protection (level 2 and 3) every two years, and being able to put that training into practice;
 - Ensuring that all staff are aware of: Part 1 of Keeping Children Safe in Education, the Safeguarding and Child Protection Policy, Government guidance "What to do if you're worried a child is being abused" (2015), Working Together to Safeguard Children (2024) and the Staff Code of Conduct;
 - Ensuring that safeguarding training is included as part of the induction of new staff and that all staff have the appropriate training for safeguarding and child protection;
 - Provide a safe, secure and well organised environment that encourages the development of children as independent learners and considerate members of the school community;

- Maintain good order and discipline among the pupils and have due regard for their health and safety both on the school premises and when engaged in authorised school activities elsewhere;
 - Act as a role model to pupils in all actions and behaviour;
 - As form Tutor and as a Teacher, promote the general progress and wellbeing of pupils and provide guidance and advice, making records and liaising with colleagues and parents, as appropriate.
- To lead the Mental Health First Aid provision and coordinate with the Pastoral Team;
 - To have full overview and agree the deployment of the support systems including the SENDCO, the Student Wellbeing Counsellor and School Nurse;
 - To coordinate, monitor and develop the school's SMSC/FBV provision alongside Deputy Head (Academic).

Supervision

- Be responsible for development, review and evaluation of the Supervision Policy alongside the Head of Prep School;
- Supervise and, so far as practicable, teach any pupils who are assigned to you for cover;
- Participate in supervisory duties before and after school, during breaks and lunch times as required.

Professional Development and Appraisal

- Review from time to time your own teaching methods and use of resources;
- Have knowledge of and keep up to date with current pedagogy;
- Actively participate in arrangements for your professional development as a teacher;
- Actively participate in arrangements for the appraisal of your performance.

Other Professional Responsibilities

- Uphold and follow the Staff Code of Conduct;
- Operate at all times within all stated policies and practices of the school and annually review policy and procedure updates;
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with pupils, parents and colleagues;
- Maintain an attractive and stimulating classroom environment with displays of pupil work and learning resources and contribute to displays in the school as a whole;

- Actively contribute to the School's enrichment life through involvement in clubs, outreach activities and, as required residential trips;
- Participate and support with invigilation and marking of entrance examinations.

Teaching and Learning

- Promote an environment where children are inspired and excited to learn, and which fosters a spirit of enquiry;
- Plan, prepare and deliver high quality, differentiated lessons that are stimulating and challenging in line with the School's schemes of work focusing on pupil outcomes;
- Be an effective member of the department in which you work, participating actively in meetings, cooperating with the Head of Department and other colleagues in the development of programmes of study, schemes of work, teaching resources, and methods of teaching and assessment.

Assessment, Recording and Reporting

- Provide or contribute to oral and written assessments and reports on the development and reports on the development, effort, progress and attainment of pupils;
- Mark work according to agreed guidelines and policies;
- Communicate and consult with parents both formally during parents' evenings and informally, as required;
- Make effective use of assessment information to promote and facilitate pupil progress and wellbeing.

To undertake any further reasonable duties as requested by the Headmistress.

Person Specification: Deputy Head (Pastoral) – Senior School

	Essential	Desirable
	<p>These are qualities without which the applicant could not be appointed</p>	<p>These are extra qualities which can be used to choose between applicants who meet all of the essential criteria</p>
Qualifications	<p>Good Honours Degree or equivalent</p> <p>PGCE or QTS</p> <p>A recognised leadership qualification (or commitment to completing a course)</p>	<p>Higher degree or evidence of further study</p> <p>Evidence of advanced safeguarding training e.g. DSL</p>
Training	<p>Evidence of Continuing Professional Development through relevant courses and qualifications with reference to pastoral and/or safeguarding as well as pastoral leadership.</p>	<p>Experience of delivering CPD/ INSET to colleagues</p>
Experience	<p>Outstanding classroom practitioner capable of engaging students and generating high student outcomes</p> <p>Experience of leadership including coaching and mentoring colleagues</p> <p>Experience in leading the performance management of colleagues and / or contributing to their professional development</p>	<p>Experience of presenting ideas to a range of audiences including staff, parents and governors</p> <p>Experience of preparing documentation for pupils, parents and staff on pastoral policies and themes</p>

	Experience in leading a Pastoral Team	
Knowledge and Skills	<p>The ability to motivate both pupils and colleagues and delegate appropriately</p> <p>Excellent ICT skills – Experience of teaching using iPads and using other technology to enhance Teaching and Learning</p> <p>Ability to incorporate the use of technology into lessons, to enhance pupils’ learning</p> <p>Strong interpersonal and communication skills</p> <p>The ability to write professional, well-researched articles, reports and policies</p> <p>Comfortable and confident in leading meetings</p> <p>Confident to manage a team and work with them to ensure they deliver the best outcomes for pupils</p> <p>Desire and ability to manage change</p> <p>Ability to communicate strategic view and development of the school</p>	<p>Knowledge and understanding of the ISI regulations relating to Safeguarding especially relating to Section 3 Pupils physical and mental health and emotional well-being, Section 4 Pupils social and economic well-being and Safeguarding</p>
Personal Qualities	Highly developed interpersonal skills with excellent written communication skills	Aspiration to progress career further in due course

	<p>Integrity, loyalty, positivity and commitment</p> <p>High expectations of self and others</p> <p>Commitment to equal opportunity and diversity</p> <p>Willingness to challenge constructively the work of self and others, in order to continually improve own and team performance</p> <p>Positive and flexible approach to opportunities and challenges</p> <p>Readiness to take ownership of problems</p> <p>Resilience and ability to work under pressure to meet deadlines</p> <p>Good team player</p>	<p>Ability to form positive networks, in and out of school</p> <p>Willingness and commitment to broaden links and seek external partnerships</p>
<p>Safeguarding</p>	<p>To role model the safeguarding approach at AESG</p> <p>Full understanding of safeguarding requirements</p> <p>Commitment to implementing and communicating whole school policies relating to the safeguarding of children</p>	<p>Relevant course / qualifications associated with safeguarding children in education</p>



ADDITIONAL INFORMATION

Salary and Other Benefits

The position is offered as a permanent role, full time all year round. The salary for the post will be dependent on relevant experience. Salaries are reviewed annually at the start of the academic year.

There is a 40% discount on School fees for the daughters of full-time members of staff – this discount is pro rata for part-time staff.

The School offers membership of a pension scheme applicable to either teaching or support staff. This post currently offers membership of the Teachers' Pension Scheme, with both employee and employer contribution rates set at levels published by the Scheme. Given recent changes to these contribution levels, long term membership of the Scheme is currently being reviewed.

Staff may purchase a lunch from the School dining room, and refreshment facilities are available during the day.

We offer an Employee Assistance Scheme, alongside a number of other wellbeing initiatives.

There is free parking on site for all staff.

Other Information

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.

All applicants who are offered employment will be subject to an enhanced criminal record check and the Children's Barred List check for the Child Workforce from the Disclosure and Barring Service (DBS), which must be cleared before the appointment is confirmed. Candidates will be required to submit the subsequent DBS Certificate to the School prior to commencement of their employment. Candidates are also required to present relevant examination qualifications for inspection at the interview stage.

In accordance with the Asylum and Immigration act 1996, the School will require candidates to provide documentary evidence at interview that they are legally entitled to live and work in the UK.

AESG adheres to the Data Protection act and General Data Protection Regulations 2018. As part of the application process we will obtain and process information about

you, including any criminal convictions you may have. All information will be kept confidential and will only be used to process your application.

If your application is unsuccessful, all your information will be deleted from our systems and disposed of in a secure manner.

Upon appointment the successful candidate will be required to complete a medical questionnaire which will be kept on their confidential personnel file.

The School is committed to equal opportunities for all of its employees and its policy is available on request.

AESG has a no-smoking policy throughout its buildings and grounds and a smart dress code.

Application Arrangements

An application for the post should be made by submitting to the Headmistress, either in writing, or by email to staffrecruitment@aesg.co.uk, the following:

- A fully completed AESG Application Form
- A supporting letter outlining how your experience and/or personal qualities would enable you to successfully fulfil the requirements of the post and contribute to the development of a thriving School.

The closing date for receipt of applications is Friday 1 November 2024.

Interviews will be held week commencing 11 November 2024.



ALDERLEY EDGE
SCHOOL FOR GIRLS

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