



ST CATHERINE'S SCHOOL
— TWICKENHAM —



Deputy Head Pastoral
To start April or September 2025
Full Time

Welcome to St Catherine's School

Thank you for taking an interest in working at St Catherine's. I hope this job description gives you a good understanding of our ambitious, creative and caring school.

All schools speak of their high standards for pastoral care, teaching and learning, and co-curricular provision and we are also very proud of our record of excellence in these areas. However, what sets St Catherine's apart is our vibrant and happy community; this is a place where pupils and staff feel supported and valued, and where friendship and belonging are everyday experiences.

Working at St Catherine's means being part of a team that puts the girls first, as we seek to bring out the gifts and talents of each individual. We are very proud of our strong exam results and we are also committed to a wide programme of activities and events so that school is exciting, varied and fun. Our dedicated staff enjoy making this possible, whether by encouraging designs for a STEM competition, travelling with the school cast to the Edinburgh Fringe, or simply taking time to listen to the girls. They also support each other, and they take pride in working together to provide the best all-round education for our girls.

I enjoy working closely with the current Senior Deputy, who will take up her own well-deserved Headship in 2025. The successful candidate will be someone who enjoys collaboration, has an appetite for innovation and for empowering others, a genuine pleasure in working with young people, and a sense of humour for the busy days. I am sure you will enjoy working at St Catherine's and I really look forward to hearing from you.

With kind regards



Johneen McPherson
Headmistress



The Mission and Values of Our School

We are inspired by St Catherine of Siena, who said 'Be who God wants you to be, and you will set the world on fire', to form young women of confidence and compassion, ready for service and leadership in the world. We fulfil our mission through these values:

Community: a place of cheerfulness, dignity and tolerance, where all are welcome

Faith: a Christ-centred school with time for reflection; a culture of gratitude and friendship

Courage: with self-knowledge, resilience and integrity, and a readiness for challenge

Scholarship: where gifts are developed through curiosity, imagination and ambition

Service: commitment to others, to stewardship, and to justice and hope for all

An Outstanding School

St Catherine's School is a Catholic independent Girls' Day School, which draws pupils from a wide catchment area. The site of St Catherine's has been famous since the poet, Alexander Pope, came to Twickenham in 1719. He developed extensive gardens behind his riverside villa and the School is now situated in this garden. In 1992 the School became fully independent and now operates as a charitable trust.

The School enjoys an enviable position next to the River Thames and is only a short distance from the centre of Twickenham. Strawberry Hill Station is a ten minute walk from the School and Twickenham Railway Station, 15 minutes. Both have regular services to London (Waterloo), Surrey, Berkshire and Middlesex.

Approximately 40% of pupils are Catholic, and we also warmly welcome girls from all faiths and none who are in sympathy with the values of School. The School's Christian values and Catholic ethos is offered in an inclusive and open manner, which allows us to help all girls to explore deeper values. This also underpins our excellent pastoral care system and all staff are committed to caring for each and every pupil.

We help every girl achieve her personal best by providing a broad and balanced education within a stimulating, secure and supportive environment. Success is achieved through personal responsibility, high expectations and a close partnership between parents and school. Emphasis is placed on ambition, creativity and resilience, and on the importance of pupil voice, kindness, and service. Since we are a relatively small school the staff know the pupils as individuals and this creates a strong and happy community.



The School is organised into the Preparatory School, Senior School and Sixth Form all of which are located on the same site. On leaving the Preparatory School, most pupils enter the Senior School and most Year 11 pupils join the Sixth Form.

Academic Scholarships are awarded for Year 7 and for the Sixth Form. Music, Art, Drama and Sports Scholarships are also available, and the all-rounder Siena Scholarship is awarded for the last four years of St Catherine's schooling.

In the Senior School pupils follow a broad academic and creative curriculum. Most pupils study ten subjects to GCSE A Level and three or four subjects at A Level. Sixth Form pupils can choose from a wide selection of subjects and many also complete the Extended Project Qualification (EPQ).

We attach great importance to a well-rounded education and co-curricular activities play a significant role in the life of the School. Competitive events are held throughout the year and there is a healthy rivalry between the four houses (Bronte, Cavell, Nightingale and Pankhurst). The Duke of Edinburgh Award Scheme is also a popular option. Sports include swimming, netball, athletics, cross country, hockey, football, tennis, gymnastics and rounders, and pupils achieve considerable success at county, regional and national level. Music and Drama also play an important part in the life of the School and all pupils are encouraged to participate in productions, choirs, orchestras, ensembles and concerts.

Facilities are very good and include an indoor swimming pool, multi-purpose hall, playing field, newly renovated ICT suites, and netball/tennis courts. Over the past ten years the School has invested heavily in new facilities, including a Sixth Form Centre, Drama Studio, dining facilities and other teaching areas, as well as upgrading the Science Block and playing field - and new projects are underway.

Further details may be found on our website: www.stcatherineschool.co.uk



Scholarships

Academic Scholarships are awarded for Year 7 and for the Sixth Form to pupils of academic promise who will benefit from the opportunities that St Catherine's provides and who will contribute strongly to the life of the school. Music, Art, Drama and Sports Awards are also available, and the all-rounder Siena Scholarship is awarded for the last four years of St Catherine's schooling.

The Curriculum

The Prep curriculum promotes creativity and curiosity and establishes firm foundations for all pupils; specialist teaching enriches the programme and includes French, Spanish, Drama, Food and Nutrition, Music and PE.

Pupils in Years 7 to 9 have a rich and exciting curriculum and pupils generally study ten subjects to GCSE level and three or four subjects to A Level. Sixth Form pupils can choose from a wide selection of subjects and they also have the opportunity to complete an Extended Project Qualification (EPQ).



Job Information

St Catherine's is very proud of its excellent pastoral care and of our warm, friendly environment where staff know and care for the girls so well. The Deputy Head Pastoral leads and manages the pastoral team to provide a positive, secure and happy environment where each pupil can thrive and flourish. S/he will have the ability to lead, inspire and support staff, and to ensure the effective use of resources, while striving to continually improve the standards and achievements of all pupils.

The Deputy Head Pastoral has responsibility for safeguarding, as the whole school Designated Safeguarding Lead, managing staff training, leading a team of experienced Deputy DSLs, and ensuring that safeguarding continues to have the highest priority at St Catherine's.

The Deputy Head Pastoral is a senior manager and leader who has a key role to play in both the strategic development of the school and its day to day management. The Deputy Head Pastoral will guide and motivate the pastoral team, addressing their training and development needs and identifying development and implementation strategies within the pastoral system. S/he is responsible to the Headmistress and is expected to promote and uphold the aims and ethos of the School.

S/he will demonstrate a clear understanding of and commitment to school priorities and the overall achievement and wellbeing of all pupils. The post holder will play a major role in the development of school policies and practices, and work within a collaborative and forward-looking senior management team.

Key Responsibilities

Responsibilities as a member of the Senior Management Team:

- To promote the vision and aims of the School;
- To work with the management team to plan strategy and policies, and weekly and termly events;
- To provide professional leadership and management to secure pastoral care for all pupils;
- To help to create a safe and healthy environment for members of the school community;
- To be a presence around school, supporting and taking interest in events and activities, and being a positive role model for staff and pupils;
- To address staff, parents and visitors with confidence at formal and social school events;
- To deliver INSET and staff training;
- To line manage middle managers, including some Heads of Department, the Heads of Lower School and Middle School, the school counsellor, and the Deputy DSLs;
- Oversee the management of trips in the Senior School;
- To complete some work during school holidays, at the request of the Headmistress; this additional time is usually in the form of a few days before the start and after the end of each term, and at least a week in the second part of August, when the results of external examinations are published; all members of SMT also share with the Headmistress cover for the school during holiday periods;
- To teach approximately 0.4 of a timetable.



Leadership and Management of Pastoral Care:

- In consultation with the Headmistress, lead the pastoral vision for the school;
- Lead and have strategic oversight of the implementation of the School's pastoral systems;
- Ensure that communication about the School's pastoral aims and values are clearly communicated through all school literature and the website;
- Take responsibility for the School's PSHE programme;
- Oversee the School's character development programme, Ignite;
- Ensure that all pastoral staff uphold the School's ethos and values through their management of communication with pupils and parents;
- Ensure school policies related to the pastoral systems are relevant, up to date, and clearly understood and followed by staff;
- Assist in the management of the pupil disciplinary process;
- Chair meetings regularly for the safeguarding and pastoral teams;
- Maintain an overview of budgets;
- Maintain records and practices to ensure compliance;
- Complete Appraisal of other staff.

Designated Safeguarding Lead:

- Undertake all the responsibilities of a Designated Safeguarding Lead in the school, including keeping the Headmistress informed of safeguarding issues;
- Respond effectively and immediately to safeguarding/child protection concerns;
- Work with the Deputy DSLs to manage pupil care and to ensure all school safeguarding policies are up-to-date;
- Manage the preparation of all paperwork and systems in readiness for external review/inspections;
- Ensure that all staff understand school safeguarding policies and are appropriately trained to recognise and deal with safeguarding/child protection issues;
- Monitor the confidentiality and storage of records in relation to safeguarding and child protection;
- Ensure the timely induction of new staff to the school in relation to safeguarding issues;
- Be the first point of contact for parents, pupils, teaching and non-teaching staff and external agencies in all matters of child protection;
- Liaise with external bodies to manage safeguarding and child protection cases;
- Contribute to the Compliance Committee and the SEND/Accessibility Committee;
- Take part in training, and conferences and reviews;
- Work with the Admissions Manager to ensure that when pupils leave the school, the Local Authority is made aware of their destination school, and that any safeguarding/child protection records are transferred safely.

Person Specification**Leadership, Experience and Skills:**

- Relevant experience in a management position;
- Excellent knowledge of all aspects of safeguarding and a proven commitment to promoting this in a school;
- Inspiring and innovative teaching;
- Highly developed leadership and interpersonal skills, emotional intelligence and emotional literacy;
- The ability to inspire, motivate and challenge and to be a team player;
- Excellent written and oral communication skills and the confidence to make effective presentations to a variety of audiences, including pupils, parents, staff and governors;
- The ability to analyse data, develop strategic plans, set targets and monitor and evaluate progress;
- The ability to lead and manage school change at a strategic level.

Personal Qualities:

- A strong commitment to School ethos and culture, and a willingness to support pupils and staff, including at events and co-curricular activities;
- A strong work ethic with a high degree of loyalty and flexibility;
- A calm demeanour with the ability to maintain a good sense of humour, optimism and imagination;
- Good judgement, the ability to self reflect, integrity, resilience and personal confidence.

The salary, which will depend on qualifications and experience, will be discussed when the position is offered to the successful candidate.

St Catherine's School Benefits

Working at St Catherine's School Twickenham offers a unique and fulfilling experience due to the School's strong commitment to academic excellence, pupil wellbeing, and a happy and supportive community life. The school prides itself on providing a nurturing environment that fosters both personal and professional growth.

Staff benefit from a collaborative and inclusive culture, where innovative teaching methods and ongoing professional development are encouraged. The beautiful, historic campus provides a tranquil setting conducive to creative and effective teaching. Additionally, St Catherine's School's dedication to developing well-rounded students ensures that educators have the opportunity to make a meaningful impact in a setting that values and supports their contributions.

Additional Benefits include:

- Competitive salary
- Pension scheme, including salary exchange
- Employee Assistance Programme for staff and their family
- Complimentary lunch and refreshments
- Cycle to work scheme
- On site parking
- Fee reduction
- Staff wellbeing activities, including swimming, yoga/pilates, static rowing, and prayer group
- Staff Liaison Committee
- A comprehensive training and development programme
- Tickets for school music and drama performances
- End of term celebrations and staff social events



Application

If you feel you have the experience, enthusiasm and commitment necessary for this post, then we would be delighted to receive an application from you. Informal visits to the school are also encouraged; please email the Head of HR at the address below to arrange a convenient time.

Please complete the enclosed application form and send it together with a covering letter addressed to the Headmistress via email to recruitment@stcatherineschool.co.uk

Please note that only applications on the School's application form will be considered. It is not necessary to send a separate CV nor to complete an application in the TES format.

Closing date for applications: Wednesday 6 November 2024, 11.00am

First Interviews: week commencing Monday 11 November 2024

Second Interviews: week commencing Monday 18 November 2024

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. The successful applicant will be subject to a number of safer recruitment checks including an enhanced DBS, Barred List and social media checks as part of Keeping Children Safe in Education, and once in post, receive further training and updates.

Thank you for the interest you have shown in our School; we look forward to receiving your application.

