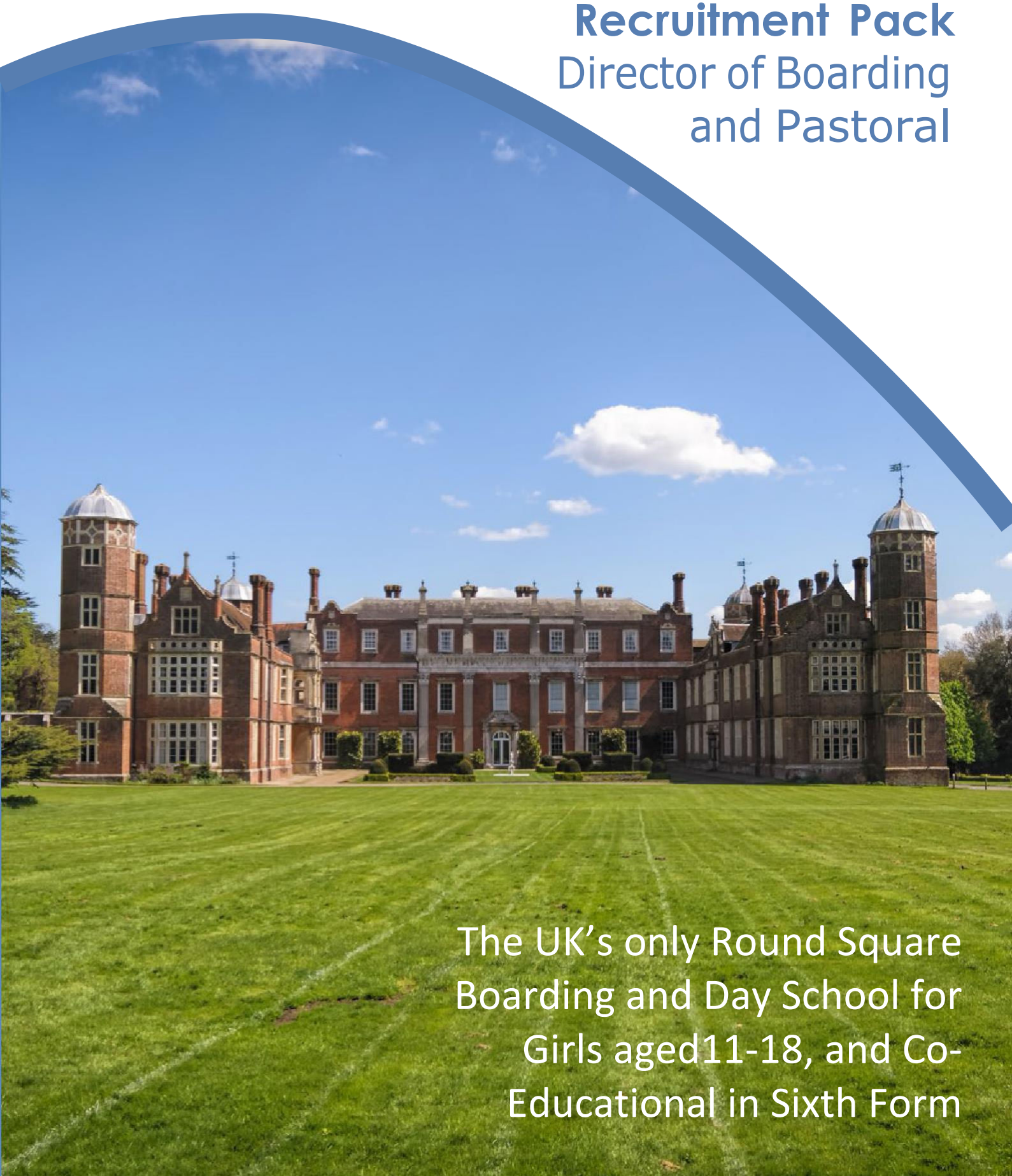
Cobham Hall

Recruitment Pack

Director of Boarding and Pastoral



The UK's only Round Square Boarding and Day School for Girls aged11-18, and Co-Educational in Sixth Form



Cobham Hall

Dear Applicant

Thank you for your interest in the position of Director of Boarding and Pastoral at Cobham Hall. We are seeking to appoint a highly talented individual to join our dynamic, hardworking, committed, and forward-thinking Leadership Team. The successful applicant will enjoy working collaboratively and will have the passion to contribute to the development of our flourishing School. We have a diverse, enthusiastic, and highly supportive community of teachers and Boarding staff with a commitment to academic excellence while maintaining a first-rate provision of pastoral care. As a member of the Leadership Team, the successful candidate will work closely with the Headmistress, Deputy Headmistress and Heads of School, to help shape, deliver and manage the future direction of Boarding and pastoral care in the School.

With a genuinely holistic skills based educational philosophy, which puts the individual at the centre and gives equal priority to academic, co-curricular and pastoral elements of education, the School believes in discovering the talents of every student and in enabling individuals to succeed in every aspect of their education, placing creativity, community and wellbeing at the heart of school life. Cobham Hall welcomes international students and students from a diverse range of schools from across Kent, as well as the London boroughs of Greenwich, Bromley, Bexley and beyond. The School is a Boarding and Day school for girls aged 11 to 18 and is co-educational in the Sixth Form.

We hope that this information pack will provide you with the information you need on Cobham Hall and the role. However, should you want to discuss the position further please do not hesitate to contact me via my PA, Mrs Linda Odendaal, by email odendaall@cobhamhall.com or by phone 01474 823371.

This is a key residential role in the School. The postholder will need the energy, enthusiasm, and the skills necessary to promote and develop Boarding alongside whole school Pastoral provision; to drive up standards and contribute to whole school projects and strategies. The Successful candidate will be expected to teach and have experience of teaching Science or Languages in a secondary school will be an advantage.

You will need to have experience in Boarding or within a pastoral role. Previous experience in a middle management position is an advantage. However, we will provide full support and training for the right person if this is your first senior management role. The postholder will report to the Deputy Headmistress.



Mrs Wendy Barrett
Headmistress

Pay and Benefits

Salary will be dependent on experience. The following benefits are included in this role.

- Contributory Pension Scheme.
- One or two bedroom flat on site with full board throughout the year.
- Comprehensive induction and on-going opportunities for Professional Development.
- Enthusiastic students, willing to take part in activities.
- Use of the School fitness room, tennis courts and swimming pool.
- Free onsite parking.
- Access to 150 acres of Grade II* designed parkland.

Contact Time
The School is in session 33 weeks per year.



Job Description

Duties and Responsibilities

Strategy

- Assist the Headmistress and Deputy Headmistress in developing and delivering the School's Improvement plan and translating the School's vision into agreed objectives and plans.
- Assist the Headmistress and Deputy Headmistress in developing and delivering a strategy for Boarding.
- Take the lead and work with the Pastoral Team to ensure the success of pastoral and wellbeing policies and procedures and ensuring that provision reflects the ethos and vision of the School.
- Plan for and implement innovation in pastoral programmes and in the wellbeing of the School community.
- Create and deliver the Pastoral vision for the School and working with the Pastoral Teams to embed it throughout the School.
- Lead the E-Safety provision to ensure online safety and appropriate use of electronic devices.
- Take responsibility for all aspects of the pastoral provision for all students and monitoring and evaluating its effectiveness and development.

Leadership

- Be a member of the Leadership Team which is responsible for the strategic development of all aspects of pastoral care and academic provision of students at Cobham Hall.
- Be responsible, within the Leadership Team, for contributing to discussion on School wide issues even outside your own specific remit.
- Be responsible for all aspects of staff management specific to the role.
- Develop professional and supportive relationships with parents.
- Assist the Headmistress and Deputy Headmistress with recruitment of staff.
- Be responsible for drafting and presenting papers to the Leadership Team and the Court of Governors.
- Create, develop and review policy and procedures.
- Carry out school wide responsibilities which lie with being a member of the Leadership Team.
- Promote attendance and involvement in whole school events.
- Be Deputy Safeguarding Lead and to work closely with the Designated Safeguarding Lead
- Line manage the Mental Health and Wellbeing Lead and liaise closely with our Wellbeing teacher.
- Line manage the School Nurse.
- Create a safe and healthy environment for members of the School community.
- Work with the Headmistress and Deputy Headmistress to ensure the School is fully prepared for an ISI inspection.



Pastoral Care

- Be responsible for strategic review of the pastoral systems within Cobham Hall and responsible for the implementation of new developments following consultation with stakeholders.
- Be responsible for the management of Pastoral Teams.
- Arrange the assembly programme.
- Work in close co-operation with the Pastoral Leads at the other schools in the Foundation.
- Plan and coordinate student care plans with the appropriate members of staff.

Boarding

- Hold the post of Head of Boarding.
- Be responsible for Boarding staff rotas, and line management of the Boarding staff.
- Undertake Boarding duties across Houses.
- Develop the Boarding Improvement Plan.
- Develop the role of the Housemistress through a review of job descriptions, the management of inset and appraisal, and through day-to-day supervision of these roles.
- Ensure that record keeping in Houses is maintained appropriately.
- Work closely with all Boarding staff and the Director of Operations to manage the programme of development and maintenance across all Houses.
- Be responsible for adherence to Boarding Minimum Standards.

Behaviour and Discipline

- Be responsible for matters of good behaviour and discipline amongst students.
- Oversee the behaviour management procedures within the School; to oversee their review when necessary and to be responsible for the effective introduction of any appropriate changes.
- Be responsible for the operation of the School's rewards and sanctions.
- Enforce the observance of the School's rules by all students.
- Oversee the standards of dress, appearance and behaviour of students.

Training and Development

- Be responsible for the strategic development of training of all staff in pastoral issues and the implementation of the staff pastoral training programme.
- Be responsible alongside Head's of School for the management of the pastoral programme as it relates to students including the Tutorial programme, Wellbeing programme, SRE SoW, mentoring and leadership training.
- Attend appropriate Insets as required by the role.



Marketing
Every member of staff plays a vital role in the marketing of the School in a variety of ways and within the capacity of their role. You will be expected:

- Support the Headmistress in the promotion of the School to prospective parents and students.
- Be involved in planning and delivery of marketing events.

Interview
Details of the interview process will be sent to shortlisted candidates. Interviews will take place before the closing date for suitable applicants and we will appoint if a suitable candidate is found.

Closing date for applications: **9:00am, Monday 19th June 2023**.

Safeguarding and the Welfare of Children

Cobham Hall and all of its staff are fully committed to safeguarding the welfare of children. It is the responsibility of every employee of Cobham Hall to promote and safeguard the welfare of children, to comply with the Safeguarding Policy and promote the welfare of children who are students at the School, and to report to the Designated Safeguarding Lead any concerns relating to the safeguarding and welfare of children. Cobham Hall has in place a safer recruitment policy which includes procedures designed to ensure that the health, safety and welfare of children are paramount considerations in the appointment of all members of staff. Successful applicants are subject to an enhanced DBS check.

"The rapport between teachers and their students is extremely positive, enabling the teaching to be purposeful, effective and enjoyable."
- ISI Report -



Person Specification

Criteria	Essential	Desirable
Evidence of having personally led improvement	√	
Communicate effectively to a range of audiences	√	
Evidence of having personally introduced strategies which have brought about improvements in student experience		√
Experience of and ability to lead and manage staff	√	
Evidence of being a role model to your school:The ability to effectively lead and manage staff	√	
Evidence of having engaged in whole school development		√
Experience of teaching		√
Experience of leading Safeguarding provision		√
Prioritise and manage time effectively	√	
Experience of running a Boarding House	√	
Experience of effectively preparing and supporting a team for an ISI inspection		√
Evidence of knowledge and ability to tackle underperformance	√	
Evidence of being innovative		√
Evidence of being able to use data effectively		√
Capacity to coach and support members of the School	√	
Delivered effective whole school Continuing Professional Development		√
Ability to deal with conflict	√	
Effective use of ICT	√	



Information about Cobham Hall

Cobham Hall is housed in a beautiful Grade 1 listed Tudor mansion built in 1584 and was at one stage home to the Ashes of cricketing folklore. The School is otherwise set in 150 acres of tranquil 18th Century park landscape in the pretty village of Cobham in Kent.

The School is within half an hour of central London via the High Speed train service from Ebbsfleet International to London St Pancras and within an hour of the Channel ports of Dover and Folkestone by car.

Cobham Hall was founded in 1962 and is a Boarding and Day School for girls aged 11 to 18, and co-educational in Sixth Form. The School is part of The Mill Hill Schools Foundation and a member of the Round Square network of schools and indeed when it became a member back in 1971 was, at the time, the first all-girls' school to join the network.

The Round Square IDEALS are central to the School's ethos, helping each student to realise that "there is more in you than you think": the School's motto. There is a high commitment to the personal wellbeing of each student and Cobham Hall is recognised as a leading innovator in this area.

The School's aim is to ensure that students leaving Cobham Hall are young individuals who can step into the world with confidence in their abilities, who are eager to embrace opportunities, and who have an understanding and practical experience of working alongside people from different backgrounds and cultures.

Our small class sizes ensure that each student is able to be supported on their educational journey and enables lessons to be dynamic and engaging.

Full details of Cobham Hall's most recent inspections are available on its website at www.cobhamhall.com. In summary, a full integrated ISI inspection in 2015 found the majority of areas looked at to be excellent, with the remainder all found to be good, whilst in 2019 the School received a very positive report from CReSTeD.

For further details about Cobham Hall please refer to the School's website, details of which are set out above. The School is an equal opportunities employer. We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. Successful applicants are subject to an enhanced DBS check.

"The rapport between teachers and their pupils is extremely positive, enabling the teaching to be purposeful, effective and enjoyable."

- ISI Report -



HOW TO APPLY

1. If you would like to apply for this role, please complete an application using the Apply button below.

APPLY

2. Our Guidance Notes for Applicants can also be found on the portal. **Closing date for applications Monday 19 June 2023.**

Please note that we are unable to accept applications unless they are made on our own application form. Due to the large number of applications the School receives, please be aware that only shortlisted candidates will be contacted to be invited for an interview.

The Foundation reserves the right to interview candidates ahead of the closing date and applications will be considered as they are received.

The Mill Hill School Foundation is committed to safeguarding the welfare of children. As part of our Recruitment Checks, the appointed candidate will be subject to a Social Media and Enhanced DBS Check.

The schools apply for an Enhanced Disclosure from the Disclosure and Barring Service (DBS) for all positions at the schools which amount to regulated activity. The role you are applying for meets the legal definition of regulated activity with children.

If you are successful in your application you will be required to complete a DBS Disclosure Application Form. Employment with the schools is conditional upon the schools being satisfied with the result of the Enhanced DBS Disclosure. Any criminal records information that is disclosed to the schools will be handled in accordance with any guidance and/or code of practice published by the DBS. It is an offence for person barred from working with children to apply for this post.

The Mill Hill School Foundation is committed to Equal Opportunities and welcomes applications from all sections of the community.

There is more in you than you think

Cobham Hall

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