

# Deputy Head (Pastoral)



**Reports to:** Head

**Responsible for:** : HsMs, Heads of Year, medical centre staff, Wellbeing Hub, Island Leaders

**Salary** - Competitive

**Hours of work** - 1FTE, temporary sick cover until at least the Spring Term of 2027 with potential of extension.

**Start Date:** 10 August 2026 - applicants must be available to commence employment on this date.

## **Role overview**

The Deputy Head (Pastoral) is a key member of the Executive and Senior Management Team, responsible for leading the pastoral care, wellbeing, and personal development of pupils across the school, including overall responsibility for the leadership and strategic development of boarding.

Given the critical nature of this position in ensuring continuity of safeguarding and pastoral leadership, the successful candidate will be expected to take up post on 10 August 2026 in preparation for the start of the academic year.

## **DISCOVER ST LEONARDS**

St Leonards has been at the forefront of education since its foundation in 1877. It is a traditional school, yet forward thinking and ever progressive in its outlook, offering a truly inspirational global learning environment for pupils aged 5 to 18.

[stleonards-fife.org](http://stleonards-fife.org)

St Andrews, Scotland KY16 9QJ Registered Charity SC016693

St Leonards is an HMC and IB World School situated in the heart of the vibrant, historic and cosmopolitan university town of St Andrews, the 'Home of Golf'. The School is fully co-educational with c.550 pupils from Kindergarten to Year 13, over 150 of whom are boarders, with boarding available from age ten. The Junior School accounts for 135 of the pupils of St Leonards, with plans to continue to grow our Junior boarding offering.

With 34 nationalities in the pupil body, it is a school with a truly global outlook. The school's motto is Ad Vitam ('for life'), and the approach to learning of the International Baccalaureate permeates all areas of school life, within and beyond the classroom. The IB ethos is central to all that we do in our school community, to our present day and to our future.

St Leonards offers an exceptional range of enriching academic, sporting, musical and creative opportunities, and was named 'Scotland's Independent School of the Year' by the Sunday Times for 2019, in recognition of its complete commitment to offering a first-class education.

Since then, St Leonards has been named winner of the BSA Boarding Research (Boarding & Wellbeing) Award 2022, Independent School of the Year 2024 for Academic Performance (A Level/IB) and most recently Scotland's Independent School of the Year 2026 for Academic Excellence by the Sunday Times.

The average IB Diploma points score in 2025 was 36, with over 85% of all Higher Level (HL) scores graded at 7/6/5 (equivalent to A\*/A/B at A level).

The School has recently undergone a multi-million refurbishment programme of the boarding houses; a sector leading golf programme is well established; the record school roll continues to grow; academic achievement is strong; public recognition of St Leonards is incredibly positive; the highest standards of pastoral care are provided by experienced and committed staff, and outstanding teachers are attracted to work in and become part of the inclusive and diverse St Leonards community.

One hour from Edinburgh Airport and approximately a one hour flight from London, our enviable Scottish location is accessible, with beautiful beaches, historic landmarks and rolling countryside on our doorstep.

The town is very much seen as an extension of the School campus and St Leonards' close collaboration with the University of St Andrews, recently voted the top university in the UK for a second year running, is yet another opportunity. It truly is a special place to live and to work, offering an outstanding quality of life in the most scenic of surroundings.

As we move towards our 150th anniversary, the School is at an exciting stage of its development. At St Leonards, we aspire to attract and retain the best staff, who embody the IB Learner Profile attributes and strive to deliver a holistic education that effectively prepares pupils for the future, fostering in them a love of learning that they take with them through life, Ad Vitam.



## **Key responsibilities**

### **Strategic leadership**

- Lead the School's pastoral vision and values, ensuring a culture of care, respect, and high expectations.
- Oversee and develop the School's pastoral systems, policies, and procedures, ensuring they are effective and fit for purpose.
- Drive the strategic development of boarding, maintaining the highest standards of pastoral care and pupil welfare.
- Promote an inclusive and supportive school environment that prioritises pupil wellbeing and personal growth.

### **Pastoral and wellbeing leadership**

- Provide leadership and oversight of safeguarding, ensuring rigorous enforcement of child protection policies and liaising with external authorities as necessary.
- Support the personal and social development of pupils through a robust tutorial and wellbeing programme (Ad Vitam).
- Oversee the behaviour, attendance, and discipline policies to ensure consistency across the school. Develop and implement initiatives to enhance pupil resilience, mental health, and wellbeing.
- Work with the medical centre, Wellbeing Hub and pastoral staff to provide high-quality health and emotional support.

### **Boarding leadership**

- Provide strategic oversight of all aspects of boarding, ensuring the highest standards of care.
- Line manage and support Hsms, ensuring best practice in boarding provision.
- Oversee compliance with national boarding standards (CARE), ensuring all statutory requirements are met and documented through regular inspections and reviews.
- Foster a warm and supportive boarding community, integrating boarding life within the wider school.
- Oversee the House development plans for each boarding house.

[stleonards-fife.org](http://stleonards-fife.org)

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- Publish and review the School's Boarding Handbook on an annual basis.

### **Staff leadership and development**

- Lead and manage all pastoral and boarding staff, ensuring the promotion of professional development opportunities. Provide training and guidance for Hsms, Heads of Year, Assistant Child Protection. Leads and pastoral staff.
- Support and develop a culture of professional dialogue, high expectations, and accountability.

### **Pupil experience and parental engagement**

- Serve as the key point of contact for pastoral concerns, working closely with pupils, staff and parents.
- Ensure effective communication between School and home regarding relevant pastoral matters.
- Develop initiatives that strengthen the partnership between School, parents, and external agencies.
- Oversee the induction, transition, and integration of new pupils into the School
- Community.
- Develop well-established channels of communication for pupil voice across the School.

### **Operational and compliance responsibilities**

- Be the School's Safeguarding and Child Protection Lead
- Ensure all safeguarding and child protection policies are strictly adhered to, conducting regular training and audits to maintain high compliance standards.
- Work closely with external inspectors (CARE) and regulatory bodies (HMIE) to maintain the highest compliance standards.
- Contribute to the strategic development of School policies and whole-School decision-making.

## **Person specification**

### **Essential**

- Extensive experience in pastoral leadership within a boarding or independent school setting.
- A strong commitment to pupil welfare, safeguarding, and wellbeing.
- Outstanding leadership and people management skills.
- Ability to inspire and engage staff, pupils, and parents.
- Excellent organisational, communication, and interpersonal skills.
- Proven ability to develop and implement pastoral strategies that enhance pupil experience.

### **Desirable**

- Experience as a HSM or in a similar leadership role within a boarding environment.
- Experience in leading large-scale pastoral initiatives or wellbeing programmes.
- Strong understanding of national boarding standards and compliance requirements.

**stleonards-ffe.org**

## Additional Information

- The role includes evening and weekend commitments, including regular visits to boarding houses, attendance at School events, and active engagement in the boarding community.
- The post-holder will be expected to contribute fully to the wider life of the school.



## THE APPLICATION PROCESS

St Leonards is committed to creating a diverse and inclusive culture, where all members of the community - colleagues, pupils and families - are seen and valued. This culture ensures that St Leonards delivers an outstanding global education in a multi-cultural living, learning and working environment.

Applications should be made via our website :

<https://www.stleonards-fife.org/news-information/employment> and should include the completed application form.

**Closing time and date for applications is 12:00 noon on Friday 26 June 2026. Early applications are encouraged and we reserve the right to appoint before the closing date.**

Any questions may be directed to [recruitment@stleonards-fife.org](mailto:recruitment@stleonards-fife.org).

*All successful applicants will be required to hold or be accepted for membership of the Disclosure Scotland Protecting Vulnerable Groups (PVG) scheme.*

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