

Durham Cathedral Schools Foundation

PASTORAL DEPUTY HEAD



Durham
Cathedral
Schools
Foundation



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Traditionally Modern

Learning has been part of the life of Durham for a thousand years, and the Durham Cathedral Schools Foundation has been at the heart of the city's education for most of that time; refounded in 1414 as schools for "grammar and song" by Bishop Thomas Langley, Durham School was again refounded by Henry VIII at the dissolution of the abbey in 1541.

Durham School moved from its mediaeval home on Palace Green to its current location in 1844; although the city centre is only five minutes' walk away, the School has a peaceful, rural atmosphere.



Today, the School educates around 675 pupils. The Chorister School is our prep school, and is for girls and boys aged 3–11. Durham School is our senior school, and is for girls and boys aged 11–18. Boarding is available to pupils aged 8 and up, and 20% of our pupils board. Just over a third of our pupils are girls.

Our vibrant and successful Sixth Form prepares pupils for the next stage of their journey. Within a community shaped by moral integrity and kindness, we cultivate ambition and responsibility, giving all Dunelmians the foundations to be happy and make a positive

mark in the world.

By embracing this ethos, our pupils not only learn to pass their examinations today, but also receive an education that gives them confidence for life and respect for all.

Durham Cathedral Schools Foundation has a long and ancient history. The secret to our longevity is our passionate teachers, who, using innovative approaches and new technologies, seek to kindle the intellectual curiosity of our pupils, preparing them to answer the questions of tomorrow.



A Word from the Principal

In so many ways, all schools are similar and yet all schools claim to be different; so what is the unique quality that makes DCSF distinctive?

In short, we compete. In comparison to most schools, DCSF is small, but we do not let that stand in our way. Pupils here do lots of things that revolve around their education: sport, music, drama, outdoor pursuits, CCF, and so the list goes on. Pupils represent the school at county, national, and international levels, achieving impressive standards in all that they do and competing with the best of them. Pupils dedicate time to these activities because they are fun and enhance CVs but, more importantly, because they develop the pupils as people; they learn to compete, they learn to win, and they learn what to do when they fail or lose. Balancing all this with academic work is never easy but pupils learn from the very beginning that examinations cannot get in the way of an education that will last a lifetime.

There are many tasks which might compete as the most important for any headteacher, but getting the right people on the bus is not only a privilege but also the guarantee that DCSF remains distinctive and all that it is. The teachers here dedicate themselves to their pupils, they inspire questioning and a love of learning, and contribute to a warm and lively community.



A handwritten signature in dark ink, appearing to read 'K. McLaughlin'.

Kieran McLaughlin

Principal

A World Class Location

"I got off at Durham, intending to poke around the cathedral for an hour or so and fell in love with it instantly in a serious way. Why, it's wonderful – a perfect little city – and I kept thinking: 'Why did no-one tell me about this?' I knew, of course, that it had a fine Norman cathedral but had no idea that it was so splendid. I couldn't believe that not once in twenty years had anyone said to me, 'You've never been to Durham? Good God, man, you must go at once! Please – take my car.' I had read countless travel pieces in Sunday papers about weekends away at York, Canterbury, Norwich, even Lincoln, but I couldn't remember reading a single one about Durham, and when I asked friends about it, I found hardly anyone who had ever been there. So let me say it now: if you have never been to Durham, go at once. Take my car. It's wonderful."

Bill Bryson, Notes from a Small Island



M

MORAL INTEGRITY

We have the courage to say and do the right thing

We demonstrate a will to do the right thing

We can be relied upon to do the right thing

We act in private as we do in public

We stand firm for what is right

We challenge things we think wrong and are open to challenge from others

We are accountable for failure as well as success, and do not allocate blame

We demonstrate and promote honesty, and are true to ourselves

A

AMBITION

We achieve our goals by consistently working toward them

We go above and beyond the call of duty

We re ambitious when we set goals for ourselves

We seek help and support before giving up and identify lessons in setbacks

We encourage all to develop maximum potential and support others to achieve

We embrace opportunities, challenge, and seek to develop our skills and talents

We identify opportunities for School Development

R

RESPONSIBILITY

We do what we say we will

We are punctual and prompt in all that we do

We use our resources responsibly, developing and caring for our environment

We act before being asked and consistently deliver on expectations

We prepare thoroughly for all tasks

We are accountable for our actions

We encourage autonomy in all and seek leadership

We acknowledge and seek to resolve problems

We pioneer better ways of doing things



K

KINDNESS

We are open and approachable to all, no matter their gender, faith, race or background

We welcome and listen to the opinions of others and look to engage and involve a diverse range of views in the community

We attend to and include newcomers and those needing help, and actively build relationships

We support each other and stand up for fellow colleagues and pupils

We acknowledge individual needs within our diverse and inclusive community

We speak positively of the School community, and are positive in responding to questions



Our Values

For over 600 years, Durham Cathedral Schools Foundation has prepared the young of today to be the leaders of tomorrow in the lessons we teach both in and outside the classroom, but more importantly in the values we encourage in every aspect of our daily lives. Moral Integrity, ambition, responsibility, and kindness are the MARK of a Durham Cathedral Schools Foundation education





The Position

This position represents an excellent opportunity for a talented and well-qualified individual to take full responsibility, delegated from the Principal, for the pastoral welfare of pupils at the School from September 2022.

All staff at Durham Cathedral Schools Foundation are expected to contribute fully to the cocurricular and boarding life of this busy and successful School.

Durham Cathedral Schools Foundation is committed to promoting the safeguarding of children and expects all employees to share this commitment. Any job offer will be made subject to satisfactory checks, including an enhanced DBS disclosure.

Durham Cathedral Schools Foundation is an equal opportunities employer and welcomes applications regardless of age, gender, race, religion, disability, or sexual orientation.

Job Description

Line Management:

- Report to Principal
- Line Manager for all House Staff

Main Responsibility:

- To manage all aspects of pupil welfare

Specific Tasks:

Pastoral Care

- To take full responsibility, delegated from the Principal, for the pastoral welfare of all pupils in Durham School.
- To liaise with the Headmistress, where appropriate, in relation to the welfare of pupils at Chorister School.
- To support staff in all aspects of behaviour management at DCSF.
- To develop strategies to maintain the highest standards of pastoral care.
- To encourage high quality professional development in pastoral care.

- To support and inform parents in their role as main carers, coordinating the production and distribution of all pastoral information to parents prior to their children starting at DCSF.
- To be the Designated Safeguarding Lead.
 - To be one of the School's two designated persons with responsibility for Safeguarding children (Child Protection) and to undertake appropriate training as statutorily required.
 - To be the member of staff responsible for Looked After Children.
 - To be the main point of contact with police, social services and other agencies in any issue relating to Safeguarding Children.
- To plan and deliver staff INSET on pastoral and safeguarding issues, including bullying, cyber bullying and online safety.
- To develop and review School policies ensuring regulatory compliance.

- To promote the views of pastoral staff to Governors, attending meetings when appropriate.
- To oversee the work of School Monitors, including their training.
- To conduct regular audits of bullying incidents.
- To arrange a programme of outside speakers and school presentations to pupils and parents.

Leadership and Management

- To act as direct line manager for all Senior Housemasters/mistresses (SHMs) and, via them, all pastoral staff.
- To chair the SHMs' Committee.
- To ensure that each House develops and implements a House Development Plan.
- To oversee the operation of the Medical team.
- To chair regular meetings of Matrons.
- Oversee the allocation of staff as tutors.
- To chair meeting of all pupil councils and feedback proposals to/from SMT.
- To lead on annual Child Protection training for staff.
- To work with the Academic Deputy Head in the production of an annual



Job Description

forecast of events in order to assist with pastoral and academic management of pupil time.

- To sit on the Health, Safety and Welfare Committee.

Senior Management Team

- To deputise for the Principal when necessary.
- To assist in the development of the School's Strategic 5-year Development Plan with particular emphasis on pastoral issues.
- To attend all new parent/pupil acquaintance events.
- To attend all School Open Days.
- To carry out any other reasonable duty when requested by the Principal.



Role Profile

		Essential	Desirable
Professional	Strong academic background	•	
	Degree from recognised university in relevant subject & relevant teaching qualification [QTS]	•	
	Proven experience of managing safeguarding of children in a senior school environment	•	
	An ability to manage colleagues in an environment designed to improve the quality of pastoral care	•	
	An ability to work with others to achieve goals by negotiating and allocating tasks, as well as motivating and supporting a diverse and highly skilled team	•	
	Experience of a boarding school environment		•
	Conversant with educational , curricular and legislative developments in the fields of pastoral care and safeguarding	•	
	An ability to think strategically, reflect and take advice on decisions	•	
	Able to work on one's own as well as in a team across the width and breadth of the school community	•	
	An ability to represent the school on public occasions in a professional manner	•	
	Ability to support the co-curricular life of the School		•
	Excellent written and communication skills	•	
	The ability to manage a substantial workload calmly, effectively and efficiently	•	
	Able to lead, manage, and motivate others	•	
	Able to inspire, to teach and motivate learners	•	
	A people person with a sense of humour, who can show both sensitivity, decisiveness, flexibility, authority and warmth at the appropriate times	•	
	Excellent IT skills		•
	The ability to balance broad strategic thinking with attention to detail	•	
Personal	To uphold the School's core values publicly	•	
	To be organised with ability to prioritise and work to deadlines	•	
	Have an excellent punctuality and attendance record	•	
	Be of smart professional appearance	•	
	Have a willingness to engage in further training		•
	Good judgement of people and situations		•

Our Staff



Miss Louise Hinde
Languages' Teacher & Explorer

"Learning a language is about more than simply vocabulary and grammar, it is about opening worlds; I try to show my pupils that their worlds should never be limited by language."



Mr Andrew Beales
Development Director

"My role is all about creating opportunities for young people with the support of Foundation community. From the archives through parents, alumni, to lettings and events the Development Office is a driving force for change at the Foundation.

Individuals need to develop too, and I am grateful the School have helped me to undertake an MBA in Educational Leadership."

Additional Information

Other Information

Boarding is a thriving part of Durham Cathedral Schools Foundation; we offer a wide range of cocurricular activities, and would welcome any successful candidate who can make a commitment to leading & supporting an activity or sport.

The Application

All applications are to be submitted on the School's application form; these are obtainable from the School website: www.dcsf.org.uk

Alternatively, please contact the Principal's PA, Mrs Emma Mussell, on 0191 731 9270. principal@dcsf.org.uk

The Deadline

The deadline for all applications is 10am on Friday 12th November 2021 but please feel free to submit your application as soon as possible.

The Interview

The interview process will take place in two stages. The first round of interviews will commence the week beginning Monday 22nd November 2021. The second round of interviews will commence on the week beginning Monday 29th November 2021. Further details and a schedule will be provided in advance of the interview.

Safeguarding

Durham Cathedral Schools Foundation is committed to promoting the safeguarding of children and expects all its employees to share this commitment. Any job offer will be made subject to satisfactory checks, including an enhanced DBS disclosure.

Equal Opportunities

Durham Cathedral Schools Foundation is an equal opportunities employer and welcomes applications regardless of age, gender, race, religion, disability, or sexual orientation.



74 teachers



1:7 total staff to pupil ratio



95.5% A*–C at A level

**Confidence for Life
Respect for All**



100+
activities



27 A level
options



130 Sports
Teams



GET IN TOUCH:

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Registered Charity No. 1023407



Durham
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Foundation

Leading
Independent
Schools



Please note all information submitted as part of an application for a position at Durham Cathedral Schools Foundation will be held and processed under the terms of our privacy notice available at www.dcsf.org.uk/pn/