



**APPOINTMENT OF:
DEPUTY HEAD (PASTORAL)**

Required for September 2024



ABOUT JOHN LYON

John Lyon is Northwest London's leading co-ed, all-through 3 to 18, independent school. We are forward-thinking and dynamic in our approach. Our eight School Values: Ambition, Community, Creativity, Enquiry, Excellence, Heritage, Innovation and Resolve guide us in all we do and are embedded into School life.

Together with our Prep School (Quinton Hall), we proudly serve families in Harrow-on-the-Hill, around Harrow and further afield by offering a world-class school experience. John Lyon is a happy and thriving community.

“ The school community transcends cultural difference and exudes an ethos of inclusivity through natural acceptance. ”

ISI Inspection Report, January 2020



At John Lyon, we believe that every pupil has unique talents and strengths. We pride ourselves on providing an enriching, supportive, and challenging environment for every pupil, while promoting a culture of academic excellence, personal responsibility and respect for others.

Academic work is just the beginning, and we firmly believe that the additional opportunities we provide through our extra-curricular, co-curricular and Excellence programmes are equally important, playing a vital role in equipping our pupils with the skills and experiences they will need to help them succeed in life at school and beyond. Pupils find that our vibrant and inclusive co-ed classrooms create a diverse learning community in which all can thrive.

We embrace technology and put it at the forefront of all that we do. As a 'Microsoft Showcase School', we are one of only 82 other schools and colleges in the UK to be recognised by Microsoft.

We are not your typical school. We are part of something much bigger. John Lyon School sits within John Lyon Foundation and alongside the Harrow Family of Schools, which includes Harrow School itself and Harrow International Schools around the globe. Pupils benefit from these close links and regularly take part in pan-Family events, including an annual Fifth Form Conference, assemblies and lessons streamed with partner schools, creative-writing anthology and a STEAM magazine. In addition, staff often have the opportunity to collaborate with colleagues all over the world in order to develop best practice and exchange ideas and resources.

“ Pupils recognise and appreciate that staff have high expectations and allow them sufficient independence to develop self-control and self-motivation. ”

ISI Inspection Report, January 2020



THE COMMON ROOM

John Lyon has a very friendly and diverse Common Room with a mix of colleagues living locally, in London and as far afield as Hertford, Bucks, Berkshire, Essex and Surrey. Many academic staff join the School straight from university whilst more experienced staff have taught in either independent schools, state Schools or both. The Common Room runs a termly programme of wellbeing activities which is well supported by academic and support staff. This includes theatre trips, celebratory meals, yoga, charity quiz nights and fixtures in archery, football, cricket, hockey and golf.



OUR ETHOS

John Lyon has a richly deserved reputation for providing an excellent all-round education that combines high academic standards with excellence in Sport and the Arts and outstanding pastoral care. The School is a friendly and purposeful place. Learning is both broad and deep, and we offer a unique education that embraces opportunity and excellence both within and beyond the classroom. At John Lyon every pupil matters.

OUR VALUES

John Lyon has a clear set of values that are vital to our community. Our values shape who we are, what we do and how we do it. Each value is woven into School life and our admissions process. Our Values are tangible and meaningful; they enable us to promote and teach a set of principles to our pupils that will help them thrive as happy individuals.



AMBITION



EXCELLENCE



INNOVATION



RESOLVE



HERITAGE



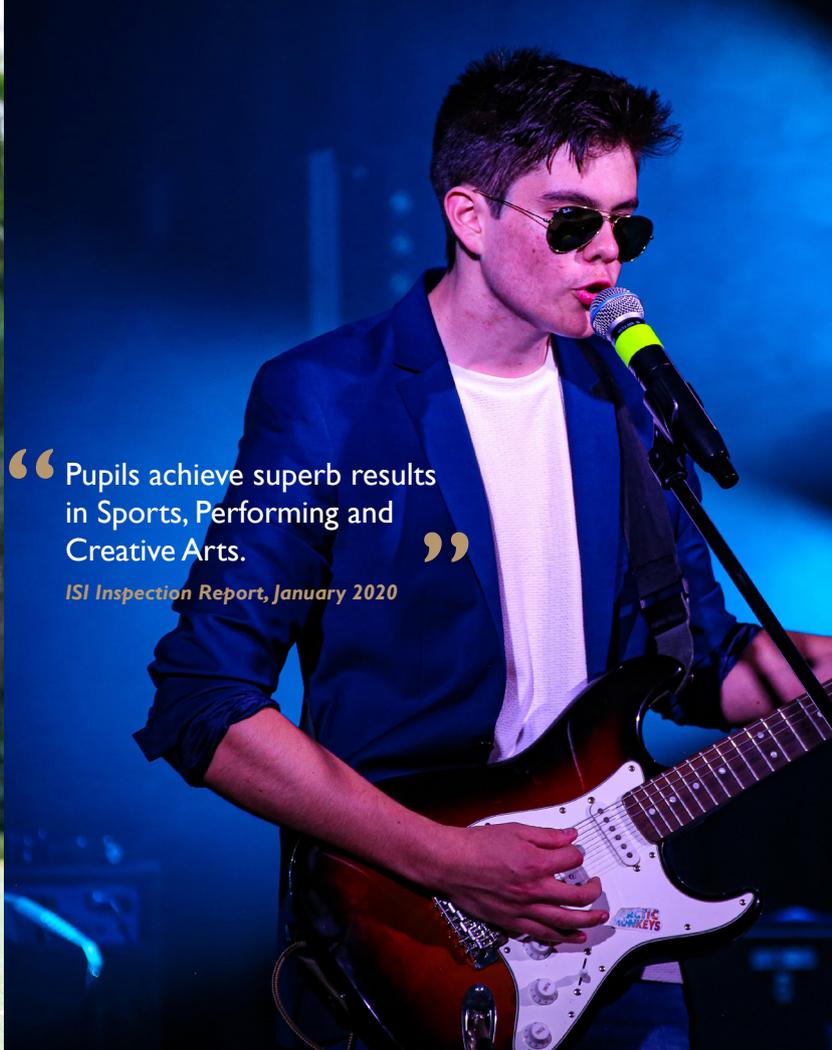
COMMUNITY



ENQUIRY



CREATIVITY



“ Pupils achieve superb results in Sports, Performing and Creative Arts. ”

ISI Inspection Report, January 2020



POSITION OF DEPUTY HEAD (PASTORAL)

The School is looking to appoint an outstanding Deputy Head (Pastoral) from September 2024. This is an exciting opportunity to join School's Senior Leadership Team. This new role arises as a result of a reformed senior leadership under the new headship of Mrs Rose Hardy. The pupil facing roles include the Head, Senior Deputy Head, Deputy Head (Pastoral), Deputy Head (Academic), Assistant Head (Wellbeing) & DSL, Assistant Head (Academic), Assistant Head (Links), Assistant Head (Admissions & Scholars) and Head of Sixth Form. The successful candidate will play a significant leadership role in the School and contribute to all aspects of School leadership, management, strategy and development. This post would suit someone with successful experience of a middle management or pastoral leadership who is now aspiring to further their career, and possibly to pursue Headship in due course.

The new Deputy Head (Pastoral) will have wide-ranging responsibilities, though their main focus will be maintaining high pastoral and safeguarding standards across the whole School, ensuring that pupils are happy and reach their potential. This vibrant community works at pace and embraces innovative teaching and pastoral practice based in consultation with pupils, parents, staff and

“ Pupils show a strong aptitude for reading and write effectively for a wide range of purposes. ”

ISI Inspection Report, January 2020



governors and by using internal and external research. With John Lyon being co-educational from Pre-Prep through to Year 9 currently, the incoming Deputy Head (Pastoral) will be a key player in completing the successful delivery of co-education in the Sixth Form.

The new Deputy Head (Pastoral) will therefore need to be flexible and forward thinking in their approach, inspiring others to deliver excellent pastoral care.

RESPONSIBILITIES

MAIN RESPONSIBILITIES

- Deputise for the Senior Deputy Head in their absence.
- Advise, support and guide the Head and Senior Leadership Team on all pastoral matters.
- Be responsible for the School's Pastoral Framework.
- Champion the School's 3-18 model, ensuring that pastoral processes are coherent between the Prep and Senior School.
- Champion the School's approach to co-education, valuing each pupil as an individual with individual interests and strengths.
- Co-ordinate the preparation of pastoral entries into the School's annual School Development Plan (SDP) and make a significant contribution to strategic development across all areas of school life.
- Shape and lead the School's Pastoral Leadership teams, comprising: Assistant Head (Wellbeing) & DSL; Heads of Section; Heads of Year; Wellbeing Team; Medical Team; Safeguarding Team. Provide guidance to these teams on: pastoral care, professional development, preparation of Departmental Development Plans, self-reviews and budgeting.
- Act as one of the school's Deputy Designated Safeguarding leads and champion a strong culture of safeguarding.
- Represent the School's pastoral interests and co-ordinate pastoral initiatives within the Harrow Family of Schools (comprising Harrow School, John Lyon School and the Harrow International Schools).
- Be responsible for engendering the School Values in pupils' day-to-day lives.
- Co-ordinate the writing and effective implementation of pastoral policies (e.g. Anti-bullying Policy, Behaviour, Rewards & Sanctions Policy etc.).
- Prepare reports pertaining to pastoral matters for governor committees and the Senior Leadership Team.
- Ensure that the School is fully prepared and duly compliant with ISI regulations relating to pastoral matters.
- Lead the recruitment and appointment of pastoral staff.

- Continually review departmental and whole-school pastoral projects.
- Co-ordinate the strategy and effective delivery for pupil discipline and appearance and monitor pupil behaviour patterns.
- Oversee the pastoral curriculum to including assemblies, tutor time and pupil induction.
- Oversee the processes and culture that enables and responds effectively to 'pupil voice'.
- Lead the pastoral training delivered to colleagues.
- Oversee the effective tracking of pupil attendance.
- Co-ordinate the professional review process for Tutors, Heads of Year and Heads of Section.
- Organise staffing of key activities and events; be a strong presence across the school sites and at school events.
- Manage all significant disciplinary issues with assistance from the Heads of Section, as appropriate.
- Deal with and sign off complaints and concerns made by parents and members of the public.
- Lead the Educational Visits programme and corresponding staff deployment.
- Approve requests for planned pupil absence.
- Undertake additional duties that are appropriate to the role as directed by the Head or Senior Deputy Head.

SPECIFIC RESPONSIBILITIES

- Attend the Governors' Education Committee.
- Teach approximately 6 hours per week.

LINE MANAGEMENT

The Deputy Head (Pastoral) will be the line manager of:

- Assistant Head (Wellbeing) & DSL
- Head of Sixth Form
- Head of Upper Section
- Head of Lower Section

It should be noted that a job description is not an exhaustive list of activities, and employees may be asked to carry out other duties commensurate with the grade of the post. The job description may also be amended to take account of changed circumstances, and employees will be consulted if this is necessary.

PERSON SPECIFICATION

The successful candidate will possess a good degree from a respected university and have an excellent teaching record, in any academic discipline. They will be inspirational, naturally ambitious in all that they do and have some experience of middle or senior management. They will have a friendly and approachable disposition and tackle work in a thoroughly efficient and dependable manner. More specifically, in making this appointment, we will look for the person who, at interview and by virtue of their qualifications, best demonstrates the following criteria:

EDUCATION & KNOWLEDGE	ESSENTIAL	DESIRABLE
Good degree from respected university	✓	
A track record of leading successful educational initiatives and managing change	✓	
Offer a curriculum subject, teaching up to A-Level		✓
SKILLS & EXPERIENCE		
Substantial experience of pastoral leadership, development and management, likely to have been gained as a Head of Year, Assistant Head, Houseparent or an equivalent senior role		✓
Can both coach and mentor staff	✓	
Experience of different schools	✓	
Proven interest in the use of digital technology to enhance learning and teaching		✓
High degree of proficiency with ICT that is required in order to process and analyse the academic and pastoral data that is involved with this role	✓	
Experience of the monitoring and tracking of pupils' personal development	✓	
Proficient in using benchmarking data to promote pupil wellbeing		✓
The ability to build a strong rapport with pupils, parents, staff and governors	✓	
Exceptionally high standards regarding accuracy, clarity and consistency of language, including writing and proofreading skills	✓	
Excellent presentation skills	✓	
Full commitment to promoting School Values	✓	
An excellent listener and calm communicator with pupils and colleagues	✓	
The ability to form working relationships with, and to motivate, staff and pupils	✓	
Demonstrate high standards in the necessary professional competencies required of teachers: - subject knowledge and application; - classroom management; - assessment, recording and reporting students' progress; - teaching effectively throughout age and ability range.	✓	
Willing to be involved in the wider activities of the School	✓	
Enthusiasm, drive, determination, a sense of humour and the ability to remain calm under pressure	✓	
Commitment to personal and professional development	✓	

The post holder's responsibility is to promote and safeguard the welfare of children and young persons for whom they are responsible, or with whom they come into contact, and to adhere to and ensure compliance with the School's Child Protection Policy Statement at all times. If, in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of pupils in the School they must report any concerns to the School's Designated Safeguarding Lead.

Staff Benefits



Salary Sacrifice

All non-TPS staff (teaching and non-teaching) are now able to make their monthly pension contributions from their 'before tax' income. This means they will pay less income tax and less National Insurance and with a flexible approach to contribution levels means they can:

- See increased take-home pay for the same level of pension contribution
- See increased pension contributions for the same level of take-home pay

Furthermore, where staff make use of the Salary Sacrifice scheme, the School will also contribute an additional amount to the pension, further enhancing the benefits of this scheme

A calculator for Salary Sacrifice contributions is available to staff and an online application form will be distributed.

For more information, please speak to the HR team or the COO.



Medical Cash Plan

All members of staff are now eligible to join the Medical Cash Plan provided by SimplyHealth.

This scheme allows members to claim back some of the costs of routine health expenses for a modest, and scalable monthly premium – for themselves and, if they choose, their families too.

For more information, please speak to the HR team or to the COO.

Blackhawk Network A broadening of the existing Cycle-to-Work scheme that allows you to:

CycleScheme

Subject to salary level, staff can purchase a bike (and ancillaries) and spread payments over **12 months** from their gross pay, saving up to 30% on the cost through **Income Tax** and **National Insurance** savings.



TechScheme

Staff can 'buy' a **Currys voucher (up to £1,500)** and spread the cost over 12 months via their pay, saving the National Insurance and not having to pay for an item up front.



ExtrasDiscount

Staff can buy (via the Blackhawk website) **gift cards** for lots of shops and services (eg Sainsburys, Costa etc) where the purchase price is lower than the value, eg a **£20 Costa voucher costs £17**.



For more information on all of these, please speak to the HR team.

Staff Health and Medical Information Service



We have a 24/7 Staff Health and Medical Information Service – this is entirely confidential and provided by our insurers; it is designed for employees (and their families) to help with finding the right health services in the local area, and direct access to qualified GPs.

Staff Counselling Helpline Service



The School provides a 24/7 Staff Counselling Helpline Service – this is entirely confidential and is delivered by our insurers for all staff and their immediate families (living with you and over 18).



Personal Accident Insurance

All permanent staff (including Governors and Volunteers) are covered by the School's Personal Accident

Insurance. Teaching/Support staff are covered **24 hours a day, 7 days a week, 365 days a year – worldwide**. Governors and Volunteers are covered when undertaking work for the School or travelling to/from the location that work is being undertaken, and with some caveats on supplemental benefits.

It is fundamentally accident insurance, ie it needs to be as a result of an accident, not a longstanding healthcare issue or 'routine' medical (or dental) care. For more information, or to begin a claim, please contact the Director of Operations.

Long Service Leave

For support staff who have served at the School for longer than 2 years, there will be an additional **2 days annual leave** added to the core annual entitlement of 20 days. For those who have served at the School for longer than 5 years, there will be a further **3 days** added for a total of 25 days. These additional days cannot be rolled over beyond the end of the leave year (31 August). **For more information, please speak to HR.**



Staff Benefits continued

B&Q Discounts

All staff can sign up for a free **5% discount card** for all purchases from B&Q

– time to redo that kitchen or bathroom!



Vodafone Discounts

As part of the School's package, all staff are entitled to discounted phone, SIM and broadband packages. You can apply for a code

at <https://www.vodafone.co.uk/mobile/discounts/vodafone-advantage>, using your @johnlyon.org email address. QH staff should double-check with IT what their JLS email address is, 'behind' their @quaintonhall.org.uk one.



Sporting Facilities

There are a wide range of opportunities for staff to use the sport and fitness facilities at the School. This includes:

- **Swimming Pool** – available for staff from 0715 to 0815, Friday mornings during term-time
- **Fitness Suites** – once staff have completed an induction, both Fitness Suites are available for staff from 0715 to 0815, daily (excluding Thursdays) during term-time; and after school from 1615 to 1730 Monday to Thursday.
- **Sports Hall** - one evening a week for staff use and includes table tennis and badminton activities from 1630 to 17.30. Note this is dependent on other sporting activities.

There are lots of other options to get involved and take advantage of the facilities, so please contact the PE Office for more details.

- **Harrow School Golf Club** - Staff can apply for membership at a reduced rate.



Flu Voucher

Each year the School will make available vouchers for staff to use at a local pharmacy to receive the annual flu jab.

Please contact the School Nurse or Welfare Officer for more information.



Eye Care

Staff are entitled to a free eye test every two years and can contact get vouchers from HR for this, as well as being able to claim **£50** to put towards lenses if they regularly use display screen equipment (DSE).



Free Remission for John Lyon School fees

Children of staff can get a significant reduction in School fees at both the Prep and Senior School. The level of fee remission depends on working patterns, hours worked and date of starting employment at the School. For more information, please speak to the HR team.



Depending on role and availability, a **Surface Book** will be provided for staff.



Complimentary lunch during term-time



Continuous Professional Development – the School is committed to supporting CPD for staff

The Governors may review these benefits at appropriate intervals and in accordance with established employment practice. An offer of employment does not bind the School to the provision of specific benefits.

Academic Staff Pension Scheme

Teaching Staff at John Lyon School have access to a defined contribution scheme, provided by Aviva for the John Lyon's Foundation



Salary enhanced by

6%



An employer's pension contribution of

14.5%



An employee's pension contribution of

6% or more if desired



Provision of Death in Service cover worth

3x the annual salary



Provision of Income Protection, based on

50%

of earnings (increasing in line with RPI, capped at 5%) to State Retirement Age



Provision of Health Cover via access to a subsidised Medical Cash Plan



Option of making a tax-efficient **Salary Sacrifice** for pension contributions, which generates **National Insurance savings** for the employee as well as the employer, with

50% of the School's saving added as an **additional pension contribution** for the individual

For more information on the scheme, please email recruitment.support@johnlyon.org



John Lyon School

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recruitment.academic@johnlyon.org

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