



**MILLFIELD**

DISCOVER BRILLIANCE

## Appointment of Deputy Head (Pastoral)

Candidate Information, September 2023

Reference: LBLCA

Saxton Bampfylde





# WELCOME

Millfield is a remarkable school, and the post of Deputy Head (Pastoral) should be career defining for someone who has the appetite for very hard work and for rapid learning within an entrepreneurial and cutting-edge educational environment.

At Millfield, no decision is too frightening, so long as it supports the learning and development of children, now and in the future. We are looking for a colleague who shares our diverse and disruptive view of education and wants to contribute to the debate and to learn from a remarkable team of colleagues and students in all areas of the school.

Culture eats strategy for breakfast. This role is pivotal in the definition and celebration of culture at Millfield which has never been more important.

The scale of Millfield daunts some and excites others. If you are excited by the nature and scale of this role and if you anticipate that your next role will be as the Head of a great school, then we are keen to meet you and to discuss your vision for education.

**Gavin Horgan**  
Headmaster





# THE MILLFIELD WAY

Millfield is distinctively different. From its foundation in 1935 through to the present day the school has inspired generations of children to immerse themselves in The Millfield Way to discover their unique brilliance. The original principles the school was built upon are still prevalent today. Millfield has the resource and attitude to bring together key staff to provide an education and experience that honours the individual child at the centre. This doesn't happen in other schools. Academic study, cultural and sporting endeavours set every child on the path to success.

## OUR VALUES

- Be Authentic
- Be Brilliant
- Be Curious
- Be Disruptors
- Be Kind

## OUR PURPOSE

Provide an education and experience that honours the individual, to break the mould as an activist educator

## OUR VISION

To be the world leader for the development of children

## OUR MISSION

- Discover brilliance in every child
- Be the world's best at immersing children in limitless academic, creative and sporting opportunities
- Be the market leader in providing transformational bursaries

## OUR STRATEGIC OBJECTIVES

- Millfield will develop 'The Millfield Way', a philosophy that underpins all that we do and informs our values.
- Millfield will deliver an exceptional academic

experience for all children. Millfield will prepare children for the next stage of life through developing entrepreneurship, resilience, service, tolerance and achieving success through hard work.

- Millfield will be a centre for learning for adults as well as children.
- Millfield will promote physical and mental health, happiness and wellbeing for children and staff and lead the debate in this area.
- Millfield will lead on the provision of public benefit through effective partnerships with maintained schools, provision of transformational bursaries and contribution to the national debate on education, wellbeing and physical development.
- Millfield will develop leaders and disruptors who have a strong sense of other, being distinctively different to 'traditional' independent schools.
- Millfield will create tailored pathways for talented children ensuring they are always supported and challenged.
- Millfield will have a sustainable financial model which seeks lower fees and lower costs.
- Millfield will have an ambitious Campus Masterplan to provide the best school facilities and define modern boarding.





# THE ROLE

The Deputy Head (Pastoral) is responsible to the Head and as a member of the Executive Group, the most senior decision making forum, and the Senior Leadership Team, is the Head's key adviser on all matters relating to the pastoral care of students, culture, wellbeing, and inclusion, house staff, and the boarding programme.

## STRATEGIC

- Advise, support, and guide the Head and deputise in their absence.
- Take a collective leadership responsibility for maintaining a culture of purpose, discipline, and ambition in the senior school.
- Member of the Senior Leadership Team and Executive Group with responsibility for mid to long term pastoral and whole school strategic planning.
- Draft pastoral, behavioural, and boarding policies and consultation papers pertinent to the senior school and contribute to those with a whole school implication. Present such papers to the senior leadership team and other senior management meetings.
- Ensure that senior managers are aware of current ISI requirements.
- Attendance at the Governors' Education Committee
- Engage collaboratively with Millfield School pastoral leadership team.
- Deal with general complaints from the public.
- Respond to requests to visit Millfield and oversee the organisation of external visits to Millfield.
- Chair Assistant Heads of Section meetings.
- Produce and maintain an up-to-date Staff Handbook with links to all school policies.
- Visit all houses on a regular basis.
- Ensure all boarding regulations are adhered to in conjunction with the Assistant Head (Pastoral and Enrolment).
- Undertake midweek and weekend duties as part of a senior staff roster.
- Fulfil the role of Deputy Designated Safeguarding Lead (DDSL).

## OPERATIONAL

- With senior leaders, organise staffing of key activities and events; be a presence on the campus and at school events. Oversee, advise, assist, and direct the Assistant Heads of Section as necessary in the planning and timing of the key events in the school year.
- Advise and line manage aspects of the Assistant Heads of Section role with regard to student management and day to day campus organisation.







## STAFF

- Take a collective responsibility for maintaining a culture of purpose, discipline and ambition in the senior school.
- Participate in recruitment for senior school teaching appointments.
- Advise the Head on middle management and senior staff appointments, overseeing shortlisting, arranging, and conducting interviews as required.
- Line manage the Assistant Heads: Pastoral and Enrolment; DSL and Student Welfare; Head of Middle School; Head of Sixth Form.
- Work closely with the Head of PSHEE and Head of Relationships and Sex Education.
- Appoint house staff in conjunction with the Assistant Head (Pastoral and Enrolment).
- Advise HsMs on house issues.
- Oversee the work of all HsMs through the Assistant Head (Pastoral and Enrolment).
- Attend HsM meetings.
- Work with Assistant Head (Pastoral and Enrolment) to allocate Group Tutors to houses.
- Arrange with the Head of Human Resources for the induction and training of all pastoral staff, including matrons and other house staff through the Assistant Head (Pastoral and Enrolment), and oversee arrangements for staff training: first aid, health and safety, child protection, and safeguarding.
- Oversee pastoral INSET, induction arrangements and the corresponding budget. Present key pastoral information at Brilliance Conferences.
- Working with the Educational Visits Coordinator to oversee health & safety aspects of all holiday trips and tours.
- Act as counsellor, confidante, and advisor to all staff, as required.
- Involvement with formal (Stage 2) complaints, disciplinary and grievance procedures.

## STUDENTS

- Liaise with the Deputy Head (Enrolment and Outreach), Assistant Head (Pastoral and Enrolment), Assistant Head (Head of Sixth Form), Assistant Head (Head of Middle School), Assistant Heads of Section, Director of Year 9, and Millfield Prep Head of Year 8 over the placement of students into houses.
- Manage the process of house moves from Year 9 to 10 and oversee all house moves by current students in conjunction with the Assistant Head (DSL and Student Welfare).
- Liaise with the Assistant Heads and Assistant Heads of Section over issues relating to student welfare.
- Advise the Assistant Heads of Section on matters pertaining to student discipline and progress.
- Oversee the programme of year level assemblies taking a role as part of the maintenance of the required culture of purpose, discipline and ambition.
- Support the Assistant Head (Sixth Form) in their work with Prefects and when recommending Prefects for appointment by the Head.
- Advise and support all middle and senior managers in dealing with students and their parents.
- Manage all major disciplinary incidents (suspensions) with assistance from the Assistant Head (Head of Sixth Form), Assistant Head (Head of Middle School), or Director of Year 9, as appropriate.
- Interview prospective students, as appropriate.
- Monitor student behaviour patterns.
- Chair School Council meetings.
- Oversee Assistant Heads of Section work related to parental requests for early departures and late returns to school.



## CHILD PROTECTION AND SAFEGUARDING

- Act as one of the school's Deputy Designated Safeguarding lead, with the DSL, and advise the Head on safeguarding and child protection policy and procedure.
- Advise the Head and governors on all matters related to child protection, safeguarding, and student wellbeing.
- Develop and maintain links with the local safeguarding authorities.

## MARKETING AND COMMUNICATIONS

- Coordinate arrangements and communicate with parents in extreme circumstances.
- Attend Open Days and meet prospective students and their families.

## TEACHING

- The Deputy Head will teach up to 6 periods (of 55 minutes) per two-week cycle.

## GENERAL

- The Deputy Head (Pastoral) will be required to live on campus.
- Undertake additional duties that are appropriate to the role as directed by the Head.
- In pursuance of these responsibilities, the Deputy Head (Pastoral) should expect to have regular meetings with the Head, Finance Director, Deputy Head (Academic), Assistant Head (Pastoral and Enrolment), Assistant Head (DSL and Student Welfare), Assistant Head (Head of Sixth Form), Assistant Head (Head of Middle School), Assistant Heads of Section, and attend senior leadership team meetings.

## ADMINISTRATIVE SUPPORT

- The Deputy Head (Pastoral) has the support of an administrative assistant.





# THE PERSON

## QUALIFICATIONS

- An honours degree from a good university.
- Additional academic and/or management qualification (s) desirable.

## SKILLS AND EXPERIENCE

- Highly successful pastoral track record including implementation of strong systems.
- Substantial and successful experience of pastoral leadership, development and management, likely to have been gained as an Head of Year or Houseparent, or an equivalent senior role.
- Excellent interpersonal skills including the ability to relate well to a variety of people, to resolve conflicts in a sensitive manner, to encourage and to motivate.
- Ability to work effectively and collaboratively as a member of a senior team, to show initiative and imagination, to have vision and the ability to inspire others.
- Proven capacity to build and sustain strong staff teams.
- First class administrative and organisational skills, with the ability to remain calm under pressure and work to tight deadlines and manage competing priorities.
- Strong analytical and problem solving skills, combined with a proactive and positive approach to delivering change.
- Effective and energetic in instigating and implementing change.
- Ability to design and deliver complex strategies from

inception to completion.

- Excellent communications skills, both written and oral.

## PERSONAL ATTRIBUTES

- Confidence, presence and leadership qualities.
- Personal integrity, honesty, energy, stamina and enthusiasm.
- Self-motivation with committed work ethic.
- Commitment to personal development and life-long learning.
- Understanding of the students' perspective.
- Genuine commitment to working as part of a team





# WORKING AT MILLFIELD

As one of the main employers in the constituency, and with students of more than 70 different nationalities, Millfield is a progressive and diverse community, committed to recruiting and retaining the highest quality staff. Millfield has high expectations of its staff and therefore, we look to reward them with generous salary scale increments and beneficial conditions of service. All teachers are offered membership of an externally administered private pension scheme and have longer holidays than the maintained sector.

Forget whatever you have heard of Millfield in the past. It is a bold, busy, relentlessly progressive workplace.

Class sizes are small (typical class sizes are 8-14) and most teachers have their own classroom. All teachers are issued with an iPad as part of our mobile learning project (there is a strong focus on the use of technology to support teaching and learning), and fee concessions are available across the prep and senior school. Millfield's outstanding grounds and facilities create an extraordinary campus which has inspired generations of students to immerse themselves in academic study, culture, and sport; beyond this, it also provides our employees with a beautiful and inclusive environment in which to work. Staff not only have access to our world-class sports and leisure facilities, including free dedicated adult-only gym and swim sessions, but they can also immerse themselves in the tranquillity of the school library, enjoy a heavily subsidised three-course meal in the dining hall or catch up with colleagues over a coffee in the relaxed surroundings of the common room or on a bench in our landscaped gardens.

Millfield is committed to continually offering the widest conceivable range of CPD opportunities to our teaching community. From the ability to access external courses, to tuition fee contributions towards postgraduate qualifications, to our own flagship Millfield Middle Leadership Development Programme, we make sure that we offer those who work in our classrooms the chance to be better teachers every year. In addition, a school of our size means that there are always opportunities to take on new roles with additional responsibility and remuneration: pastoral, academic, co-curricular, and sporting opportunities are consistently available to those who want to develop their practice.

Employee wellbeing is paramount in delivering brilliance at Millfield. To assist our employees in achieving a work-life balance we offer flexible working, part time roles, job shares and generous family leave and holiday provisions. However, the importance of staff welfare extends well beyond the working day; we understand that our employees may experience challenges within their personal and family lives, and so staff are able to access free help, advice, and support 24 hours a day, 7 days a week, through our dedicated Employee Assistance Programme.

Each member of the teaching staff has a voice on professional matters via the Common Room Chair. Staff are invited to attend art exhibitions in the Atkinson Gallery, as well as music concerts, drama productions, lectures, and dance events in our purpose-built facilities. There is an abundance of social and wellbeing activities for staff participation, including weekly exercise classes, wellbeing talks, creative workshops, and the famous end-of-year asado and hog roast! Millfield is a dynamic and incredibly rewarding place to work with a strong sense of community.





# HOW TO APPLY

Saxton Bampfylde Ltd is acting as an employment agency advisor to Millfield School on this appointment.

Candidates should apply for this role through our website at [www.saxbam.com/appointments](http://www.saxbam.com/appointments) using code **LBLCA**. Click on the 'apply' button and follow the instructions to upload a CV and cover letter.

Please note that shortlisted candidates will also be required to complete the Millfield School application form.

The closing date for applications is noon on **Wednesday 18th October 2023**.

## GDPR PERSONAL DATA NOTICE

According to GDPR guidelines, we are only able to process your Sensitive Personal Data (racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic data, biometric data, health, sex life, or sexual orientation) with your express consent. You will be asked to complete a consent form when you apply and please do not include any Sensitive Personal Data within your CV (although this can be included in your covering letter if you wish to do so), remembering also not to include contact details for referees without their prior agreement.

## SAFEGUARDING

Millfield School is committed to providing a safe and inclusive environment for all. We are a community that celebrates diversity, supporting our pupils and employees to be brilliant as individuals.

We are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Specific safeguarding responsibilities for this position are outlined in the job description. Offers of employment are subject to satisfactory safeguarding checks including, but not limited to, Enhanced DBS clearance. All positions within the school are exempt from the provisions of the Rehabilitation of Offenders Act 1974.

## EQUAL OPPORTUNITIES

Millfield is an equal opportunities employer and is committed to equality of opportunity for all staff. Applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage / civil partnerships.







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