



ELTHAM
COLLEGE

Appointment of Deputy Head Pastoral

November 2024 | Reference: LANAE



Overview and History

Founded in 1842, Eltham College is a thriving coeducational day school located in south-east London. Originally a boys' school that first accepted girls into its Sixth Form in the late 1970s, Eltham College is now fully co-educational and has nearly 1,100 students in total, including 240 pupils in the on-site Junior School.

Eltham College occupies a 70-acre site in the London Borough of Bromley. Whilst holding strongly to its ethos of providing a balanced education for its students, the School places a deliberate emphasis on academic success and is now regularly found amongst the leading academic schools in the country in terms of results and value-added. Eltham College was recently named "Independent School of the Year 2024 (London)" in the Parent Power Sunday Times Schools Guide 2024. This reflects the School's increasing levels of academic success, as well as co-curricular opportunities and pastoral care. The School also boasts many county and national players in a range of sports, as well as exceptionally talented musicians, actors, authors, scientists, economists, and artists.

Eltham College has a distinctive character born out of its Christian heritage. It upholds its founding Christian principles whilst accepting students of all faiths and none. The School has its own chapel,

and all staff and students from Year 6 upwards are expected to attend a weekly service led by the Chaplain, a member of the senior staff, or by students.

Alongside its emphasis on academic achievement, the School continues to focus on care for each and every pupil. Strong pastoral care, an energetic House system that promotes collegiality, and a relaxed and unpretentious atmosphere make Eltham College a happy and vibrant place for students and staff alike. Students also benefit from an impressively wide range of opportunities outside the classroom through an ambitious co-curricular programme across sport, music, drama and art, and community outreach and enrichment. Eltham College enjoys superb facilities.

In 2019, the new Turberville Centre for Mathematics, Languages and Music departments was opened, along with a new Sixth Form Centre and a dedicated medical and wellbeing facility. The Science and Technology Centre has been extended to provide for an additional four laboratories and a science prep room.

The 2022 ISI Regulatory Compliance & Educational Quality Inspection rated Eltham as 'Excellent' in all areas. You can view the full report [here](#).





THE SUNDAY TIMES

**SCHOOLS GUIDE
2024**

**INDEPENDENT SECONDARY
SCHOOL OF THE YEAR
LONDON**



ELTHAM
COLLEGE



Mission and Aims

Our mission: to be a thriving leading London day school, built upon Christian principles, that provides an outstanding and well-rounded education for girls and boys

The mission is supported by seven specific school aims that are interdependent and hold equal importance in shaping the overall culture and direction of the school.

These aims serve as the foundation for the school's long-term plans and guide decision-making and action. Together, these aims work to ensure that the school provides an environment where students can grow academically, socially, and spiritually, and develop the skills and character necessary to be successful and responsible members of their communities.

Our aims are built around the following:

- Love of Learning
- Co-Curricular
- Pastoral Care
- Passionate Staff
- Beliefs and Values
- Strong Community
- Excellent Facilities

Read more about our mission and aims [here](#)



Pastoral Care

At Eltham College, pastoral care is extremely important and our teachers, nurses, school counsellor and Chaplain ensure our students are supported academically and emotionally every day. Our nurses regularly attend form time to speak with students to discuss the importance of keeping their minds and bodies healthy, and how best to do this. Our School Counsellor takes group sessions to discuss key challenges being faced by our students, and holds one-to-one sessions with students where needed.

Our Wellbeing Curriculum is built around the '5Rs' framework: Resilience, Respect, Relationships, Responsibility and Readiness. The curriculum is overseen by our Head of Wellbeing. Students from Year 7 through to the Sixth Form take part in various lessons that focus on different aspects of these five areas.

At Eltham College, we understand the importance of prioritising wellbeing alongside academic excellence. We believe that a thriving mind, body, and spirit are fundamental to achieving personal and educational success. Therefore we offer regular updates that focus on fostering a healthy and positive environment for our entire school community.

Our termly updates cover a wide range of topics related to wellbeing, from mental health initiatives and strategies for stress management to physical fitness programs and nutrition tips. Pastoral care is important to us, and we aim to provide comprehensive support that promotes the wellbeing of our students and parents alike.





Campus and Facilities

Eltham College is set in over 70 acres, with the Junior School, Senior School and chapel standing at the centre, whilst Blackheath Prep is beside Blackheath Common. When we look out across the expanse of fields and trees around us, it's hard to believe we are in South London, only 20 minutes from London Bridge. These magnificent settings are both a joy and a privilege. Students make the most of it every day, whether they're studying, playing sport or reading a book in the Quad at lunchtime.

240

seat modern theatre

25m

swimming pool & fitness suite

70

acre site

We're inspired by our heritage, but constantly look to the future. The Senior School includes an 18th century mansion, nestling side by side with architect designed modern facilities. The Junior School and Blackheath Prep combine magnificent listed buildings alongside bespoke classrooms. We're proud of our library, modern 240-seat theatre, on-site art gallery, and sports centre with its 25 metre swimming pool and fitness suite.

In 2018, we opened the Turberville building that includes a Sixth Form Centre with study and social spaces as well as a Mathematics and Languages Centre. Next to it, a new purpose-built Medical and Wellbeing Centre ensure all aspects of students' mental and physical health are looked after.

In September 2024, we completed a state-of-the-art extension to our Science Centre, adding four new laboratories and outstanding facilities to inspire our scientists of the future.



Co-Curricular

At Eltham College and Blackheath Prep, our co-curricular programmes are an essential part of the school day.

Our co-curricular programme fosters students' leadership, teamwork, commitment and passion, preparing them for a lifetime of discovery. Eltham College and Blackheath Prep encourage students to participate in a wide range of activities to find their individual strengths, challenge themselves, take risks and grow.

The creative and performing arts, which include Music, Drama, and Art, are integral to the curriculum and co-curriculum, as they help our students build a better understanding of their place in the world, express themselves, gain confidence, and develop social skills.

We highly encourage our Junior and Senior school students to pursue excellence inside and outside the classroom, whether that is on the sports field, a stage, or a concert hall.

Students are also welcome to set up their own clubs. Badminton and futsal are just two of the latest.





Blackheath Prep School

Eltham College and Blackheath Prep merged in September 2023 to form a new family of schools.

Eltham College and Blackheath Prep both enjoy excellent reputations and are schools of choice for families in south-east London and beyond. Each school shares a similar vision, ethos and educational approach.

The Eltham College merger provided an exciting opportunity to cement the schools' already close ties through a more formal partnership, bringing new opportunities for pupils to share facilities and expertise, and for staff to develop their careers within a wider pool of professionals.

Following the merger, Eltham College Junior School pupils continue to be offered the existing entry arrangements to the Senior School and, for Blackheath Prep pupils, we offer a 'priority places' process – not available to any other feeder school – for those families selecting Eltham College.

Equally, we support Blackheath Prep pupils to prepare for a range of senior schools and children moving on to other senior school options at 11 continue to receive the excellent preparation and support for which Blackheath Prep is well known.



The Opportunity

Following the promotion of the present incumbent to Headship, we are seeking a talented and ambitious teacher to join the Senior Leadership Team at Eltham College. The school is highly successful, and the expectation is that all four Deputy Heads are expected to be interested in, and committed to, the pursuit of excellence across the academic, co-curricular and pastoral life of the College.

The post holder will have specific responsibility for safeguarding and ensuring the highest possible standards of safeguarding, welfare, care and support. He/she will be supported by a strong pastoral team comprising the Assistant Heads (Lower and Middle School and Head of Wellbeing & EDI), the School Nurse, Counsellor, Form Tutors and school Chaplain. It is anticipated that the successful candidate will progress to their own headship in due course and full mentoring will be given to support this.

This position has a key role on the Senior School Leadership Team, which comprises the Headmaster, Senior Deputy Head (who is responsible for the day to day running of the school), the academic and co-curricular Deputies, the Bursar and the Head of Sixth Form. The Senior Team meet briefly most mornings and also weekly to review progress against targets or to discuss whole school strategy. The post holder will also sit on different governors' committees and is line managed by the Headmaster.

The Deputy Head will be expected to teach a curriculum subject currently offered at Eltham College on a significantly reduced timetable.



The Opportunity

Main Duties

Strategy and Planning

- Working with the Headmaster and other members of the Senior School Leadership Team and College Leadership Team to develop and lead on aspects of the School Strategic Development Plan;
- Overseeing planning within areas of specific responsibility for student behaviour, pastoral care, including monitoring progress against targets;
- Lead/Chair the College's pastoral and safeguarding committee and management meetings;
- Evaluating risk and implementing mitigating actions in line with the Strategic Risk Register and reporting to the relevant sub-committees of the Board of Governors;
- Staying abreast of developments, technology and legislation in supporting the pastoral strategy and safeguarding practices.

Leadership and Management

- Lead on building and promoting an open culture of safeguarding and pupil welfare;
- Overseeing day to day student care and attendance, including but not limited to: registration, student lateness and absence, uniform and appearance, sanctions;
- Ensuring the School's pastoral policies are implemented and that parents are fully involved and informed as required;
- Overseeing the effective operation of disciplinary sanctions;
- Ensuring that direct reports are given devolved responsibility for the management and delivery of their areas of responsibility and that they are supported to achieve their targets appropriately;
- Carrying out regular reviews of direct reports, overseeing the management, competency and succession planning within those departments and recommending training and development where appropriate;

- Maintaining a high level overview of the holistic progress of all students and working with the Assistant Heads to develop the reputation of the School;
- Contributing to the regular review and monitoring of the structures and systems which underpin the effective and efficient running of the School;
- Assisting with the ongoing review, monitoring and implementation of wellbeing and pastoral policies in relation to the ISI inspection framework, including matters of regulatory compliance.



The Opportunity

Safeguarding

- Act as professional lead and point of communication on all child protection and safeguarding issues at the Senior School, including online safety;
- Lead and manage a team of Deputy Designated Safeguarding Leads (Deputy DSLs), providing regular supervision and management of any open safeguarding and child protection cases and reported causes for concern, sharing information with the relevant members of staff, governors, parents and appropriate agencies as deemed necessary;
- Ensure that all staff are fully trained in safeguarding and child protection;
- Ensure up to date safeguarding and child protection policies and procedures are in place and that they are supported by adequate reporting and recording systems;
- Advise on changes to legislation and guidance relating to safeguarding and child protection, and developing policies and procedures in response to such updates and changes.

Standards

- Taking responsibility for the development, updating and implementation of school policies relating to pastoral matters, and other whole school policies as required;
- Ensuring the highest standards of care and support are provided by form tutors;
- Promoting liaison and coordination between the Senior School, Junior School and Prep School;
- Advising and supporting colleagues on pastoral matters;
- Promote the welfare of the school, its staff and students at all times.

Other

- Attending meetings of the full Board of Governors;
- Working with the Deputy Head (Co-curricular) to ensure the effective delivery of the co-curricular programme and co-ordination with the academic programme;
- Assisting the Headmaster in the appointment of staff;
- Working with the SLT in ensuring compliance with the Independent Schools' Inspectorate requirements and for developing appropriate ISI compliance and inspection preparation action plans;
- Providing input into the effective marketing of the School;
- Acting as a 'sounding board' for staff;
- Representing the School at official occasions and at evening events such as plays and concerts and 'home' sports fixtures;
- Organising and supporting all School activities including attendance at, and participation in, Chapel and Assemblies, parents' evenings, Open Days and other significant calendar events;
- Carrying out any other duties in line with the broad responsibilities of the role.



The Person

The successful candidate will have:

- a proven track record of raising standards;
- experience of managing complex safe-guarding issues;
- proven ability to operate at a strategic level, leading and embedding change;
- evidence of personal outstanding classroom practice and co-curricular contribution;
- energy, enthusiasm, good judgement, and a fair and calm approach;
- strong emotional intelligence and an analytical mind;
- the ability to command respect and demonstrate the highest levels of personal integrity.

The successful candidate is likely to have significant pastoral and/or senior management experience as the Head of Section, Boarding Houseparent or have worked at Assistant Head level or above. Heads of large academic departments with pastoral experience would also be considered.

Experience in a similarly high-performing academic environment will be a distinct advantage.





Terms of Appointment

Reports to: Headmaster

Direct reports: Assistant Heads for Lower School (Years 7-8), Middle School (9-11), Wellbeing & EDI and Safeguarding; the Chaplain, Heads of Years, Senior School Nursing team and Counsellor.

Address: Grove Park Road, Mottingham, London SE9 4QF

Safeguarding

Eltham College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All applicants should read the School Safeguarding Policy and Privacy Notice (available on the school website) and are required to declare any criminal convictions or cautions, or disciplinary proceedings related to young people. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.



How to Apply

Saxton Bampfylde Ltd is acting as an employment agency advisor to Eltham College on this appointment.

Candidates should apply for this role via www.saxbam.com/appointments using code LANAE. Click on the 'apply' button and follow the instructions to upload a CV and cover letter and complete the online equal opportunities monitoring* form.

* The equal opportunities monitoring online form will not be shared with anyone involved in assessing your application

The closing date for applications is noon on Thursday 5th December

Equal Opportunities:

Eltham College is an equal opportunities employer and welcomes applications from all sections of the community. Candidates will be assessed against relevant criteria only (i.e. skills, qualifications, abilities, experience).

GDPR personal data notice:

According to GDPR guidelines, Saxton Bampfylde Ltd 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.



