

BRIEF FOR THE POSITION OF

DEPUTY HEAD PASTORAL

WOLDINGHAM SCHOOL



FEBRUARY 2026





The school

Set in hundreds of acres of beautiful Surrey countryside, just 30 minutes by train from central London, Woldingham is one of the UK's leading day and boarding schools for girls aged 11-18.

Woldingham is a Catholic school that warmly welcomes girls of all faiths and none. Founded by Saint Madeleine Sophie Barat in 1842 as the first Sacred Heart school in England, we are proud that Woldingham was a pioneer of women's education. As part of the Sacred Heart network which has schools in 40 countries around the world, our school is underpinned by a set of shared values, based on the Sacred Heart goals which emphasise faith, social awareness, community, intellectual values and personal growth. Our learning philosophy and strong ethos produces courageous, confident and compassionate young women.

Our students achieve outstanding GCSE and A Level results. Indeed, Woldingham is in the top 10% of schools in the country for added value. Most students leave Woldingham to take up university

places at prestigious institutions in the UK and overseas, with around 75% going to Oxbridge and other Russell Group universities. In recent years some of the most popular UK universities for students have included Bristol, Durham, Edinburgh and Exeter. Woldingham students have also recently taken up places at a range of universities overseas including Dartmouth, NYU and Cornell.

We place great emphasis on learning outside the classroom. Our exceptional extra-curricular programme of sport, clubs, performing arts and outreach into our local community enables our students to develop a wonderful range of skills, expertise and interests, alongside high-level academic achievement.

Every Woldingham girl is unique. Our aim is to understand them as individuals and ensure that they feel

known, nurtured and supported. The school's THRIVE programme promotes emotional wellbeing and enables every student to develop a growth mindset, resilience and self-worth to enjoy success as well as learn from setbacks.

We are a boarding and a day school. Around 50% of students board on a full, weekly or flexi basis. Roughly 35% of our students live locally, 40% come from London and 25% are from overseas. Indeed, our girls come from over 35 different countries dotted around the world; the school's internationalism and the diversity of our community is very important to us.

Given the above, it is perhaps unsurprising that Woldingham has become an increasingly popular choice for parents and students, with more than 530 students currently enrolled at the school.





The role

The Deputy Head Pastoral will take key responsibility for the pastoral life of the School and will lead the Pastoral Leadership Team, working closely and collaboratively alongside other key members of the School's Senior Leadership Team of which they are part. Given the importance placed on Safeguarding and student welfare in general at Woldingham, the Deputy Head Pastoral is the school's Designated Safeguarding Lead (DSL) in accordance with *Keeping Children Safe in Education (KCSIE)* and the Independent School Standards.

Purpose

- Provide leadership of Woldingham's pastoral care so that each student fulfils her full potential within a safe and happy environment, both within and outside the classroom.
- Lead and manage (including performance managing) the Heads of Year, Assistant Head - Head of Sixth Form, Head of Wellbeing and Attendance & Pastoral Officer.
- Empower and guide teams to perform to a high standard, helping to develop individuals professionally.
- Support the Senior Deputy Head in providing leadership of Woldingham staff's welfare to ensure that Woldingham School is a supportive and enjoyable place to work, as is commensurate with the ethos of the School.
- Line manage the Assistant Head Boarding and contribute in full to the boarding life of the School.

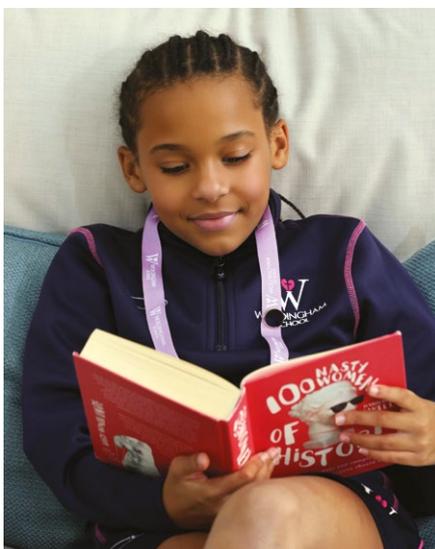
Senior Leadership Team

- Attend Governors' Committees, as agreed by the Head and Chair of Governors.
- Work with other members of SLT to develop and implement the School's Strategic Development Plan.
- With the Senior Deputy Head, design the agenda for staff conferences and staff meetings and to assist in their delivery.
- Work with all members of the SLT to uphold high standards of student welfare, discipline, behaviour, punctuality and dress code within all aspects of school life.
- Support the Marketing, Development and Admissions Departments in new initiatives.
- Deliver occasional whole school and year group assemblies.
- Assist the Head, Senior Deputy Head and Assistant Head Boarding, in the employee lifecycle of all pastoral and boarding staff from recruitment, resourcing, training, people management, development, performance and reward.

Pastoral Leadership

- Develop, implement and operate the whole school pastoral system.
- Monitor, review and track rewards and sanctions.
- Develop, lead and review the Student Voice programme.
- Act as Line Manager for the Heads of Year and Assistant Head - Head of Sixth Form.
- Act as Line Manager for the Head of Wellbeing.

- Meet individual Heads of Year and Assistant Head - Head of Sixth Form at least fortnightly to discuss student welfare and routine communications with parents.
- Oversee the allocation and role of tutors and provide leadership and development to this team.
- Ensure that Heads of Year, Assistant Head - Head of Sixth Form and tutors hold regular meetings to discuss student progress and welfare, the tutorial programme and routine organisational matters.
- With the Heads of Year/ Assistant Head - Head of Sixth Form, develop, implement and review the student mentoring programme.
- Chair meetings of Heads of Year/ Assistant Head - Head of Sixth Form and other groups where necessary.
- Support Heads of Year/ Assistant Head - Head of Sixth Form and Housemistresses with regard to routine disciplinary matters and, with the Senior Deputy Head, to take responsibility for any referrals not serious enough to warrant the involvement of the Head, and the coordination of any serious disciplinary investigation.
- Support Heads of Year/Assistant Head - Head of Sixth Form, Housemistresses and administrative staff to ensure full and accurate student records are maintained.
- Oversee the Head of Wellbeing to ensure the implementation of the PSHE and THRIVE programmes, ensuring that they meet best practice.
- Lead on the antibullying strategy and record keeping for this area.





Safeguarding

The DSL has overall strategic leadership and accountability for safeguarding arrangements, including:

- Ensuring the school meets its statutory safeguarding duties and has regard to KCSIE at all times.
- Leading on safeguarding policy, procedure, and practice.
- Making and overseeing decisions regarding referrals to children's social care and other external agencies.
- Representing the school at strategy discussions and multi agency meetings, or delegating attendance where appropriate while retaining oversight.
- Ensuring safeguarding records are accurate, secure and appropriately transferred.
- Ensuring staff safeguarding training and induction are compliant and effective.
- Reporting to the Head and Governing Body on safeguarding matters, including emerging risks and patterns.

- Oversee the school's safeguarding and child protection strategy, ensuring full compliance with KCSIE, Working Together to Safeguard Children (WTSC), National Minimum Standards for Boarding, and Catholic pastoral guidance.
- Foster a school-wide culture where safeguarding is proactive, embedded, and continuously reviewed.

Attendance

- Act as the school's Attendance Champion.
- Lead the development and implementation of the school's attendance strategy across both day and boarding students, ensuring that all practices meet statutory requirements, and support student welfare.
- Act as Line Manager for the Attendance & Pastoral Officer.
- Monitor attendance patterns, identify trends, and develop proactive interventions to improve punctuality, engagement, and consistency across the school community.
- Ensure robust systems for recording, monitoring and reporting attendance, integrating boarding and day contexts,

including weekly and termly analysis for SLT and Governors highlighting attendance trends, successes, risks, and recommendations for policy development or intervention programmes.

- Lead on the management and professional development of the Pastoral and Attendance Officer, providing clear objectives, guidance, and support to ensure effective day-to-day oversight of student attendance, liaison with parents/guardians, and implementation of intervention plans.
- Work closely with Heads of Year, Assistant Head - Head of Sixth Form, House staff, and boarding teams to ensure attendance and punctuality concerns are addressed promptly, with appropriate safeguarding measures and pastoral support.
- Develop and maintain clear protocols for authorised unauthorised absences, late arrivals, holiday requests, and reporting to external agencies where required, including compliance with UKVI requirements for international students.



- Liaise with the Local Authority Attendance Team, developing good working relationships to promote the wellbeing of students and their continuity of education.
- Promote a culture where excellent attendance is valued and recognised, linking attendance management to broader pastoral care, wellbeing, and academic success.

Quality Assurance

- Monitor the quality of the pastoral system.
- Design, implement, communicate and review all appropriate pastoral evaluation systems.
- Ensure the school's performance management system is managed and cascaded effectively throughout the pastoral staff community, with challenging targets and objectives set for all, supported by individual learning action plans.

Resources and Budgeting

- Liaise with Heads of Year and DFO over any significant capital expenditure bids or requests for increased staffing or resources.
- Manage relevant budget expenditure.



Communications and Marketing

- Communicate necessary information to parents regarding pastoral policies and processes.
- Monitor and, where necessary, amend and update, the pastoral content of the website.
- Ensure that all significant pastoral changes are effectively communicated to existing and potential parents.
- Liaise with Admissions and Head / Senior Deputy Head on the special pastoral requirements of any new entrants.
- Assist the school wherever necessary in the effective marketing of pastoral successes and achievements.
- Act as a pastoral ambassador for the School to bodies such as HMC and GSA.
- Keep the Head / Senior Deputy Head informed of any matter that may impact on parental or external relationships.

School Policies and Procedures

- Lead, on the management, maintenance and review of pastoral policies.

Residential Accommodation

It is a requirement of this post that the post holder is able to be resident on the School campus. When resident on site, additional duties include:

- Assist in sharing weekday and weekend responsibility on-site in rotation.
- Provide emergency cover for absent boarding staff.

General

- The post has shared PA support.
- This is an academic post and will require the teaching of a reduced timetable.
- The post holder will be expected to carry out such other duties as reasonably requested by the Head that are commensurate with its level of responsibility.



Person specification

Operational Excellence

- An experienced leader with exceptional pastoral skills, a strong communicator, decisive and kind, with natural empathy and abundant patience.
- A well-qualified and dynamic teacher with vision, gravitas, warmth and humour, who works positively with other professionals and derives satisfaction from supporting children and young people.
- Appropriate and relevant educational qualifications including PGCE.
- A clear understanding of recent developments in the areas of pastoral education, safeguarding and child protection.
- A nurturing approach to pastoral education.
- Experience of senior leadership.
- Experience and knowledge of financial management to forecast and manage a budget.

Personal Behaviour

- Strong people management skills with experience of leading and managing staff in a wide range of disciplines.
- The ability to coach, mentor and guide colleagues.
- The ability to deal with performance management.
- Excellent communication, interpersonal, leadership, coaching and conflict resolution skills.
- First class organisational and administrative skills.
- The ability to think strategically.
- Calmness under pressure and a sense of proportion.
- Excellent judgment.
- Enthusiasm: the ability to inspire, excite and motivate others.
- High expectations of students and staff.
- Strong analytical and problem-solving skills combined with a proactive and positive approach to change management.
- The ability to maintain a high work rate and to juggle a range of tasks and issues at the same time.
- Knowledge of the independent school inspection service.
- Excellent oral and written communication skills with colleagues and parents.
- Powers of self-evaluation and a critical approach to own practice.
- Personal integrity, honesty, energy and stamina.

Ethos and Whole School Values

- Able to operate at the heart of the school community.
- A good understanding of Catholic education and ability to actively promote our Sacred Heart Values of intellect, community, personal growth, social awareness and faith.
- Commitment to Woldingham as a school with high academic standing providing a holistic education and outstanding pastoral care.

Safeguarding & Pastoral

- Experience as a DSL strongly desirable.
- Committed to safeguarding and promoting the welfare of children and young people.
- A satisfactory Enhanced Disclosure from the DBS.





Pension

You will be auto enrolled into the School's pension scheme, which includes life assurance.

Lunch

A free meal is available in the dining room each working day when the kitchens are open, when on duty.

Parking

There is free parking on site.

Gym and Pool

There are staff sessions for use of these facilities.

Fees

School fees remission for dependants of the post holder attending the school. If not already at the school, any child would have to meet all of the normal entrance requirements.

Appointment Process

Please return your completed application form and cover letter to hr@woldinghamschool.co.uk.

This role will close on Tuesday 17 March. Interviews will be held on Wednesday 25 March. Please ensure you are available should you be shortlisted.

Safeguarding

The school is committed to safeguarding and promoting the welfare of children and young people. This post is subject to an enhanced DBS check, and the receipt of two satisfactory references, including one from current employer.

Equal Opportunities

The school is committed to the principles of equal opportunity, diversity and inclusion. It seeks to attract and retain the very best staff, ensuring that our staff body reflects the diversity of our students and the local community.



Marden Park, Woldingham, Surrey, CR3 7YA
(for satellite navigation please use postcode CR3 7LR)
+44 (0)1883 654308 hr@woldinghamschool.co.uk
woldinghamschool.co.uk