

**ASSISTANT PRINCIPAL (PASTORAL)**

**Introduction**

St. Clare’s is a leading, independent, international co-educational residential college in Oxford.

The College is unified by a commitment to its mission – to advance international education and understanding. The College offers a diverse range of courses but there is a common sense of purpose and a shared set of values across the four business streams which constitute St. Clare’s. The successful candidate will embrace and promote enthusiastically the College’s identity, history, philosophy and mission.

The College was founded in 1953 by two remarkable women, Anne Dreydel and Pamela Norris. They were motivated by a strong desire to bring together young people from Europe and England in an educational setting where different cultural views could be discussed and celebrated. The College is proud to celebrate its 60th anniversary this year.

St. Clare’s owns 24 buildings and leases four more in the beautiful North Oxford Conservation Area. The College’s latest project involves building a new teaching building which is due for completion in August 2014.

At any one time, students from up to 50 nationalities will be studying at St. Clare’s. The vast majority of IB students will live in residential accommodation owned by the College.

The College has a very strong academic reputation.

The College employs over 200 people with 35 full-time teachers and as many part-time. Staff turnover is low.

**Background**

1. St. Clare’s is rather more than a traditional boarding school and this is what makes it such an interesting place to work. The College is open all year round, with the exception of Xmas and Easter, and aims to make sure that its assets are worked hard and that recruitment is strong across all courses.
2. As a sixth form College, St. Clare’s treats its students as sensible young adults and the College Rules and Regulations reflect this approach. Students must share a room in their first year with someone who is not from their own country. Nationalities are spread throughout the different residential houses. Students live in single sex houses but are allowed to visit opposite sex houses.
3. The College is held together on the basis of trust; the Assistant Principal, Pastoral (APP) will promote open and trusting relationships with students, parents and those who work at the College.
4. The International Baccalaureate Diploma was introduced in 1977 and is accredited by the IBO; no other school or college in England has been offering the IB Diploma longer than St. Clare’s.
5. St. Clare’s has four business streams: see [www.stclares.ac.uk](http://www.stclares.ac.uk) for details.
6. The Principal is responsible for the management of each of these Business Streams. The SMG consist of:

* The Principal
* The Vice Principal, Pastoral and the Vice Principal, Academic representing the IB World School**.**
* The Director of Senior Courses and Liberal Arts, Ines Molinaro, who is responsible for senior courses at Bardwell Road.
* The Director of EFL courses, Lawrie Coupland, who is responsible for all English Language courses at St. Clare’s, apart from those which form part of the PIB and IB Diploma, as well as courses run through the IB Institute.
* The Bursar, Nick Paladina, who is responsible for the financial management of the College including the bursary, maintenance, catering, porters and housekeeping.

1. The two Assistant Principals meet weekly with the VPs Academic and Pastoral
2. The College is rightly proud of the quality of education which it provides. Over the last eight years there has been a concerted effort to raise the academic standing of the College and this has been achieved for all courses. Due to the diversity of its course offerings, St. Clare’s has been inspected by a large number of independent agencies, most recently by ISI in March 2013. In addition, St. Clare’s has achieved the best sixth form results in Oxfordshire, according to Performance Tables issued in February 2014, for the last four years. It also ranks 8th in terms of KS5 results for all secondary schools in England. There is no other sixth form college which is ranked higher than St. Clare’s in the Performance Tables.

**Job Description**

The Assistant Principal (Pastoral) (APP) has the following key areas of responsibility relating to students on the International Baccalaureate and Preparatory IB courses:

1. oversight of pastoral care of students, including welfare & discipline
2. oversight of monitoring academic progress
3. day to day responsibility for the operation of the PIB and IB courses, shared with the Assistant Principal (Academic)

**Line Manages**

The Assistant Principal (Pastoral):

* reports to the Vice Principal (Pastoral):
* line manages the group of Personal Tutors
* works closely with the Assistant Principal (Academic)
* works closely with the Nurses, Senior Resident & Wardens
* works closely with teachers, Heads of Department and the CAS Coordinator in connection with pastoral care of students

**Responsibilities**

**Purpose of Role**

*Relating to academic programmes*

The APP has responsibility for:

* 1. the initial response to routine disciplinary matters and welfare concerns
  2. implementing & monitoring appropriate procedures for student progress e.g. monitoring biweekly files and attendance data
  3. maintaining student records e.g. student profiles, attendance records
  4. communicating with parents, including contributions to report writing
  5. recruitment, induction and appraisal of Personal Tutors
  6. coordinating & implementing the PSHE programme
  7. arranging Personal Tutor meetings
  8. ensuring that arrangements for students with SEND are appropriate
  9. maintaining training at Specialist Child Protection level

*Relating to IB courses administration and management*

Responsibility, shared with the Assistant Principal (Academic), for day-to-day operation of PIB and IB courses. The APP will:

1. contribute to meetings with students
2. respond to parental queries regarding students
3. organise end of term communication with parents

*Other responsibilities*

*The APP will:*

1. act as the staff representative on the Student Council, organise Student Council elections and work with the Student Council Committee
   1. assume the key functions of the Assistant Principal (Academic) in his/her absence
   2. be a member of the IB Management Group
   3. contribute to the Orientation Programme for Pre-IB and IB Diploma students
   4. carry out any other reasonable responsibilities as assigned by the Vice Principal or Principal

**Experience and Skills set: Assistant Principal, Pastoral**

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| **Essential** | **Preferred** |
| **Experience** | |
| 1. Academic background: first degree at undergraduate level + PGCE or equivalent |  |
| 1. Appropriate in-service   professional training |  |
| 1. Experience in Middle Management, preferably at an international school. |  |
|  | Have knowledge of the IB Diploma. |
|  | Experience working with students who have an international background. |
| 1. Understanding of the issues associated with teaching learners whose first language is other than English. |  |
| 1. Direct experience of sixth form students. |  |
|  | Experience of accreditation processes, e.g. ISI |
|  | Experience appraising colleagues. |
| 1. Experience of working with students on pastoral issues. |  |
| 1. Experience of working with teachers and other staff on pastoral issues |  |
|  | Organising school-wide events. |
| **Skills** | |
| 1. Provide strong and effective leadership. |  |
| 1. Have an approachable interpersonal style and maintain a visible presence around the campus. |  |
| 1. Encourage delegation throughout the IB College. |  |
| 1. Practise effective and efficient administration. |  |
| 1. Think creatively and imaginatively, and respond to challenges. |  |
| 1. Understand that St. Clare’s is a college and not a school and that its expectations of student behaviour are based on the assumption that the students are young adults, not children, and are capable of being sensible and being trusted. |  |
| 1. Maintain the College ethos and understand the values which the College represents. |  |
| 1. Have excellent presentation and communication skills |  |
| 1. Be able to get on well with others including support staff as well as teachers. |  |
| 1. Have a sense of curiosity. |  |
| 1. Have a sense of humour. |  |
| 1. Like young adults. |  |

**Outline Terms and Conditions**

1. This is a permanent, full-time position.
2. Hours of work normally within the hours of 08.30 - 18.00 Monday to Friday. However, given the responsibilities of the Assistant Principal (Academic) position and the unpredictability with which issues arise, work will be required outside these times, including some work at in the evenings and at weekends, e.g. at Open Days, Scholarship Day and the orientation weekend. The APA is also expected to attend student activities such as plays and concerts and take a share in supervising any events which take part in the evenings organised by students where adult supervision is necessary. Normally, this would be no more than twice a year. This work will be considered to be part of the normal duties of the Assistant Principal (Academic) and no time off in lieu or overtime payment would be due.
3. There will be a 50% teaching load.
4. Starting salary will reflect the qualifications, experience and skills of the successful candidate.
5. The probationary period is six months.
6. Holiday entitlement is 50 working days per year, outside term dates, plus normal public holidays and the period over Christmas when the College is closed. All holidays must be approved by the Vice Principal Pastoral.
7. Work on a number of bank holidays will be required (the College is usually open for all such public holidays except those at Christmas and the New Year).
8. The performance of the Assistant Principal, Academic is formally appraised annually by the Vice Principal, Academic.
9. Professional Development – there is a generous professional development budget.
10. The College will pay contributions into the Teacher Pension Scheme.
11. Death-in-service benefit is four times annual salary.
12. A free lunch is provided in the College dining room or The Sugar House café when meals are being provided for students.
13. Generous fee reductions of day fees are offered to staff whose children attend the College.
14. The College operates a childcare voucher scheme.

**References and Checks**

All offers of employment and contracts are issued subject to satisfactory references and satisfactory outcomes on completion of all necessary checks, including criminal records and establishing the right to work in the UK. In some cases some or all of these checks will have been undertaken before an offer is made. Taking up employment will be subject to the satisfactory completion of all necessary procedures.

Under the National Minimum Standards for Boarding Schools, we are required to follow the guidance in Safeguarding Children and Safer Recruitment in Education) and undertake additional checks on all employees:

* Full written references, and phone references on quoted referees, including current employer, maybe obtained before or after interview. On occasion, further information may be sought in writing, by phone or by other means. By providing details of previous employment, it is assumed that the employee/prospective employee has given consent for this contact, and no specific consent of the employee/prospective employee will be sought. You should indicate specifically if you wish St. Clare's to refrain from contacting your current employer. References from friends or relatives will not be accepted.
* The College reserves the right to make contact with any previous employer and to make any additional enquiries it considers necessary in order to meet its responsibilities in relation to employment of people working with students who are under the age of 18 or vulnerable adults. This is to establish the reason for leaving the position.
* Police checks / Disclosure and Barring Service checks will also be undertaken, for which employees / prospective employees are required to provide information and consent. A Certificate of Good Conduct is acceptable if you are returning from abroad.
* Satisfactory completion of a health questionnaire.

**How to apply**

Applications must be made using the College’s standard teaching application form which can be found on the College’s website at [www.stclares.ac.uk/Jobs](http://www.stclares.ac.uk/Jobs) Applications should ideally be submitted by email to [recruitment@stclares.ac.uk](mailto:recruitment@stclares.ac.uk).

Queries about the application process should be directed to Liz Thorley at the above email address or by phone.

Queries about the job itself should be directed to Susan Tawse, Vice Principal, Pastoral on [susan.tawse@stclares.ac.uk](mailto:susan.tawse@stclares.ac.uk)

Alternatively, send to: Recruitment  
 Human Resources Department  
 St Clare’s, Oxford  
 139 Banbury Road  
 Oxford OX2 7AL  
 Tel: 01865 552031

*Reasonable travel expenses can be claimed at interview on the production of receipts.*

**The deadline for applications is 6.00 p.m. on Monday 3 March, 2014.**

**Interviews will take place on Monday 10th and Tuesday 11th March.**

St. Clare’s, Oxford is a registered charity (No: 294085) for the advancement of international education and understanding