



# Bancroft's School

Woodford Green • Essex • IG8 0RF  
[www.bancrofts.org](http://www.bancrofts.org)



Candidate brief for the position of  
**Assistant Head Pastoral**



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# Bancroft's School

## THE ROLE

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This is an exciting new role, providing the opportunity for a self-motivated individual to help shape the pastoral life of the school. Reporting to the Deputy Head Pastoral, this person will work closely with the House staff to ensure that every child in our care is supported to become the best version of themselves. The successful applicant will have responsibility for some whole school pastoral projects in addition to providing support as a Deputy Designated Safeguarding Lead.



## RESPONSIBILITIES

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### Key responsibilities of this role:

- Overseeing the use of AS tracking (pastoral monitoring software) and organising interventions and responses across the school, liaising with appropriate staff
- Acting as one of a team of Deputy Designated Safeguarding Leads, acting on behalf of the DSL when appropriate
- Leading on whole school projects relating to improving the wellbeing and resilience of pupils, for example Wellbeing Week
- Working with the Head of Learning and House staff to support vulnerable pupils across the school
- Liaising with the House staff and the Senior Tutor where appropriate to analyse patterns of behaviour in individual cases and across cohorts
- Supporting teaching staff working with vulnerable pupils by organising appropriate training





## **Other Responsibilities as a member of the Extended Leadership Team:**

- Help with the recruitment of teaching staff in appropriate areas
- Assisting with the induction of new staff
- Advise the Head on any issue
- Liaise with the Preparatory School Head and Preparatory School Deputy Head on pastoral matters
- Take a share of full School assemblies
- Participate in extended SLT meetings
- Assist with the activities of the School's Foundation office and be involved with events involving the Old Bancroftian Association
- To demonstrate a commitment to improving and developing the organisation's processes and facilities
- To carry out such duties that may be reasonably required by the Head

## **Additional Information:**

This job description is not an exhaustive list of all responsibilities or duties but reflects the major core of the role. The organisation reserves the right to alter the content of this job description after consultation to reflect changes to the job or services provided, without altering the general character or level of responsibility.

Bancroft's School is committed to providing the best possible care and education to its pupils and to safeguarding and promoting the welfare of children and young people. The School expects all staff, contractors, Governors and volunteers to share this commitment.

## **THE PERSON**

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We are looking for an inspirational and highly motivated individual with the ability to lead others with energy and commitment. The successful candidate will be a well-qualified graduate with an excellent teaching record (in any academic discipline). It is expected that the successful candidate will be an outstanding role model as a teacher and educator and will contribute not just to the intellectual and pastoral life of the School, but also become fully involved in the co-curricular activities we offer. We are seeking someone with both relevant pastoral leadership and administrative experience as well as a willingness to take on and master new challenges.





The ideal candidate will have:

- A good Honours degree in any discipline and an exceptional teaching record
- Middle Leadership experience, as a Head of House, Head of Year, Section Head or other pastoral role
- An excellent understanding of safeguarding
- Strong written communication skills
- The capacity to contribute to whole school strategic development
- A positive approach to problem-solving
- Excellent interpersonal skills, emotional intelligence and the ability to work with good humour and optimism
- A commitment to their own professional development

Further desirable characteristics:

- QTS/PGCE
- Experience in a similar, high-achieving, academic school
- Strong ICT skills
- Knowledge of current educational issues and their significance for the independent sector
- A commitment to the benefits of partnership work





## BACKGROUND

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### The School

Bancroft's School was founded by the Drapers' Company in 1737 on the Mile End Road as a day-school for local boys from a diverse range of backgrounds; the School has come a long way geographically and institutionally since then but remains committed to pupils from a wide range of backgrounds and has a long tradition of excellence.

We are now a co-educational independent day school for around 1200 pupils from 7 to 18 and an unashamedly aspirational school, devoted to scholarship and intellectual inquiry. We aim to provide an atmosphere in which each child can flourish and we believe that children succeed when they take full advantage of the huge range of different opportunities we provide – whether immersed in academic research, being out on the sports fields, taking part in charitable activities, acting on the stage, playing music and attending some of our numerous clubs and societies, our pupils challenge themselves and learn by taking part wholeheartedly in school life.

We have the highest expectations for every child in the School and we support, encourage and nurture each individual; we want our pupils to enjoy life to the full, make enduring friendships and grow up in a friendly, safe but challenging environment.

At Bancroft's we continually strive to ensure that all our pupils leave here with the confidence, self-awareness and knowledge to thrive in the world beyond, as well as taking with them an awareness of others and an abiding curiosity about the world.

Bancroft's has a selective 5 or 6 form entry at 11+, with just under half the pupils coming from the Preparatory School. The school uses its own entrance exam and admits boys and girls in equal proportions. There is a further small entry at 16+, and most pupils stay into the Sixth Form. Public examination results are very strong and place Bancroft's among the top co-educational schools in the country.

In 2018 91.4% of all A-level exams taken by Bancroftians were graded A\*, A or B, and 70.0% A\* or A compared with the national level of 26.4%. 36.2% of all A-levels sat achieved the top grade of A\*, again significantly higher than the national average which has been around 8% over the past years.

With the new grade 9 representing the very top level of the A\* band, we were pleased that overall 41.1% of GCSEs examined under the reformed system were awarded a 9. A very commendable 98.3% of all exams were graded 9-5 or A\*-B, well in line with previous years' results.

*Bancroft's is a forward-looking, modern school; a centre of excellence for the twenty-first century.*





# Bancroft's School



## REMUNERATION

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Bancroft's offers an attractive benefits package including a competitive salary, including private medical insurance, pension, and concessionary fees for children attending the school (dependent upon academic assessment).



## HOW TO APPLY

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An application form is available to download from the School website, <http://www.bancrofts.org/about-us/employment-opportunities> or by emailing [recruitment@bancrofts.org](mailto:recruitment@bancrofts.org)

***Bancroft's School is an Equal Opportunities employer and is committed to safeguarding and promoting the welfare of children and applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.***

