

Deputy Head of Pastoral

Overview: The Deputy Head of Pastoral (DHP) has overall responsibility for the development and implementation of all pastoral policies and practice. DHP has broad operational and strategic responsibility for the management of the School, and for its development. The DHP is responsible for the overall student wellbeing by being the direct line manager for the counseling, health and residential teams as well as directly leading the safeguarding team and the code of conduct system. The DHP will be involved in strategic decision making within the school leadership on policy matters.

Job Description: UWC ISAK Japan recruits transformational educators committed to the UWC mission and leadership as a practice. It is understood that faculty and staff are mentors to our students in the classroom and beyond. The school seeks individuals who are committed to collaborative engagement across our learning program, including Academics, Leadership, Activities and Service, Outdoor Education and Residential Life. We strongly believe that all faculty and staff should adopt a growth mindset, and we seek capacity building educators focused on their craft, keen to develop their own professional learning and ready to support the professional growth of their colleagues.

UWC ISAK Japan seeks to appoint a Deputy Head of Pastoral (DHP). This is an outstanding opportunity for a compassionate, dynamic and aspirant educational leader looking to make a significant impact. The Deputy Head of Pastoral is responsible for enhancing and sustaining an effective and caring culture across the school. This person will be responsible for ensuring that the school environment, ethos and professional development program at the school underpin the highest standards of student wellbeing throughout the school and for each community member. The DHP will work very closely with the Counselling and Health departments, Residential team and other senior staff to ensure the effective development and delivery of student wellbeing.

UWC ISAK Japan is dedicated to safeguarding and promoting the welfare of our students. Our aim is to develop the full potential of every student by providing a safe and caring environment. Key to the role will be ensuring the safeguarding of students. The DHP serves as the Designated Safeguarding Lead for the safeguarding team.

As a boarding school, we have over 200 students who board. There are ten boarding houses at UWC ISAK Japan and this includes mixed gender houses. Each House has a House Mentor and Deputy House mentor alongside a team of advisors. This is a challenging role; the DHP will be responsible for the welfare and discipline of our students and will deal with some complex situations. The ability to be firm, while balancing this with a level of compassion and understanding, will be key to success. The DHP will need to be of a resilient nature and of a personality that earns respect from staff and students alike.

The Deputy Head of Pastoral reports directly to the Head and will be a member of the Senior Leadership Team (SLT). The SLT meets regularly to discuss matters of routine and general school policy, in an atmosphere of confidentiality and collective responsibility. Members of the SLT are expected to have a knowledge of relevant issues affecting schools globally, and to contribute to discussions relating to planning and the development of policy.

This job description should be seen as enabling rather than restrictive, and will be subject to regular review. Below are detailed the key areas of responsibility. The list is not intended to be exhaustive and the post holder may be expected to assume additional responsibilities as reasonably requested by the Head.

Key Areas of Responsibility

Strategic Development

- To develop and implement the School's vision, aims, and objectives.
- To oversee the School's pastoral strategy, in line with agreed educational priorities.
- To keep abreast of developments in education, in particular with regards to student welfare.

Leadership

- To be a core member of the Senior Leadership team, representing the interests of the pastoral life of the school.
- To work with members of the Senior Leadership team and, where appropriate, senior colleagues to develop, refine and implement the School's policies and procedures.
- To lead on all pastoral areas of the School Development Plan.
- The Deputy Head (Pastoral) has line management responsibilities for the following staff: Deputy DSLs; Residential team, grade level leaders, counselling and health departments.
- To lead the grade level leaders in setting and meeting agreed targets.
- To be an excellent role model, in the role as a senior leader within the School.
- To take a lead responsibility in promoting the ethos of responsibility, self-efficacy, inclusivity, social responsibility and compassion within a warm and supportive environment.

Safeguarding

- Working with the Safeguarding team to keep the Safeguarding and Child Protection Policy (and other related policies) up-to-date and compliant; ensuring implementation of policies in school practice and procedure; managing the work of the Deputy DSLs; training staff (and other relevant parties) and ensuring that relevant staff attend external training, as appropriate; monitoring safeguarding trends, with the support of relevant software; liaising with external agencies, as required;
- Ensuring that the School's policies in relation to safeguarding are followed by all staff, working with the Head of Operations in relation to support staff;

- Co-ordinating the Student of Concern List, and working with other staff (including grade level leaders, the advisor, and school counsellors) to ensure appropriate support for those young people;
- Ensuring that all student files are detailed, accurate and safely stored;
- Ensuring that the School fulfils its obligations under the Prevent strategy;

Pastoral Leadership

- Leading on all pastoral matters across the School, and ensuring that the School remains an exemplar of best practice in relation to pastoral care, equality and inclusion;
- Chairing Grade Level Coordinators meetings;
- Ensuring the smooth organisation of the advisory systems;
- Supporting Grade Level Coordinators and Advisors to maintain standards and excellence;
- Meeting with Grade Level Coordinators regularly to discuss their year groups;
- Ensuring appropriate systems for monitoring pastoral matters, and sharing information as required across staff (with due regard to confidentiality);

Pupil Standards, Welfare and Discipline

- Having general oversight of school discipline, ensuring that good behavior is promoted and rewarded, and that any issues are dealt with promptly and fairly, in accordance with School policies;
- Overseeing the implementation of the School Standards on a day-to-day basis, and recommending – with the Deputy Head of Academics– any changes to the School Standards, as required;
- Overseeing the use of rewards and commitment to actions, including management of Commitment to Actions forms;
- Ensuring that students take pride in their appearance and in being members of the School (particularly at formal events)
- In conjunction with the Deputy Head of Academics, taking charge of any issues which might involve the Head's decision to suspend or exclude.

Registration and Attendance

- Supervising, with the Admissions Department, the production of the School list, and ensuring that it is kept up-to-date;
- Overseeing the residential housing assignments;
- Working with Grade Level Leaders to monitor lates and absences, and intervening as required;
- Working with the Deputy Head of Academics to monitor student absence for reasons such as educational trips and visits;
- Managing authorized absences and communicating as appropriate.

The Wellbeing Curriculum

- Overseeing the development of advisory and life skills programs, to ensure a full, consistent and coherent program of pastoral development as students move through the School;

Parent Education

- Developing and implementing a program of communication and education for parents (including through the Parents' Forum), to assist them in supporting their child's pastoral care.

Joint Areas of Responsibility

With the Deputy Head of Academics:

- Contingency planning, planning for inspection and regulatory compliance.
- Attend major School events, including UWC Day, Celebration Days and full school assemblies.
- Take emergency on call duty on a period rotation with the Head of School and Deputy Head of Academics.

As a member of the Senior Leadership Team

- To lead on aspects of CSI accreditation preparation.
- School Development Planning.
- Leadership/membership of working groups as directed by the Head.
- Support for School routines and events, including speaking at assemblies and parents' evenings.
- Ensuring financial efficiency and value-for-money in all school activities related to this Job Description, and consistent with the fulfilment of the School's broader strategic objectives.

Meetings

The Deputy Head of Pastoral will attend meetings, including:

- Senior Leadership meetings
- Grade level meetings
- Student support meetings
- Pastoral Committee meetings
- Crisis Management meetings

General Responsibilities

- Be part of the interview team for new members of the teaching staff, and, as required, new members of support staff (as directed by the Head of Operations).
- Contribute to the Admissions process, including all assessment days, Open Campus events, Prospective Parent Meetings, onboarding events and Orientation.

- Manage and/or investigate processes under relevant school policies, at the direction of the Head.
- Attend school events where suitable (including concerts, plays, recitals, assemblies).
- Support the work of the Admissions and Development & Alumni Relations offices, as required, including through attendance at relevant events.
- Oversee the maintenance of school policies as directed by the Head and as specified in the Schedule of Policies.
- Provide relevant contributions for the School's Strategic Plan, annual Development Plan and inspection documentation.

Safeguarding

The DHP must adhere to and ensure compliance with the School's Safeguarding and Child Protection Policy at all times. If, in the course of carrying out the duties of the post, the DHP becomes aware of any actual or potential risks to the safety or welfare of children in the School, they must report those concerns to the DDSL or to the Head immediately.

Reporting Lines: The Deputy Head of Pastoral reports to the Head of School.

If you would like to discuss the post in more detail, please contact:

Deputy Head Pierre Lacoste pierre.Lacoste@uwcisak.jp

PERSON SPECIFICATION

The successful candidate will be expected to have:

- A strong academic background including a bachelor's degree; Master's degree in education preferred.
- 3 years or more working at a residential school, preferably with experience at an international school.
- An awareness and understanding of modern safeguarding regulations and best practice, and a thorough appreciation of how schools can promote the welfare of all children.
- An ability to speak with conviction and authority on all matters relating to safeguarding and pastoral care, to build confidence among staff, faculty, students and parents, and to maintain a culture in which safeguarding and student welfare are at the heart of all that the School does.
- A commitment to equality and inclusion, and an understanding of how a diverse student and staff body enriches the school community for everyone.
- Excellent interpersonal skills, including warmth, even-handedness and sensitivity, an understanding and empathy with the feelings and motives of others, and an ability to see things from the perspective of others.
- The ability to work effectively and productively with students, staff, parents and the Board.

- Sound judgement, with the ability to make reasoned, reasonable and balanced decisions.
- Evidence of successfully leading and managing change, ideally at strategic level.
- The ability to take the initiative, to seek advice where necessary and to work effectively as part of a team.
- Well developed managerial skills and the ability to lead and inspire staff.
- Outstanding time management, problem solving and organizational skills.
- Excellent written and oral communication skills and the confidence to make effective presentations to audiences of students, parents and staff.
- The ability to chair meetings in an effective and inclusive manner.
- A high degree of motivation to work with children and young people.
- The ability to form and maintain appropriate relationships and personal boundaries with children and young people.
- A good eye for detail.
- Flexibility and resilience.
- High standards and outstanding levels of personal and professional integrity.
- The ability to diffuse difficult situations through careful listening, sensitive use of humor, praise and recognition.
- The ability to lead and inspire colleagues, drawing out strengths and building trust.
- The willingness to confront difficult issues and have difficult conversations.

A track record of success in pastoral or academic leadership within one or more good schools is highly desirable but, for the right candidate, not essential.

Compensation Package

The salary for the position will be in the 8 - 8.5 million Japanese yen range. Benefits include a PD allowance and Japanese health insurance. A school laptop and phone are also provided during employment. Housing is included and will be on campus.

Application Process

Your application letter and CV should be addressed to the Head of School. It should be no more than two sides and clearly outline your suitability for the role with reference to the Job Description and Person Specification. You should also explain clearly why you want to work at UWC ISAK Japan.

Submit your CV and cover letter to recruit@uwcisak.jp

Key Dates

Deadline for submission of applications: December 10, 2021