



Windlesham
House School

- Est. 1837 -

Candidate information for

Deputy Head Pastoral

September 2025

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A message from Ben



We are proud of our rich heritage and tradition (as the oldest prep school in the country) whilst embracing innovation and change to ensure that we are preparing our pupils to be successful, high achieving and accomplished young people.

Our magnificent country setting within the South Downs national park and state of the art facilities enable us to provide an exciting and innovative curriculum in a safe, nurturing and inspiring environment. The opportunities are varied and inclusive allowing children to be involved, to follow their interests, take risks and build lifelong passions. Our community is built on the values of respect, creativity and courage with all children feeling secure, happy and able to flourish.

Academic rigour and challenge are important; we want all pupils to achieve their potential within a supportive environment where learning is creative, engaging and accessible. Our unique ACE Habits for Learning – Active learner, Critical thinker and Explorer are embedded in all aspects of teaching and learning allowing children to develop essential skills and become independent learners.

One thing I always notice about the school is the tangible sense of excitement, purpose and energy everywhere I go. All academic subjects, creative arts, sports and co-curricular are taught in well-equipped specialist areas by teachers with passion for their subjects as well as love for their topics. Children are inspired and motivated every day within a caring community. It is a joy to hear children excitedly talking to their parents about what they are learning, how their match went or what they did at breaktime.

I am aware that job descriptions and person specifications can appear rather daunting when one reads the full list of requirements and responsibilities. Please be reassured! We are looking for candidates who are keen to become part of the Windlesham House community, who can bring great personality, experience, innovation and commitment to the role and who have clear enthusiasm for education. Attitude and approach are just as important as qualifications and experience. If you have any questions, please do not hesitate to ask but in the meantime, thank you again for your interest in the position.

Good luck!

A handwritten signature in black ink, appearing to read 'Ben Evans'. The signature is fluid and cursive.

Ben Evans
Headmaster



The role

Windlesham House is seeking a dedicated and experienced individual to join our senior leadership team as Deputy Head Pastoral and Designated Safeguarding Lead. The successful candidate will play a pivotal role in promoting the well-being, safety, and personal development of all pupils, ensuring a supportive and nurturing school environment. This role includes the critical responsibility of leading the school's safeguarding and child protection initiatives.

The Deputy Head (Pastoral) will have wide-ranging responsibilities, though their main focus will be maintaining high pastoral and safeguarding standards across the whole School, ensuring that pupils are happy and reach their potential.

Windlesham House is a vibrant and busy community which embraces innovative teaching and pastoral practice based on consultation with pupils, parents, staff and governors.

Our new Deputy Head (Pastoral) will need to be flexible and forward thinking in their approach, inspiring others to deliver excellent pastoral care.

Windlesham House is a distinctive school where tradition meets innovation, providing opportunities for children to be creative, courageous, kind and successful.





The deputy head (pastoral) will be responsible for working with and supporting the head in all key leadership and management areas. With the Head, the deputy head (pastoral) will promote the vision, ethos and policies of the school in order to maintain and secure high standards of achievement, behaviour and pastoral care.

Leadership

- Work with the head to lead, motivate, support, challenge, and develop all staff to secure continual improvement
- Assist the head in the effective management of the school
- Deputise for the head whenever necessary and in liaison with the senior deputy head and deputy head (academic) to ensure the smooth day to day running of the school
- Support the aims and objectives of the school and help promote a positive climate in which the school is always striving to review and improve its effectiveness and efficiency
- Take a leading role in decision making and policy development across the school
- Actively promote and maintain positive relationships with parents and other schools.
- Support the Head in developing and maintaining high morale and confidence among all staff and to set an example of high professional standards and leadership

Teaching and learning

- Set an example of excellence as one of the school's leading classroom practitioners to inspire and motivate other staff. Teach an agreed timetable
- Work with the head to secure and sustain high expectations of behaviour throughout the school
- Support the staff in the development of their teaching responsibilities in order to promote high quality teaching and learning across the school
- Play an active role in the professional development of staff and in the organisation and delivery of appropriate weekly and termly INSET

Staff Management

- Monitor, assess and develop the roles of class teachers and form tutors
- Update teachers on changes to school policy
- Lead training for staff to ensure safeguarding and pastoral policy implementation is compliant and consistent

Key responsibilities to

- Advise, support and guide the head and senior leadership team on all pastoral matters
- Be responsible for the school's pastoral framework
- Be responsible for incorporating the school's values in pupils' day-to-day lives
- Shape and lead the school's pastoral team providing guidance on pastoral care
- Implement, promote and review the safeguarding and child protection policies and procedure with the school's compliance officer
- Act as the main point of contact in the school, receiving and acting upon any reported concerns. This will include ensuring that the completed paperwork is accurate, correct, fully completed and reviewed as necessary and stored in a secure and safe place
- Ensure all staff are familiar with, and adhere to the safeguarding and child protection policy that is in place and know the procedures to follow and who to go to should the need arise. This should be included as part of the staff induction programme
- Provide safeguarding support, advice and guidance to any other staff on an ongoing basis
- Oversee the processes and culture that enables and responds effectively to pupil voice
- Lead the pastoral training delivered to colleagues
- Keep abreast of developments and understand the latest information on data protection, confidentiality and other legal issues that impact on the protection of children
- Ensure all relevant information around safeguarding and child protection is communicated
- Provide guidance on relevant matters to all staff, parents, volunteers and pupils as appropriate and promote best safeguarding practice at all times
- Advocate the importance of safeguarding and child protection to parents
- Oversee the effective tracking pupil attendance
- Manage all significant disciplinary issues with assistance from phase leaders and form teachers as appropriate





- Be the key link to statutory agencies (social care or police) during and following any formal investigations that may have to take place. This will include maintaining confidential record or reported cases, action taken, liaising with the statutory agencies and ensuring they have access to all necessary information
- Liaise with local children's services and the LADO as necessary
- Prepare reports pertaining to pastoral matters for governor committees and senior leadership team
- Ensure that when absent from work for any significant period, the role of DSL is suitably covered by the deputy DSL or another suitably trained member of staff
- Online safety
- Attend the governors' education committee
- Promote high standards of achievement, behaviour, attendance and punctuality from all pupils
- Meet regularly with relevant staff with regard to pupil welfare
- Be a first point of contact regarding behaviour and be committed to high standards of behaviour using necessary rewards and sanctions as appropriate

“The family feel and supportive atmosphere comes up time and again with Windlesham pupils, who feel nurtured and supported by everybody from the head down.”

Muddy Stiletto's review 2022

We are looking for

Qualifications/professional development

Essential

- Good degree from respected university
- Qualified teacher status
- Evidence of continuing professional development relating to school leadership and management and curriculum / teaching and learning
- A track record of leading successful education initiatives and managing change

Desirable

- Postgraduate level qualification
- Experience of working with other schools / organisations / agencies
- Experience of leading / co-ordinating professional development opportunities

Skills and experience

Essential

- Substantial experience of pastoral leadership, development and management, likely to have been gained as a head of year, assistant head, houseparent or an equivalent senior role
- Can both coach and mentor staff
- Experience of different schools
- High degree of proficiency with ICT that is required in order to process and analyse the academic and pastoral data that is involved with this role
- Experience of the monitoring and tracking of pupils' personal development
- The ability to build a strong rapport with pupils, parents, staff and governors
- Exceptionally high standards regarding accuracy, clarity and consistency of language, including writing and proofreading skills
- Excellent presentation skills
- Full commitment to promoting school values
- An excellent listener and calm communicator with pupils and colleagues



- The ability to form working relationships with, and to motivate, staff and pupils
- Can demonstrate high standards in the necessary professional competencies required of teachers, subject knowledge and application, classroom management and effective teaching throughout age and ability range
- Willing to be involved in the wider activities of the school
- Enthusiasm, drive, determination, a sense of humour and the ability to remain calm under pressure
- Commitment to personal and professional development

Desirable

- Proficient in using benchmarking data to promote pupil wellbeing
- Proven interest in the use of digital technology to enhance learning and teaching

The post holder's responsibility is to promote and safeguard the welfare of children and young persons for whom they are responsible, or with whom they come into contact, and to adhere to and ensure compliance with the school's child protection policy statement at all times. If, in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of pupils in the school they must report any concerns to the school's designated safeguarding lead.



What we offer

- Access to the Aviva pension trust for Independent Schools (APTIS). This is a defined contribution scheme for teaching staff
- Life assurance cover which provides death in service cover
- Free school lunch and refreshments during term time whilst the kitchen is operating
- Parking on site although all vehicles are parked at the driver's risk
- Access to an employee assistance programme
- School fee discount for staff whose children are Windlesham House pupils subject to the school's normal admissions procedures

Terms and conditions

All appointments are subject to an enhanced check with the Disclosure and Barring Service and at least two references from past employers including any school employment during your career.

- All staff comply with the school's child protection and safeguarding policy
- All staff set an example to pupils and dress appropriately at all times
- The school operates a no smoking and no vaping policy
- The school takes its obligations under the Health & Safety at Work Act very seriously and the post holder requires all staff to comply with all aspects of the School's health & safety policy, particularly in relation to safe working practices
- All staff keep up to date with the school's current policies which are posted on the staff shared drives



How to apply

Completed applications should be emailed to hr@windlesham.com at latest by the closing date of 12 noon on Monday 4 November. Interview dates to be confirmed. To apply, please complete the application form which is available on our website.

Important instructions for applicants

- Your application should include a covering letter summarising your suitability for the role with close reference to the role you are applying for
- The application form should be used to detail all relevant qualifications and provide a full, dated career history with explanations of any gaps in employment
- If you have spent three months or more living or working outside the UK, you should tell us the country/ies and the dates of your stay
- Space is provided in the application form to include a supporting statement. You should use this statement to set out clearly why you consider you are suitable and how you meet the criteria listed in the person specification for the post
- The application form asks you to declare all criminal offences, including those that are spent, and any relationship you have to other employees at Windlesham House

Note that any misrepresentation of or failure to declare information that is material to the appointment may invalidate an application, or lead to summary dismissal if the applicant has started in post.





Recruitment and selection

Windlesham House is committed to safeguarding and promoting the welfare of children and young people and we expect all staff to share this commitment. All applicants undergo child protection screening. This post is exempt from the Rehabilitation of Offenders Act 1974. The school carries out pre-employment checks, seeks references and conducts an Enhanced DBS check and other relevant checks with statutory bodies on the successful candidate.

We comply with the Disclosure & Barring Service (DBS) code of practice and have a written policy on the recruitment of ex-offenders as part of our [Recruitment, Selection and Disclosures Policy](#). If you are shortlisted, you will declare any relevant convictions, adult cautions or other matters which may affect your suitability to work with children. As a result of amendments to the Rehabilitation of Offenders Act 1974 (exceptions order 1975) in 2013 and 2020, some minor offences are now protected (filtered) and should not be disclosed to potential employers who cannot take these offences into account. Guidance will be provided when you are invited to interview.

Once appointed, the post-holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact will be to adhere to and ensure compliance with the school's child protection policy at all times. If, in the course of carrying out the duties of the post, the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, they must report any concerns to the school's designated safeguarding lead or to the headmaster.

Windlesham House is committed to being an equal opportunities employer. To enable us to make any reasonable adjustments, please let us know at the application stage if you have any special requirements.

Data Protection

The school collects personal data during the recruitment process which it adds to the successful candidate's employment record. The school retains application information on unsuccessful candidates for six months after the completion of the recruitment process. After this, it will be securely destroyed. For further information on how we use your information and with whom we share it, please refer to our [Data Protection policy](#).

Our school

Windlesham House is a distinctive day and boarding school for girls and boys aged 4-13 where tradition meets innovation, providing opportunities for your children to be creative, courageous and successful.

As the oldest prep school in the country (est 1837) and the first prep school to become co-educational (1967), we have always led the way in embracing the new. We are progressive and innovative in our ethos and approach while embracing our traditions and rich history. Focussing on the wellbeing of every child, each benefits from a first class and distinctive education full of exciting opportunities and experiences in the glorious South Downs; the grounds are alive with children building dens, climbing trees, playing golf and collecting chicken eggs.

Our outstanding programmes, including world languages and sports academies, have earned us recognition across all aspects of the education we offer and provide exciting opportunities for girls and boys aged 4-13. Recently a parent said, "Windlesham House continues to thrive and nurture future generations of exceptional children." We are delighted to be laying the foundations for the future with our green plan and innovative leadership Diploma & Futures Programme for Years 7 & 8.

To learn more about the school, please explore our [website](#).

A breath of fresh air

Looking back on your childhood, what memories stand out to you? Hopefully days of exploring nature, playing with friends and learning new skills ... our beautiful 65 acres of grass and woodland, nestled in the foothills of the South Downs allows children to be children, giving space to learn, discover and play. Our long held policy of no school uniform (within reason of course!) helps children feel relaxed in their home away from home. There is plenty of wildlife to spot – including a family of deer, badgers, pheasants and plenty of birds. With over 1000 trees to climb, there's plenty of scope for a treehouse or den to house adventure seekers.





Our values

At Windlesham House, we take great pride in the individual journey our pupils go on whilst here and what sort of child they become at the end of that journey. They are encouraged to be curious, we want them to be creative, celebrate each other's successes, show commitment in everything they do, make a contribution and show that they care.

We aim to

- Provide educational excellence through the provision of effective and inspiring teaching, encouraging enthusiasm for learning and enabling each pupil to achieve their potential
- Sustain a supportive, kind and happy environment where the individual and spiritual needs of the pupils and staff are recognised and provided for within a community that celebrates diversity
- Encourage pupils to be self-confident, self-motivating and self-disciplined within a safe, nurturing and caring community ensuring they progress to their chosen senior schools as successful individuals
- Attract, develop and retain exceptional staff whose commitment to the children is transformational whilst also continually seeking opportunities to grow and develop through the investment in first class facilities and resources
- Communicate and collaborate closely with parents to understand their expectations and aspirations
- Ensure a bespoke and modern boarding environment tailored to each pupil's individual needs

“Our teachers really go above and beyond. They are forward thinking, conscientious and do a brilliant job engaging every single learner.”

Ben Evans, Headmaster