



*Space to discover*



*Space to grow*



*Space to belong*

**Deputy Head (Pastoral)**

Candidate Information Pack





# WELCOME TO SIBFORD

A co-educational day and boarding school for pupils aged 3 - 18. Empowering young people with the skills, self-belief, and spirit to take their place in the world

Sibford is a place where we aim to nurture ambitious learners who shape their worlds with their creative, compassionate and questioning minds, where your career journey can flourish alongside the growth of our exceptional students.

In our commitment to individuality, we recognise that employees, much like our students, are diverse in their approaches and strengths. At Sibford, you're encouraged to be adventurous, curious, creative, confident, and above all—be yourself.

Rooted in Quaker values, our approach to teaching is grounded in truth, integrity, equality, community, peace, simplicity, and sustainability. These values are not just words on paper but living principles that underpin the distinctive characteristics of Sibfordians.

In the nurturing, safe, and supportive environment we cultivate, you'll find a space where your potential has no limits. Here, there's no ceiling on your ability to inspire and shape young minds, both academically and personally. Tolerance and consideration towards each other are not just encouraged; they are integral to our community ethos.

Our curriculum is as diverse as the talents it aims to nurture. We pride ourselves on traditional academics, creative arts, technology, and horticulture, in small, dedicated classes, inspiring and stretching each individual, guiding them to discover their own talents and embrace their authenticity.

Sibford is more than just a school; it's a place where employees are partners in the growth and development of future leaders and citizens. If you're seeking an environment that values creativity, agility, resilience, positivity and empathy, we warmly invite you to consider joining us at Sibford.

A candidate pack can only convey so much. Come and meet us in person—experience the genuine warmth and vibrancy that defines our educational community.

Looking forward to the prospect of welcoming you to the Sibford family.

**Rebecca Evans, *Head***



# Our Vision and Ethos

## Our mission

To nurture ambitious learners who shape their worlds with their compassionate, creative and questioning minds.

## Our vision

To empower future generations who live adventurously in the world and take responsibility to improve it.

## Our ethos

### Endeavour

- I take responsibility for my learning journey, striving to give my best in all lessons and activities.
- I have the resilience to take accountability for my mistakes and recognise they help me learn and develop.
- I take pride in my work and approach all my lessons ready to learn by being punctual, organised and prepared.

### Respect

- I respect myself, my surroundings and those around me.
- I show integrity by being truthful, reflecting on my decisions and making wise choices.
- I actively listen, value the perspectives of others and seek stillness even amid the activities of daily life.



### Community

- I actively help others and the community.
- I am responsible for an environment where equality is valued and I treat everyone how I want to be treated.
- I understand my responsibility to display stewardship and make the world a better place.

### Kindness

- I advocate for inclusivity and try to include everyone in my lessons and activities.
- I actively try to consider and understand how someone else may be feeling and respond with kindness.
- I look for peaceful resolutions to disagreements, never using words or actions to deliberately hurt others.



# Our Approach

We believe that academic success is driven by outstanding pastoral care and a vibrant and well-rounded education.

A focus on the individual needs of each child is central to our approach. Small class sizes with dedicated teachers nurture, inspire and stretch students, giving them a chance to unearth their talents and truly know themselves. Our open and calm environment gives them the space, confidence and mindset to work to their full potential.

We have a dedicated SEN department with a fantastic reputation for their pioneering work. Neurodiversity is part of the rich and eclectic world we live and all the better for it. We believe that embracing and adapting to this diversity should just be an integral part of any school's approach.

We celebrate and champion the diversity of humans, aiming to offer our students a rich and varied curriculum and opportunities to experience and explore diverse skills and interests. As an independent school, we welcome the opportunity to enrich our curriculum, encouraging students to follow their own path, whether it's a traditional academic one, creative arts, technology or horticulture. Placing huge value on co-curricular activities, we actively develop a rich timetable of activities that above and beyond offering new skills and knowledge, inspire great friendships and instil a strong sense of belonging.

A well-rounded education teaches students a wealth of brilliant life skills, from creative thinking, agility, and resilience to leadership, collaboration, and emotional intelligence – all essential in guiding their growth into good citizens and life-long learners.





# The Role

Sibford School are now seeking an exceptional Deputy Head (Pastoral) to join the Senior Leadership Team. This role plays a vital part in shaping and sustaining a school environment where every student is known, supported, and able to flourish.

The Deputy Head (Pastoral) is a key member of the Senior Leadership Team, responsible for leading and overseeing all aspects of pastoral care and student welfare across the school, including the boarding community and the school's safeguarding provision.

With oversight of pastoral systems, wellbeing, safeguarding, behaviour, and boarding, the Deputy Head (Pastoral) ensures that the school remains a safe, inclusive, and compassionate community firmly rooted in Quaker values. The postholder will work closely with the Head, senior colleagues, and staff across the school to promote a culture of care, community and belonging.

There is no expectation for the Deputy Head (Pastoral) to be a practising Quaker — indeed, the majority of staff are not — but they should demonstrate a genuine affinity for and commitment to the school's Quaker values, which underpin our ethos and community life.

As the school's sole Deputy Head, the postholder will be responsible for deputising for the Head as required. The Deputy Head (Pastoral) is expected to live on the school site and therefore spacious family accommodation is provided.

The successful candidate must have:-

- Qualified Teacher Status, a recognised degree level qualification or substantial school leadership experience
- Substantial experience in pastoral leadership, safeguarding, and student support.
- A DSL qualification (or willingness to undertake training) and strong knowledge of statutory safeguarding responsibilities.
- Experience of leading or supporting boarding provision.
- A relational, values-led approach to leadership and care.
- Be a collaborative team player with the ability to lead and manage others including at a senior level.
- Strategic capability – an ability to see the big picture, think strategically, innovate and manage change in a school setting.

# Safeguarding

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS).

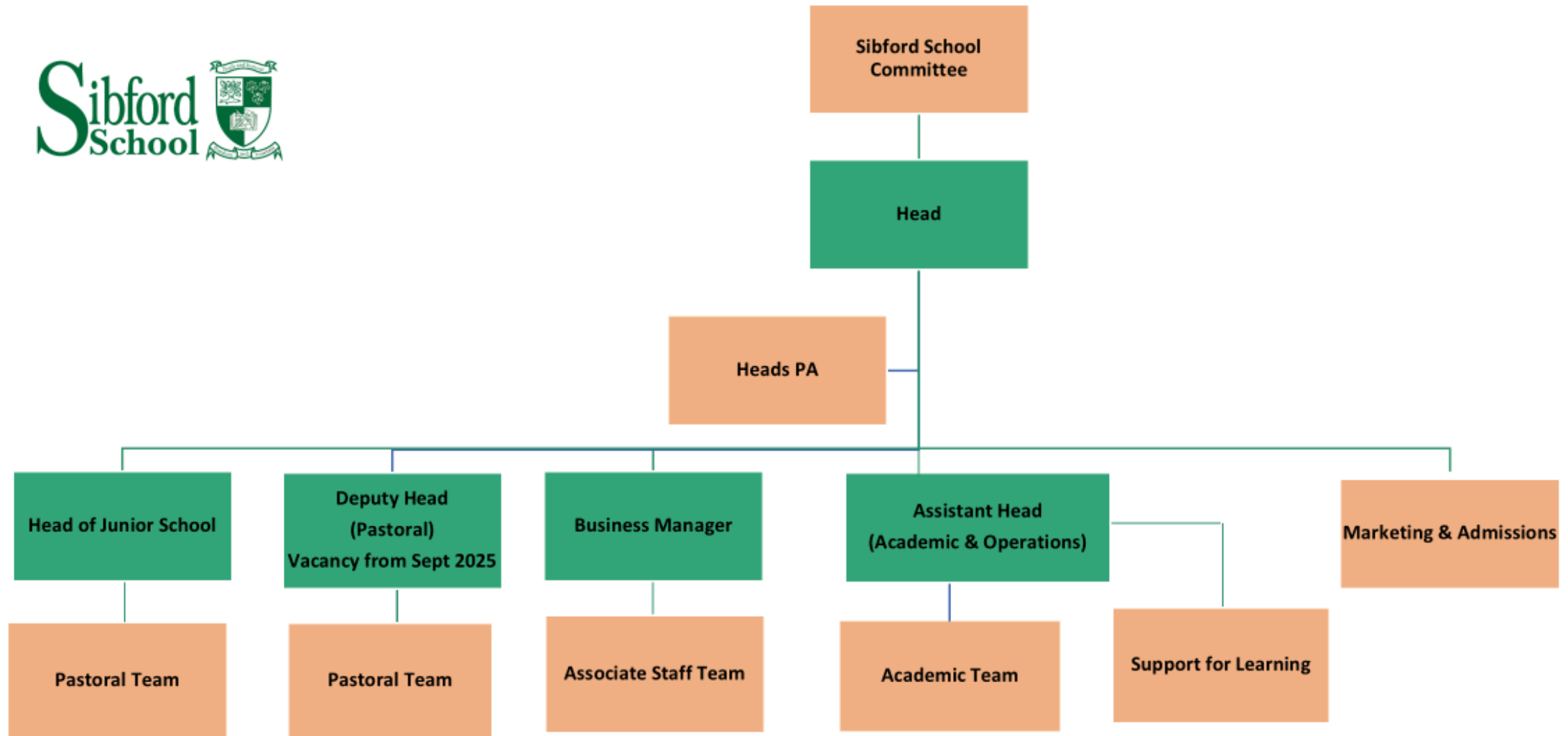
The School may carry out online searches on shortlisted applicants and all applicants will be required to provide details of their online profile, including social media accounts, as part of their application.

The post is exempt from the Rehabilitation of Offenders Act 1974. The School is therefore permitted to ask job applicants to declare all convictions and cautions on a self-declaration form in advance of attending an interview (including those which are “spent” unless they are “protected” under the DBS filtering rules) in order to assess their suitability to work with children.





# Senior Leadership Structure



# Summary of Key Responsibilities

## Leadership and Collaboration

- Play a full and active role in the Senior Leadership Team, contributing to whole-school strategy and decision-making.
- Lead, support, and manage staff to ensure that all colleagues uphold the highest professional standards, maintaining a culture of consistency, respect, and accountability across the school
- Deputise for the Head as required.
- Attendance and participation at meetings of School Committee (Board of Governors) including sub-committee meetings
- Model compassionate, servant leadership in line with Quaker principles.

## Safeguarding and Child Protection

- Serve as a Designated Safeguarding Lead (DSL), with lead responsibility for safeguarding and child protection across the school, including line managing the non-teaching Deputy DSL.
- Ensure that safeguarding policies and procedures are robust, compliant with statutory guidance, and actively embedded in school practice.
- Provide training, support, and supervision to staff to ensure a strong safeguarding culture throughout the school, including boarding.
- Work closely with external agencies, families, and professionals to safeguard pupils and manage complex cases with sensitivity and care.
- Maintain accurate safeguarding records and report regularly to governors and leadership.

## Pastoral Leadership

- Provide strategic leadership of the school's pastoral care systems, including line management of Heads of Key Stage, Pastoral Administrator and School Councillor.
- Ensure consistency and compassion in approaches to behaviour, rewards, and restorative practices.
- Develop initiatives that promote student wellbeing, personal growth, and relational trust.

## Behaviour and Restorative Practice

- Lead the school's approach to behaviour, ensuring it is underpinned by clarity, consistency, and compassion.
- Promote a restorative ethos, supporting pupils to take responsibility, repair harm, and learn from mistakes.
- Support staff in responding to behaviour constructively, providing training and guidance where needed.
- Monitor behaviour patterns across the school, using data and dialogue to identify areas for support or development.
- Maintain clear, fair systems that reinforce expectations while reflecting the school's commitment to peace, justice, and mutual respect.



# Summary of Key Responsibilities

## Boarding

- Lead the boarding provision, ensuring high standards of care, communication, and safeguarding for all boarders.
- Support and guide House staff and residential teams and maintain a visible, active presence in the boarding community including line management of the Head of Boarding.
- Create a nurturing, inclusive home-from-home atmosphere in line with Quaker values.
- As a resident member of staff, the Deputy Head (Pastoral) will be on-call as required, providing responsive support and leadership in line with the needs of the school community.

## Community and Belonging

- Champion initiatives that promote inclusion, equality, and a deep sense of belonging among all pupils, staff and parents.
- Build strong relationships with pupils and families, ensuring every individual feels seen, heard, and valued.
- Promote pupil voice and participation in shaping the school community.
- Oversight, development and leadership of the School House system

## Quaker Ethos and Spiritual Life

- Contribute to the spiritual life of the school, supporting opportunities for reflection, stillness, and moral development.
- Help plan and lead inclusive Meeting for Worship and other reflective practices.
- Embed Quaker values such as peace, equality, simplicity, and truth into daily life and leadership.

## Well-being and Mental Health

- Lead the development of a whole-school approach to wellbeing and emotional literacy.
- Line manage the school counsellor and Lead Nurse, and liaise with external mental health services.
- Support the wellbeing of staff as well as pupils, promoting a caring and sustainable working culture.

## Compliance and Policy

- Ensure all policies and procedures related to safeguarding, behaviour, pastoral care, boarding, and wellbeing are fully compliant with current legislation and best practice.
- Maintain up-to-date knowledge of relevant statutory frameworks (including KCSIE, ISI regulations, and the National Minimum Standards for Boarding).
- Support the SLT to ensure that the school is always ISI inspection-ready and compliant
- Lead on the review, development, and implementation of school policies, including the critical incident plan, working closely with governors and regulatory bodies where required.
- Contribute to inspection readiness and ensure accurate records and documentation are maintained in all relevant areas.

# The Person

| Essential   | Desirable   |
|---|---|
| Substantial experience in pastoral leadership, safeguarding, and student support  | Training in mental health, counselling, or restorative practice         |
| Qualified Teacher status  |   |
| DSL qualification (or willingness to undertake training) and strong knowledge of statutory safeguarding responsibilities      | Experience working with external agencies and complex family situations |
| Experience of leading or supporting boarding provision  |   |
| A relational, values-led approach to leadership and care  |   |
| A collaborative team player with the ability to lead and manage others including at a senior level                            |   |
| Strategic capability – an ability to see the big picture, think strategically, innovate and manage change in a school setting |   |
| Commitment to the ethos of a Quaker school, regardless of personal background or faith  |   |



# Living in Oxfordshire

Whilst Oxfordshire and the Cotswolds are beloved and popular with so many, we know that not everyone will have had first-hand experience of it, so this is a short introduction to the area.

Oxfordshire offers a wonderful quality of life, blending picturesque countryside with the vibrancy of a historic and culturally rich city. With charming villages to explore, walks in the Cotswolds to enjoy, the county provides something for everyone. The area is particularly attractive to families seeking a balanced lifestyle with access to excellent amenities.

Oxford itself is a world-renowned city, known for its beautiful architecture and prestigious university. It's a place where tradition meets innovation — from centuries-old libraries and colleges to cutting-edge research and technology hubs. The city boasts a wide range of independent shops, cafes, and restaurants, as well as theatres, museums, and galleries. Oxford is committed to being a zero carbon city by the year 2040 and has implemented many initiatives to achieve this goal, including Low Traffic Neighbourhood (LTN) schemes, Oxford's Low Emission Zone and the Energy Superhub.

Transport links are another major advantage of life in Oxfordshire. With excellent rail and road connections, you can easily access London, Birmingham, and other major cities. London is just an hour by train to Paddington or Marylebone, while the M40 and A34 provide convenient routes for drivers. For international travel, Heathrow Airport is just over an hour away and Birmingham International Airport is also easily accessible.

Above all, Oxfordshire offers a strong sense of community. From local festivals and farmers' markets to active sports clubs and cultural events, there are many opportunities to connect with others and feel at home. For those taking on a senior role in education, this welcoming and dynamic environment is the perfect backdrop for both professional growth and personal wellbeing.

Oxfordshire is also ideally situated for exploring a wealth of cultural and historical attractions. Just a short drive away is Blenheim Palace, a UNESCO World Heritage Site and birthplace of Sir Winston Churchill. The nearby Cotswold towns of Woodstock, Witney, and Burford offer characterful high streets while Stratford-upon-Avon — the birthplace of Shakespeare — is perfect for a day out steeped in history and theatre.



# Why work at Sibford?

Sibford School offers an outstanding education for pupils aged 3 – 18 and is easily accessible from both Oxfordshire, Warwickshire and Gloucestershire.

Our school is a friendly and welcoming place to work. With stunning views and 50 acres of surrounding countryside, it is a great place to spend your working hours.

## Some highlights from our ISI inspection in October 2024

*“ Pupils, including boarders, feel safe and are confident that there is a trusted adult they can speak to, if they have any concerns. ”*

*“ Leaders work collaboratively and adeptly together to provide an academic and pastoral education reflecting the ethos of the school. This ethos is based on the school's values of endeavour, respect, community and kindness. Leaders take into account the needs of the pupils and the views of parents to prioritise the most important things that they need to do. ”*

*“ The school's ethos of welcome and inclusion permeates every aspect of school life. There is a palpable sense of kindness, in interactions between pupils and modelled by their teachers, Pupils model the school's ethos and aims of collective stillness and reflection in assemblies, lessons and during social times. As a result, pupils behave well. ”*



**[Click here to read our review in the Good Schools Guide](#)**

# What we offer

|  |   |
|--|---|
| <b>Salary</b>                                      | Competitive salary plus on site family accommodation (3 bedrooms)                                       |
| <b>Pension Employer's contribution</b>             | 17.5%   |
| <b>Pension Employee's contribution</b>             | 5% minimum  |
| <b>Group Life Assurance</b>                        | 4 x annual salary.  |
| <b>Group Income Protection</b>                     | 50% of basic salary. Payable for up to 3 years  |
| <b>Staff Fee Remission Discount on school fees</b> | 66.6%   |
| <b>School Holidays</b>                             | 18 weeks - Including bank holidays.   |
| <b>Academic term</b>                               | 34 weeks term time.   |
| <b>Sick Pay entitlement</b>                        | 1 month full & 1 month half pay per year of service – up to maximum of 6 months.                        |
| <b>Employee Assistance Programme</b>               | This includes free access to medical advice, health and wellbeing services, employee hub and much more. |
| <b>Free School lunches</b>                         | Provided in term time.  |
| <b>Free use of School Swimming pool for staff</b>  | .   |



# Spacious 3 bedroom family accommodation (on site)



Spacious 3 bedroom  
family home provided  
on the school site  
(utility bills included).





# How to apply

Thank you for showing an interest in our school and the vacancy which we are currently advertising.

You can complete the application online via the school website here:  
[Work With Us | Sibford School](#).

If you have any questions or queries, please contact the HR department:  
[hr@sibfordschool.co.uk](mailto:hr@sibfordschool.co.uk) or call 01295 781291.

Applications will be reviewed as they are received. The School reserves the right to appoint at any stage of the recruitment process; early applications are therefore encouraged.

Sibford School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All offers of employment are subject to an enhanced DBS check.

If you are successfully shortlisted, you will be invited for interview at the school and have the opportunity to view the school, its grounds and the available accommodation.

**Closing date for applications:**

Monday 2<sup>nd</sup> June 2025 at 1pm

**Long list interviews:**

11<sup>th</sup> / 12<sup>th</sup> June 2025, online

**Final interview date:**

Thursday 19<sup>th</sup> June 2025, on site at Sibford







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