

APPLICATION PACK  
FOR THE POST OF  
**DEPUTY HEAD  
PASTORAL**

*(To start April or September  
2025)*





## CHEAM | Overview

Cheam is a wonderful co-educational prep school on the Berkshire/Hampshire border. The school is situated in a stunning rural location ten minutes from Newbury and fifteen minutes from Basingstoke, just off the A339. It is surrounded by smaller towns and villages from which it draws many of its pupils.

Cheam was founded in 1645 and is one of the oldest prep schools in the world. Cheam is an IAPS boarding and day school with some 375 pupils, boys, and girls. Cheam prides itself on its excellent all-round record academically, musically, artistically and on the sports field. The facilities are outstanding. On completing their life at Cheam, children move on to the top Public Schools in England, including Eton, Wellington, Marlborough, Radley, Harrow, Winchester, Bradfield and St. Mary's Calne. The school is non-selective yet achieves consistently high standards academically.

## Deputy Head - Pastoral

An outstanding opportunity has arisen to join the Cheam Senior Leadership Team (SLT) as a full time Deputy Head Pastoral.

The Deputy Head Pastoral leads the pastoral provision of the School providing a positive, safe and happy environment enabling every pupil and staff member to flourish.

The Deputy Head Pastoral is responsible for ensuring the School offers a modern style of boarding which nurtures excellence and accommodates the needs of today's families.

Reporting to the Head, the Deputy Head Pastoral is a member of the Senior Leadership Team and is also the Designated Safeguarding Lead (DSL). They work closely with the Deputy Head Academic, Deputy Head Co-Curricular and the Head of Pre-Prep to ensure that pastoral care across the whole School is first class.

# JOB DESCRIPTION



## Key responsibilities include:

### Leadership

- To work with the SLT to ensure that strategies towards achieving the Head's Vision are in place.
- To be responsible for the implementation of the safeguarding, pastoral, wellbeing and boarding aspects of the School's strategic plan.
- To lead on all pastoral, behaviour, attendance and wellbeing matters across the School ensuring that the School remains an exemplar of best practice in relation to pastoral care, equality, compassion and inclusion.
- As the Designated Safeguarding Lead (DSL) to maintain a strong safeguarding culture within the School.

### Safeguarding

- To be responsible for all child protection procedures in the School.
- To ensure that all staff are appropriately trained in safeguarding procedures and that all pupils are aware of who they can speak to if they have a problem of any kind.
- To monitor the keeping, confidentiality and storage of records in relation to child protection in particular via CPOMS.
- To ensure that all statutory and regulatory requirements with regards to safeguarding are met.

### Boarding

- To oversee the School's Boarding offering, setting the vision and strategy, in consultation with the Head and Head(s) of Boarding to deliver a boarding offering which is appealing and modern.

### Pupil Behaviour

- To have general oversight of school discipline, ensuring that good behaviour is promoted and rewarded, and that any issues are dealt with promptly and fairly.
- To manage the programme of Character Education and Development opportunities across the School including the Cheam Diploma programme.

### Wellbeing

- To promote the welfare and wellbeing of pupils and staff at all times.
- To create and implement a Wellbeing strategy for pupils and staff which aims to develop the full potential of every pupil and member of staff by providing a safe, enriching and caring environment.
- To be responsible for the running of the School Council, The Nest, Medical Team and Counselling Services.

### Staff Management

- To line manage the Heads of Years 3-8, Medical Team, Pastoral, Boarding and Wellbeing & Counselling teams including carrying out regular appraisals.
- To take overall responsibility for the organisation and culture of the Staff Common Rooms.
- To lead with the recruitment, induction and training of new pastoral staff.
- To ensure the Staff Code of Conduct is appropriate, understood and followed by all staff.

### Parent Liaison

- To maintain communication with parents regarding pastoral matters.

## Working at Cheam

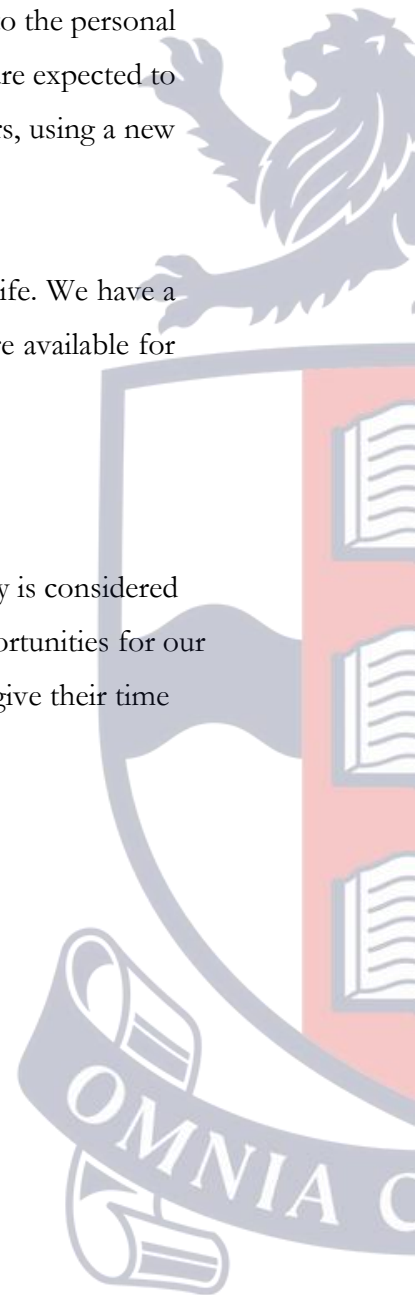
It is expected that all staff at Cheam support the strong collective dynamic and inspirational ethos of the educational philosophy of the school and support the community aims of our school life. We are looking for a candidate who has confidence, integrity, humility, kindness and humour and is dedicated to supporting children and colleagues alike.

At Cheam, we are not committed to pastoral and academic excellence but also to the personal growth and character development of each and every student. Staff at Cheam are expected to take an active role in helping the children reflect upon and grow their characters, using a new initiative, the Cheam Diploma, as a platform to guide and support this process.

Our extensive and beautiful grounds provide the perfect backdrop for school life. We have a school swimming pool, golf course, staff gym and tennis courts all of which are available for staff use.

## Other Responsibilities

A willingness to contribute to the life of the school beyond the usual school day is considered essential. We are a busy prep school offering a wide range of co-curricular opportunities for our pupils, and we are seeking a dedicated and enthusiastic Deputy Head who will give their time freely in support of the Head.



## Salary and Hours

Salary will be competitive, according to experience and qualifications and in line with our own salary scales.

This is a full-time role. Full time staff work six days a week Monday to Saturday but receive a half day off on one day.

## School Holidays | Days Off

School holidays are usually 3 weeks at Christmas, 3 weeks at Easter, 8 weeks in the summer, 1 week for February, May and October half terms. There are regular staff meetings and INSET days just before the start of each term and all staff are expected to attend these.

## BENEFITS

### LOCATION

Nestled in 100 acres of beautiful Berkshire countryside



### CAREER PROFESSIONAL DEVELOPMENT

including mentoring and a variety of training opportunities



### LUNCHES

Meals, snacks and refreshments provided



### GENEROUS PENSION SCHEME



### WELL-BEING

Focus on staff well-being, yoga classes, team socials and access to physio and counsellors



### FACILITIES

Use of school facilities when available



## WORKING AT CHEAM



Our staff are Cheam's greatest asset. From the inspiring and experienced teachers to the efficient and friendly support teams, everyone contributes to the special environment at Cheam. Cheam offers the brightest of learning environments. It is the perfect place for staff to thrive and grow.

“Having worked in a number of schools, when I found Cheam, it felt the most like home. The team, the amazing site and the positive, can-do attitudes are what makes it a great place to work and live.”

“The pupils who are happy, engaged, so well-mannered and keen to learn make coming to work something I genuinely look forward to.”

“The feeling of camaraderie amongst the staff and being part of the Team Cheam. It's a very special community.”

“It's a privilege to work in such a beautiful setting, with a brilliant group of colleagues who make coming to work worthwhile.”

### *Quotes from Staff Members*

- “The quality of the pupils academic and other achievements is excellent.”
- “Pupils throughout the school display extremely positive attitudes towards their learning.”
- “Pupils show highly developed knowledge and strong understanding and skills across their studies.”
- “Pupils are excellent communicators.”
- “The quality of the pupils personal development is excellent.”
- “Pupils show high levels of self-understanding and self confidence for their age.”
- “Pupils behave notably well and show respect and kindness towards others.”
- “Pupils have a strong understanding of how their decisions affect their development.”
- “Pupils are extremely socially aware and collaborate highly effectively across all areas of school life.” *Quotes from the ISI Inspection Report 2023*

See also:

[THE GOOD SCHOOLS GUIDE](#)

[MUDDY STILETTOS SCHOOLS REVIEW GUIDE](#)



## HOW TO APPLY & KEY DATES



- Candidates should complete the application form and equal opportunities form found on our website at [www.cheamschool.co.uk](http://www.cheamschool.co.uk) and provide a covering letter. Applications will not be accepted without a completed application form.
- Covering letters and application forms should be submitted by post to Cheam or online to the Head's PA, Cal Austin at [austinc@cheamschool.co.uk](mailto:austinc@cheamschool.co.uk)

### Key Dates

Closing date for receipt of applications is **Tuesday 11<sup>th</sup> February 2025.**

Interviews are likely to be held soon afterwards on 13<sup>th</sup> or 14<sup>th</sup> February 2025. The School reserves the right to call someone to interview before the closing date.

**Start Date: April or September 2025**

Cheam School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Applicants must undergo child protection screening, including checks with past employers and the Disclosure and Barring Service.

**At Cheam we are committed to a culture of equality, diversity and inclusion. We value difference and recognise that individually we perform well but collectively we shine. If you believe your personal values would fit with the Cheam values we would love to hear from you. Whatever your background, if you lead by example, show resilience and kindness and seek always to integrate and share, please get in touch.**





