



ST PAUL'S
GIRLS' SCHOOL

Deputy Head Pastoral

**CANDIDATE
INFORMATION
PACK**

Required from 01/09/2026

Welcome

St Paul's Girls' School (SPGS) is an extraordinary school. While we are well known for regularly achieving some of the best GCSE and A level results in the country, what has stood out to me since joining the School in September, is its truly distinctive ethos, focused on nurturing creativity, curiosity, and a love of academic discovery.

Ours is a school full of opportunity where students are encouraged to take responsibility, to get involved and to broaden their horizons. The co-curricular programme at SPGS is wide ranging and ambitious and students are actively engaged in service to the community with numerous opportunities for local partnerships.

Pastoral care and wellbeing are at the very core of the School and it is our belief that all our students should receive the kindest and most individual support possible. Students regularly report on their positive relationships with staff and the high quality of care for their wellbeing and our diverse pastoral teams are experienced and well resourced. When students leave us we are confident that they have developed a strong sense of self and have built friendships to last a lifetime.

As we develop our outstanding educational provision in the coming years, I am excited to be leading a collegiate, high-performing and exciting senior team at SPGS. I hope that you will consider joining us.

Liz Hewer, High Mistress





The School

St Paul's Girls' School is a historic and highly successful day school in west London, welcoming students aged 11 to 18. It was founded in 1904 by the Worshipful Company of Mercers as one of the first purpose-built schools for girls and was designed by the architect Gerald Horsley. It is one of the country's leading independent secondary day schools and is a lively academic community with excellent facilities for all subjects.

The education we offer is classical yet forward-looking, encouraging students to take risks, think ambitiously and play a leading role in the world beyond school. It is no coincidence, therefore, that amongst our alumnae we count leading scientists, journalists, artists and politicians. One of our earliest students was Rosalind Franklin, whose brilliant pioneering work was pivotal to the understanding of DNA.

There are 825 students on roll, coming from a wide range of feeder schools across both the state and independent sector and there is thriving sixth form of about 230 students. Entry to the school at 11+ is by competitive exams held in January and at 16+ in November, and there is heavy demand for each place. Public exam results are consistently outstanding and about 40% of all students every year move on to Oxford and Cambridge. Increasing numbers also go on to higher education at Ivy League colleges in the United States. Aspirations and achievements in many areas go well beyond what one would normally expect from a school, making SPGS a very exciting and stimulating place in which to work.



The Role of Deputy Head Pastoral



We are looking for an inspirational and highly motivated individual with an ability to work collaboratively with other senior leaders and all staff in leading the pastoral side of the school.

This is an exciting opportunity for the successful applicant to take responsibility for the development and welfare of all students through the leadership and management of the pastoral staff teams. With excellent written and oral communication, skills in problem-solving and the ability to balance patience, firmness, empathy and warmth, the successful candidate will lead with positivity, integrity and energy.

The Deputy Head Pastoral reports to the High Mistress and is a member of the Senior Leadership Team and as such plays an important part in shaping the School's ethos and strategic development as well as the day to day running of the School.

Key Responsibilities

- Provide leadership, management and strategic oversight of the School's pastoral work, pastoral teams, systems and vision, providing advice and support to the Senior Leadership Team on all issues associated with the pastoral life of the school as well as reports and updates to the High Mistress and Governors as required.
- Ensure that the School's strong pastoral ethos and aims are clearly communicated within the School and to our wider School community.
- Develop and maintain good relationships with all those involved in the development of effective and wholistic pastoral care including parents, staff and external individuals and institutions.
- Lead the team of Heads of Year and Heads of Section, meeting regularly with all pastoral middle leaders.
- Chair and drive the agenda of the Heads of Year meetings.
- Work alongside the Head of Senior School to oversee the pastoral care of senior school pupils (Year 12 and 13).
- Act as a champion for student physical and mental wellbeing, leading and overseeing the work of the School Medical staff and Counsellors.
- Act as the School's Attendance Lead, overseeing the system for tracking, monitoring and following up on attendance concerns.
- Coordinate student pastoral initiatives, including peer support, peer education and wellbeing initiatives.
- Oversee the School's PSHE provision, working closely with the Head of PSHE to ensure the programme is relevant and stimulating as well as fulfils statutory requirements.
- Present to staff, parents, and governors as required and lead assemblies from time to time.
- Maintain and strengthen strategies that lead to students' good behaviour and personal conduct including rewards and sanctions.
- As appropriate, work with students and their families on sensitive and serious pastoral and disciplinary matters.
- Where appropriate, work closely with the Director of Safeguarding and Inclusion on safeguarding matters to ensure the care and wellbeing of students.
- Work with the Head of Learning Support to ensure pastoral and wellbeing support for pupils with additional needs.
- Oversee the induction of new students to the School, working with the Head of Lower School (for 11+) and Head of Senior School (for 16+), to ensure that they feel warmly welcome and settle quickly into a new and friendly environment where they feel they belong and where they understand both the expectations placed on them and the support available to them.
- Oversee of the induction and pastoral care for students receiving bursary support.

Key Responsibilities cont.

- Foster a positive culture of professional reflection and the sharing of good practice, working with the Pastoral and Wellbeing staff teams to develop staff needs and coordinate appropriate training and support.
- Oversee the tutoring provision, including tutor training and development.
- Work with the Deputy Head Academic to allocate tutors to form groups.
- Work with the admissions department to contribute to the 11+ and 16+ assessment process and the assessment for occasional places.
- Oversee cover for members of the pastoral team if required and the recruitment of pastoral staff.
- Ensure pastoral policies and procedures are reviewed and followed and that accurate records are kept of all pastoral matters ensuring confidentiality where appropriate.
- Liaise with the Business Directorate to advise on pastoral spending priorities in line with school strategy.
- Oversee the management of pastoral budgets.
- Identify challenges to School effectiveness and develop strategies for school improvement that are realistic, timely and suited to the School context.
- Stay abreast of developments, technology and legislation supporting the pastoral strategy of the School, including compliance with ISI requirements.
- Attend Governors meetings as required.
- Be available during the August public examination results period for support and discussions with parents and students.
- Support the Senior Leadership Team through attendance at events and through their visible presence around school.
- Perform other duties as may be reasonably required by the High Mistress.

The following members of staff are line managed by the Deputy Head Pastoral -

- Heads of Year
- Heads of Lower and Middle School
- Attendance and Data Officer
- Head of PHSE
- The PA to Deputy Heads, Pastoral and Safeguarding
- The School Nurses and School Counsellors teams

Person Specification

The successful candidate will be highly motivated and positive in their outlook with a natural affinity for pastoral work. They will demonstrate initiative, have a strong pastoral track record and an ability to work collaboratively and think imaginatively and strategically at a whole school level.

They will have significant organisational and administrative experience, be confident in the use of technology and with the ability to demonstrate successful change management. They will be prepared to be flexible, to challenge and ask questions and have the capacity to make and manage difficult decisions with diplomacy and discretion.

They will be an outstanding communicator with a strong sense of self-awareness and a willingness to take on new challenges and to learn. They will lead by example; line managing and developing colleagues effectively to create a strong pastoral team and an environment within which all staff are inspired, motivated and supported to develop their skills and knowledge, and all students are enthused, engaged and supported.

They will be expected to have a visible presence and play a full part in the life of a busy London day school, supporting the work of staff and students through attendance at a wide range of events.

They will be expected to teach a reduced timetable (c.30%FTE) in their specialist subject area.

They will have prior experience preferably as a senior leader e.g. Deputy Head, or Assistant Head, or as a successful middle leader in an independent or maintained school.



Our Educational Ethos

The emphasis on liberal learning established by the first High Mistress, Frances Gray, finds expression today in an academically adventurous curriculum, which encourages intellectual freedom, discovery, and the joy of scholarship. In our rich and varied academic curriculum students are encouraged to explore beyond the syllabus to enrich their learning through collaborative work, interdisciplinary projects and individual research. We run several school-directed courses at GCSE level: Computer Science, Creative Technologies, Art and Design, Drama and Theatre Studies, Music, and History of Art and a bespoke programme in the Sixth Form which extends learning beyond A levels as preparation for university and the world of work. Pastoral care is excellent, and all students are placed in small tutor groups to ensure the highest standards of personal attention and development.

Creative Arts & Co-curricular

We have an excellent reputation for the creative and performing arts with students contributing to an exciting programme of musical and dramatic performances and art exhibitions. Music plays a central role. The composer of *The Planets*, Gustav Holst, was Director of Music at the school for over 30 years, and his legacy continues. Our co-curricular programme is full and varied, offering innumerable opportunities for students to develop their individual interests and skills, from debating to fencing, chess to Fem Soc. We also have an extensive supra-curriculum in subject related lectures clubs, societies, many of which are led by the students.

Sustainability

We have an active and popular society focused on sustainability, which works closely with the school to raise awareness of environmental issues and to reduce our carbon footprint, a project to which we are deeply committed.

Sports

The school is well accustomed to sporting success, with hundreds of fixtures played throughout the year and opportunities for all ages and talents. Our pitches, tennis and netball courts, sports hall and pavilion are close by, offering some of the best sporting facilities a central London school could wish for.





Equality, Diversity and Inclusion

Diversity and inclusion sit at the heart of the school. We believe passionately that it is our moral imperative to contribute to social mobility through education and to work to reduce the attainment gap, which, the EPI reported, has stopped closing for the first time in a decade. Our bursary programme currently provides financial support to 11% of students, and we are at the beginning of an exciting journey to increase that figure significantly.

Our bursary students enrich our school community beyond measure, bringing with them differing world views and lived experiences that contribute to a wonderfully diverse student body.

The Paulina Foundation

We established the Paulina Foundation, a separate entity through which fundraising for bursaries, partnerships and buildings takes place. We recently launched our 'Opening Doors' campaign with significant targets to ensure that we are able to meet our goals and make an SPGS education accessible to any student who meets the academic criteria.

Partnerships

Our partnerships programme has grown considerably in recent years. We work extensively with primary schools, secondary schools and the local community to widen educational opportunities by sharing our facilities and expertise and to provide mechanisms by which we can learn from each other.

Our staff and students are engaged in numerous projects, from our Primary Hub where students mentor primary students, to our Friday service programme, which sees our Y12 students off timetable for an afternoon a week to pursue service activities. Additionally, our collaboration with St Paul's School continues to grow, with an increasing number of opportunities for all staff to get involved.

Driving New Technologies & Futures

We are committed to providing a cutting edge, relevant and future proof education for our students. To that end, the school has invested significantly in a programme of building works and refurbishment, including The Rosalind Franklin Wing - a new Centre for Design & Innovation (CDI). The centre houses our computer science and creative technology department, alongside sculpture, art and design.

The development of new technologies will impact every career and every aspect of our lives; the creative industries are the fastest growing sector of the UK economy, accounting for 1 in 6 jobs in the UK. It is essential, therefore, that we ensure our students are fully equipped with the skills, knowledge and expertise they need to navigate a digital world with confidence and that we prepare them for the careers of tomorrow. The building houses art & sculpture studios, with a live broadcast studio, maker spaces and tech labs, and encourages interdisciplinary activities across the breadth of the curriculum, as well as creating opportunities and capacity for partnerships work.

This is an exciting period for the school as we build on the extraordinary foundations of the past to ensure that the education we provide is forward-looking and responsive to future needs.





Further Information

Terms & Conditions of the post

The salary is based on qualifications and relevant experience, aligned with our generous salary scale and external benchmarking standards.

Successful candidates are required to complete a medical declaration and undergo an Enhanced Disclosure and Barring Services (DBS) check, and overseas check (if appropriate).

Disclosure and Barring Service (DBS) and Overseas Checks

St Paul's Girls' School is a "registered body" under the Police Act 1997 because employment here involves access to children under the age of 18. This post will require an enhanced DBS check from the Disclosure and Barring Service before we can confirm an offer on employment.

Unless you are a member of the DBS Update Service you will need to apply for a new disclosure, even if you already hold one. Former members of staff who are not on the Update Service who re-join us, also require fresh disclosures unless less than three months have passed between their leaving and their re-employment date. If you have lived or worked abroad for a period of 3 months or more during the past 10 years, you will also need to provide appropriate paperwork, such as a police certificate of good conduct, from the countries you have lived in.

Safeguarding Guidelines

St Paul's Girls' School is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS). We expect all staff to share this commitment.

St Paul's Girls' School welcomes applications from all sectors of the community as we aspire to attract staff that match the social and cultural diversity of our pupil intake. We seek to offer fair and inclusive employment policies, interview and arrangements that avoid bias and support all applicants and staff equally.

Benefits

Private Health Insurance

Available for Senior Managers and Heads of Department on appointment and for staff who have completed 5 years' service. Part-time staff receive a pro-rata entitlement. All staff, regardless of whether they are entitled to free private health insurance or not, may purchase cover for themselves, their spouses, and dependent children, taking advantage of the school's group discount.

Season Ticket Loan

Interest free season ticket loan of up to £2,000 (repayable within a year) to cover the costs of travelling to and from the school is available to all staff.

Access to School Leisure Facilities

Staff have complimentary access to the school's on-site sports facilities during specified days and times.

Bike2Work Scheme

If you cycle to work, you can save up to 42% on the cost of bicycles and/or cycle equipment with the Bike2Work scheme.

Life Assurance Scheme

Life assurance cover benefits are in place for all staff.

Employer Pension Contribution

All staff who meet the eligibility criteria and rules of the plan, are entitled to join the school's Defined Contribution Pension Scheme administered by Aviva.

School Lunch

All staff are entitled to a free school lunch if they are working on site at the time when the dining hall is open.

Employee Assistance and Counselling Service

All staff and their immediate family over the age of 18 who are living with them, have access to the school's Employee Assistance Programme. This is a free and confidential telephone-based professional advice and 24-hour counselling service. Staff can also access the school's on-site counselling service with one of our Staff Counsellors.

DSE Eye Tests

All display screen equipment users are eligible for reimbursement of their eye test fees (up to £35), an annual contribution towards prescription lenses, and a biennial contribution towards frames when their optician confirms the need for lenses specifically for DSE use.

Fee Reduction

Permanent staff can request remission of tuition fees for the St Paul's foundation schools after a year of service if their children meet the entrance criteria. Remission is applied pro-rata for those working part time.

Further Studies Funding

The school is committed to continuous professional development (CPD) of all staff. The level of support provided depends on the relevance of the further study to the staff member's job role.

The Application Process

The search for a Deputy Head Pastoral is being led by RSAcademics and the new postholder will be selected by a process overseen by the High Mistress. Interested candidates are invited to contact RSAcademics to arrange a confidential discussion with one of the consultants handling this appointment:

Isabel Patchett, Search Consultant: isabelpatchett@rsacademics.com

Sarah Evans, Senior Advisor: sarahevans@rsacademics.com

The deadline for receipt of the application is 10:00am (UK time) on Thursday 8 January 2026.

Applications should be made electronically to RSAcademics. To submit your application, please upload your documents according to the instructions on the [RSAcademics website](https://www.rsacademics.com).

You should submit the following (both in PDF format):

- a completed application form (available alongside this candidate information on the [RSAcademics website](https://www.rsacademics.com))
- a covering letter (of not more than 2 sides) addressed to Mrs Liz Hewer, High Mistress. The letter should explain your reasons for applying.

If you have any questions about uploading your application documents, please contact Laura Cave, Project Coordinator (Leadership Appointments) at: applications@rsacademics.com. Laura can also be reached by calling our Head Office on +44 (0)1858 383163.

The process is as follows:

- All applications will be acknowledged by e-mail. If you have not received acknowledgement that your application has been received within two working days of sending it, please contact RSAcademics by telephone
- Preliminary Interviews will take place with RSAcademics via Teams on Monday 12 and Tuesday 13 January 2026
- Long List interviews with the Selection Panel will take place on Thursday 22 and Friday 23 January 2026
- Short List interviews with the Selection Panel will take place on Wednesday 4 February 2026.

About RSAcademics

Founded in 2001 by Russell Speirs, RSAcademics has advised and supported over 700 schools and educational organisations in the UK and worldwide. Through our working partnerships with heads, leadership teams, boards, staff and parents, we specialise in supporting schools in five main areas: strategy, marketing and research; equality, diversity and inclusion; operational improvement; leadership and governance and philanthropy. We enable schools worldwide to thrive, by finding and developing senior leaders, guiding decision makers, making connections and shaping debate. We are known for the calibre and spirit of our people. We exist entirely to serve schools because we believe that the world needs thriving schools. RSAcademics is committed to promoting diversity and inclusion in schools.

Please visit www.rsacademics.com for more information.



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