

A

AMPLEFORTH COLLEGE

*Deputy Head
Pastoral and
Safeguarding*





Note from the Head

Ampleforth is a very worthwhile and fulfilling place to work, particularly so with its sense of mission as a Benedictine community, seeking to share the love of Christ with all who contribute to the flourishing of our pupils, as well as with the many visitors to the College. Leading the team here is a privilege and an honour.

Thank you for your interest in this role. I am here to guide and support your application to the College. Even if your Ampleforth pathway does not lead to employment here this time, please feel that I really appreciate you coming forward. The College enters 2024 with confidence after a whole series of very successful inspections. Ampleforth offers the highest possible level of pastoral care, embedded in a robust safeguarding culture. Our pupils are happy, balanced and well grounded, benefiting from the breadth and excellence of our holistic education.

Good and inspiring teaching is key, however much the pupils learn for themselves. After all, the lessons we learn from others are often more important. Alongside the Ampleforth pursuit of academic excellence, the lessons we gain from music, drama, the visual arts, and sport are equally important for the whole person, the well-rounded character that Ampleforth appreciates more than other schools. We will continue to support a STEM approach to science, mathematics and technology teaching, a need highlighted by the Prime Minister. I also strongly support the performing arts, one of Ampleforth's many existing strengths.

We live in a time when the transformative nature of St Benedict's teachings is sorely needed in the wider world. Everything we do here at Ampleforth is influenced by these teachings. They provide a Compass for Life which helps nurture young people of integrity, compassion, courage, and insight, and also extends to our wider life in this most beautiful of valleys where there is the constant opportunity to learn how we can be better stewards of the Earth around us, understanding how we can be at harmony with each other, as well as serve the needs of others.

The dedication of the Governors, the whole staff, and of the many friends of Ampleforth has inspired me to give all I can to the collective goal of being the leading Catholic boarding and day school with a unique holistic approach to helping our pupils flourish.

**Peter Roberts,
Headmaster**



Mission Statement:

"An Ampleforth Education is an invitation to young people to discover the value and the purpose of life, by entering into a transforming encounter with Christ through active participation in the life of a living Christian Community."

Founded in 1802 and set in a beautiful Yorkshire valley, Ampleforth College is the world's foremost Catholic day and boarding school, welcoming girls and boys of all faiths aged 11-18.

Each student's unique talents are recognised and nurtured within a welcoming community rooted in Benedictine values. Ampleforth educates the whole person, unlocking what they can contribute to the world and fulfilling their academic potential. Proud of its academic excellence, the College does not select solely on ability and offers a system of dedicated tutors to ensure each student's progress. Students perform significantly above expectation. An Ampleforth education is a compass for life.

Over 80% of students are full boarders and come from across the whole of the UK and around the world.

We offer the breadth of opportunity for each student to discover and develop their interests and strengths and there is an exceptionally wide range of co-curricular activities. The College's first-class facilities are enhanced by expert staff who ensure that the students get the most out of them. There is a particular focus on charity work and service with many students involved in local community projects. The Combined Cadet Force, with both Army and Royal Air Force Sections, is also extremely popular. Students develop the confidence to lead as well as the humility to serve. They learn to work independently and work well with others. Amplefordians are inspired to be caring and thoughtful citizens who make the right decisions in life.

Boarding at Ampleforth College

Ampleforth is a full boarding school, with a vibrant and busy atmosphere, welcoming girls and boys of all faiths aged 11-18. When joining Ampleforth College, all pupils join a boarding House which is their home from home during their time here. We have seven Senior Houses, three for girls and four for boys, as well as a co-educational Junior House for Years 7 & 8. Each Senior House is a very friendly and supportive home for between 50 - 65 students from Years 9 to 13, run by a Housemistress or Master with the help of a resident Assistant. Every House has dedicated team of staff including Tutors, Matron, and Housekeeping team.

On Saturday morning there are lessons, followed by sports matches against other schools in the afternoon, and a diverse programme of fun social events for different year groups in the evening. After Mass on Sunday morning, there are many opportunities for trips, activities and spending time with friends. The school usually grows in size at the weekends with a number of parents coming to visit, watch matches, and join us for Mass and coffee afterwards. Parents are always very welcome to come and see us at weekends and can take their children out after matches on Saturday and after Mass on Sunday.

Throughout the time a student spends at Ampleforth, they have a core pastoral team, involving their Houseparent, Assistant Houseparent, Tutor, Matron, and Chaplain. Tutors are also responsible for monitoring and ensuring the academic progress of a small group of pupils in a particular Year group in House, in close liaison with parents. Matrons play a vital role in creating a warm and homely atmosphere and making sure everyone is happy, healthy, fed, and the House – and pupils - are clean and tidy! Chaplains help provide morning and evening prayers and a weekly Mass in the House Chapel as well as an annual retreat.

Day Students

Making up 18% of the school, day students join a boarding house and become a part of that community in the same way as their house siblings who board. Often joining for breakfast, they are welcome to stay at school until late in the evening, which means they can do prep and participate in activities with the boarders. With the huge range of after-school activities on offer, we recognise that having the option to board for occasional nights can be of great help and convenience. By arranging this with their Houseparent, for which there is a nightly charge, our day pupils can cater this around their own schedule.

St Edward's & St Wilfrid's

St Edward's & St Wilfrid's is our co-educational Junior House for Years 7 & 8 students, where every girl and boy feels loved and part of a family. It serves as an excellent steppingstone in preparation for the Senior School. In this family environment the children are at the centre of everything we do; they feel at home and secure, and able to achieve their best.

Girl's Houses

We have three girls' boarding Houses. Each one is home to up to 70 girls of all ages who live in a friendly and supportive atmosphere which is run by a Housemistress. Every House is named after a saint, and each has their own crest and school colours, nurturing a strong spirit of solidarity and loyalty in the girls.

St Aidan's

The first girls of St Aidan's led the way in establishing co-education at Ampleforth and proved that girls would flourish at Ampleforth. St Aidan's is located at the east of the campus, between the infirmary and the Sports Centre and overlooking the valley on one side and the orchards on the other. Each room has an en-suite bathroom and each wing a small kitchen, perfect for making tea at the end of the day.

St Aidan's is a happy, welcoming community, where the focus is on the individual and ensuring that each girl achieves her potential in whichever field that may be.

St Bede's

St Bede's is one of our four oldest houses, located on Aumit Hill with stunning views over the valley. Charmaine Smith is the resident Housemistress in St Bede's. Charmaine joined Ampleforth from Mayfield School, where she was Senior Housemistress for Sixth Form boarders for 6 years as well as teaching French and Religious Studies. Initially she was Housemistress of our Junior House for Years 7 & 8 before becoming Housemistress of St Bede's in 2022.

St Margaret's

St Margaret's was founded in Fairfax House in 2004, at the southern end of the School, with beautiful views over the playing fields to the valley beyond. The House can cater for 70 girls. The first year girls sleep in dorms of four, second and third year girls have twin en-suite rooms, and the sixth form have en-suite rooms.



Boys Houses

We have four boys' boarding Houses'. Each House is home to up to 65 boys of all ages who live in a friendly and supportive atmosphere which is run by a Housemaster. Every House is named after a saint, and has their own crest and school colours, nurturing a strong spirit of solidarity and loyalty in the boys.

St Cuthbert's & St Thomas'

St Cuthbert's and St Thomas' House occupies Hume House, a modern building at the heart of our school. Year 9 students sleep in dormitories, usually of up to four or five other boys. In Year 10, boys share double rooms, whilst the majority of Year 11 boys are able to have a bedroom to themselves for their GCSE year. The Sixth Form enjoy single en-suite rooms, many of which enjoy outstanding views towards the Abbey Church.

St Dunstan's & St Oswald's

St Dunstan's and St Oswald's is situated in the recently refurbished Bolton House to the north of the school site and enjoys glorious views over the school to the valley beyond. Accommodation is provided in small dormitories of up to eight for the first three years and then single study bedrooms for the Sixth Form (Years 12 & 13). The House provides light and spacious accommodation for the boys with plenty of recreation spaces, a beautiful Chapel, and wonderful views across the valley.

St Hugh's

St Hugh's shares Fairfax House with neighbouring St Margaret's House and enjoys glorious views out over the games fields and Ampleforth valley. Boarding accommodation is in dormitories of four for Year 9, followed by twin en-suite rooms in Years 10 and 11, and single en-suite bedrooms for the Sixth Form boarders.

St John's

St John's was founded in 1957 and is conveniently located right at the centre of the school, in one of the older College buildings. St John's is a friendly house in the centre of the main school. It has accommodation for 65 boys with Year 9 in dormitories of six; Years 10 and 11 in twin rooms which have ensuite facilities; and Sixth Form boarders in their own rooms.



Deputy Head Pastoral and Safeguarding

JOB DESCRIPTION:

The Governing Body ensure that an appropriate senior member of staff takes lead responsibility for child protection and safeguarding. This person is the Deputy Head Pastoral and Safeguarding who also holds the position of Designated Safeguarding Lead.

The Deputy Head Pastoral and Safeguarding (DSL) will be given time, funding, training, resources, status and authority within the school to carry out the duties of the post including committing resources and where appropriate, supporting and directing other staff to safeguard and promote the welfare of children. The DSL will lead and manage a team of Deputy Designated Safeguarding Leads and the PA pastoral.

The main duties of the Deputy Head Pastoral and Safeguarding are:

Managing Referrals:

- To take lead responsibility during term time (and to arrange adequate cover at other times) for referring all cases of suspected abuse of any student at the School to Children's Social Care.
- To be responsible for keeping detailed, accurate, secure, written records of all concerns, discussions and decisions made including the rationale for those decisions. This should include instances where referrals were or were not made to another agency such as the LA children's social care or the Prevent programme, etc.
- Along with the HR Manager, and with the full knowledge of the Head, take a lead in completing referrals to the Local Authority Designated Officer (LADO) all child protection concerns which involve a member of staff or volunteer.
- To take lead responsibility for making referrals to the Disclosure and Barring Service (DBS) where a member of staff is dismissed or has left due to risk / harm to a child.
- To take lead responsibility for making referrals to the police where a crime may have been committed.
- To take lead responsibility to acquire and share information, as appropriate, so that looked after children who may attend the School are kept safe.

"Fabulous to work in a place where staff wellness & mental health are understood so well. The recent Wellness Centre days at Ampleforth were a testament to this understanding and were forward looking."

- Liaising with the Headmaster in respect of police investigations or investigations under section 47 of the Children Act 1989 which involve the School
- To maintain open dialogue with the Safeguarding Governor to ensure Governor oversight, ensuring mechanisms for oversight are in place and are working well
- To take a lead role in the safeguarding committee and engage fully with safeguarding supervision and line management to facilitate quality assurance and oversight
- To act as a source of support, advice and expertise to staff on matters of safety and safeguarding and when deciding whether to make a referral by liaising with relevant agencies
- To update safeguarding knowledge and skills at regular intervals, and at least annually, and to keep up with any developments relevant to her role
- To take lead responsibility for Online Safety in the School, including ensuring full compliance with the Department of Education's Filtering and Monitoring Standards

Raising Awareness:

- Ensure that the Child Protection and Safeguarding Policy and Procedures document is reviewed at least annually, and the procedures and implementation are updated and reviewed regularly, and work with the Governing Body to ensure that they are fully up to date with safeguarding requirements
- Ensure that the Child Protection and Safeguarding Policy and Procedures document is available publicly
- Ensure that parents are aware that referrals about suspected abuse or neglect may be made to Children's Social Care and the School's role in this regard
- Maintain links with the North Yorkshire Safeguarding Children Partnership to ensure staff are aware of training opportunities and the local policies on safeguarding
- In accordance with the Prevent Duty Guidance for England and Wales and Channel Duty Guidance: Protecting vulnerable people from being drawn into terrorism (2015) the Designated Safeguarding Lead has, in addition, the following responsibilities:
 - acting as the first point of contact for parents, students, teaching and non-teaching staff and external agencies in all matters relating to the Prevent duty
 - co-ordinating Prevent duty procedures in the School
 - liaising with local Prevent co-ordinators, the police and local authorities and through existing multi-agency forums, including referrals to the Channel Police Practitioner and/or the police where indicated
 - undergoing WRAP or other appropriate training
 - maintaining ongoing training programme for all school employees including induction training for all new employees and keeping records of staff training and
 - monitoring the keeping, confidentiality and storage of records in relation to the Prevent duty

Training:

The DSL will undertake child protection training and training in inter-agency working, and will attend refresher training at two-yearly intervals in order to:

- understand the assessment process for providing early help and intervention, eg through locally agreed common and shared assessment processes such as early help assessments
- have a working knowledge of how local authorities conduct a child protection case conference and a child protection review conference and be able to attend and contribute to these effectively when required to do so
- ensure each member of staff has access to and understands the School's child protection policy and procedures, especially new and part-time staff
- be alert to the specific needs of children in need, those with special educational needs and young carers



“Although I have only worked at Ampleforth College for a short period of time, within this time I already feel like a highly valued member of the team. The Management team have been great and supportive during my training period which included a very robust induction plan. Both staff & pupils have been extremely welcoming, making it a very enjoyable place to work. It is also a bonus that I am fortunate to work in such historical buildings in beautiful surroundings and I am very much looking forward to continuing my journey working with Ampleforth College.”

Terry Colley, School Shop Supervisor

PERSON SPECIFICATION:

Qualifications

Essential:

- Good degree (2.1 or above) in a relevant Ampleforth teaching subject
- Appropriate Safeguarding qualification, or willingness to complete
- PGCE or equivalent

Desirable:

- Further post-graduate study, qualifications or training
- Trained ISI team inspector
- Management qualification, such as NPQs

Experience and Skills

Essential:

- Thorough knowledge of the (11-18) subject Curriculum
- Experience and understanding of regulatory and inspection requirements for child protection and safeguarding and exemplary practice within a boarding school setting
- The ability to interpret regulations and guidance and other laid down procedures and be able to explain the requirements in simple, practical terms to non-specialists.
- Clear understanding of the legal and procedural frameworks for best safeguarding practice.
- Involvement in extra-curricular activities (professional, amateur or voluntary)
- Experience of managing change and improvement
- Track record of successful senior or middle leadership experience
- Ability to build strong and effective team working relationships
- A strong understanding, gained through experience, of the challenges of leadership in a boarding community
- Strong teaching ability and classroom practitioner in a subject normally offered by Ampleforth College
- Excellent and effective management skills
- Ability to deliver against objectives in time and against budget

Desirable:

- Proven ability in case management, including investigations, risk assessments, record keeping, working with statutory agencies and with survivors of abuse.

Personal

Essential:

- Satisfy all criteria and checks relating to suitability to work in a school environment
- Willingness to understand, articulate and promote Benedictine values of the Ampleforth Abbey Trust
- Demonstrates initiative and commitment
- Personal resilience
- The ability to deliver
- Shows the ability to evaluate and improve performance of self and others
- Be capable of strong pastoral leadership skills with a clear vision of what constitutes outstanding pastoral care in a boarding school
- Be able to articulate and deliver a broad and deep understanding of the developing well-being and mental health agenda for independent schools
- Be able to demonstrate a positive and authoritative rapport with senior and junior pupils
- Have outstanding interpersonal skills to build strong relationships and enable effective dialogue with pupils, parents, staff and visitors
- Be organised and self-motivated, with a proven record for meeting targets and deadlines
- Have a sharp and progressive vision of pastoral care and well-being in a successful and dynamic school
- Able to perform well and remain professional whilst under pressure
- Be a dedicated team-player, who strives for excellence and leads by example
- Be committed to boarding school life and willing to engage in a range of extra-curricular activities
- Be tactful and discreet, with sound judgement to manage sensitive and complex situations with clarity and care
- Demonstrate a strong commitment to personal continuous professional development
- Have excellent organisational skills with the ability to prioritise, take ownership of work and balance decisiveness and consultation
- Capacity to think strategically and at a whole school level about the ways in which the College can continue its development as a world-leading boarding school
- Display a smart and professional appearance, representing the College in a positive manner

“As a member of the Learning Support Team, I get the chance to work with teaching professionals and students from a wide range of backgrounds. It’s great to be part of a diverse community, where I am enabled and encouraged to enhance the opportunities and well-being of young people, especially those with Special Educational Needs.”

Ben Hatfield, Higher-Level Teaching Assistant



“It has been rewarding, both professionally and personally, to have worked for almost 20 years in a place with a clear sense of purpose, collegiality, and a profound respect for cultural diversity whilst maintaining traditions and values which give it its unique character.”

Francisca Garcia-Ortega, Head of Spanish



“Ampleforth is very much a community in its own right and even as a part time staff member, I feel included, involved and that my work here is valued. The College team are friendly and supportive and it is clear that everybody here is passionate about their role. The College is unlike anywhere I have ever worked before, no two days are ever the same, and I really look forward to coming to work.”

Emma Darbyshire-Mezzanotte, Database Project Executive

Conditions of Employment

- **Hours:** Full Time
- **Probationary period:** 6 months
- **Salary:** Depending on qualifications and experience and is commensurate with a Senior Leadership position

Working Environment

Ampleforth is an enjoyable and stimulating place to work. Our staff body seeks to work to core values and codes of conduct developed from the Rule of St Benedict.

Benefits

- Pension – Defined contribution scheme with Legal & General for support staff.
- On-Site free parking
- Free lunch during working hours
- Death in Service Gratuity
- Cycle to work Scheme
- Discounted on-site Sports Centre membership
- Fee remission (at Head's discretion)
- Online Abbey shop discount
- Other staff wellbeing initiatives
- 10% Staff discount at the Abbey Shop and Tearooms

Staff Support & Welfare

Ampleforth takes the welfare, health and wellbeing of its staff seriously. The grounds of the campus are well maintained and open to staff for walking and running. On top of professional development, we endeavour to support all staff members to the very best of our ability. We operate family-friendly policies such as childcare voucher schemes, company maternity provisions (enhanced Statutory Maternity Pay) and flexible working opportunities. There is also an Employee Assistant Programme offering a free and confidential 24/7 support service. This service provides unlimited access to advice and information, coaching and counselling where appropriate. In addition to this, a Staff Chaplain is also available to offer advice and support.

Apply now

For more information or to discuss the role further, please contact the Human Resources department on 01439 766415 or employment@ampleforth.org.uk or the Jon Mutton, Deputy Head Pastoral at jbm@ampleforth.org.uk

The Trust is committed to a policy of equal opportunity and will take every possible step to ensure fair and equal treatment of all. All Trust policies and practices will support the commitment to equality of opportunity in respect of any recruitment, and selection process. No member of staff or applicant will be unfairly disadvantaged by the Trust policies or practices.

Safeguarding and Child protection at Ampleforth College

The St Laurence Education Trust is committed to safeguarding children and promoting the welfare of children and young people. They expect all staff and volunteers to share this commitment and will ensure that all recruitment and selection practices and procedures reflect this commitment.

All successful candidates will be subject to checks by the Disclosure and Barring Service (DBS) along with other relevant employment check. All applicants, (regardless of position) are requested to read the Safeguarding Policy as part of our commitment to safeguarding of children

All posts at Ampleforth are exempt from the Rehabilitation of Offenders Act 1974. We therefore require applicants to declare all convictions, cautions and bindovers, including those regarded as 'spent'.

All information provided will be treated as confidential.

Our Safeguarding Policy can be accessed via our website. Any offer of employment is made subject to a full range of checks and satisfactory references.

The Application Process

If you have enjoyed reading about life here in the Ampleforth valley, and would like to join the team, we encourage you to apply. Applications should be made via our on-line system.

Please visit www.ampleforthcollege.org.uk/careers to start your application.

If you have any questions about the application process, please contact the HR Department on 01439 766415 or email employment@ampleforth.org.uk

The interview process will take place in school. Further details will be provided once the shortlist has been agreed.

Closing date for applications: 24th September 2024, midday

**Interviews will take place: Where possible interviews will take place on Thursday 3rd and
Friday 4th October 2024**

"I really enjoy teaching at Ampleforth; it is a unique school as there is a genuine sense of community through the values we all share. Colleagues as well as students are supportive and friendly. The staff body have a common vision and goals, this informs my teaching and the pastoral care that students receive too. I count myself very lucky to be part of this exceptional school."

Audrey Krippner, Teacher of MFL
WWW.AMPLEFORTHCOLLEGE.ORG.UK | 14

Why Ampleforth?

Catholic education and Benedictine values underpin everything we do at Ampleforth, whether a student or member of staff is Catholic or not. We believe that humanity is a gift that we receive through others and that our relationships unlock the unique potential in each person. Our values form the foundation of our approach to all our work and how we work with one another:

Respect: recognising and nurturing the unique talents of every individual and oneself, understanding that we grow and learn from our differences and are made a better person by each other.

Hospitality: committing to live in such a way as to be welcoming and open to all, and to invite people to experience living life more fully in our community.

Attentiveness: being sensitive to the needs of others as well as one's own needs and supporting the mutual well-being of everyone in the community; wanting what is best for each other.

Equilibrium: nurturing the well-being and resilience of each individual and one's own, and thereby of the community, to achieve mental and emotional balance and personal fulfilment.

Stewardship: cultivating a sense of responsibility and care for the people and the world around us, as well as oneself, to ensure our community and environment thrive.

Integrity: developing within ourselves strong principles, sound judgement, and the resilience needed to do the right thing.



“My time at Ampleforth was essential to making me become the person I am today. I think it taught me to be independent, curious about different things, but more importantly, it taught me to be a better person overall. I truly believe Ampleforth gives you a compass for life.”

Pierre Panhard, Old Amplefordian



An Ampleforth education is
A Compass for Life

Catholic co-educational boarding and day school for ages 11 to 18



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