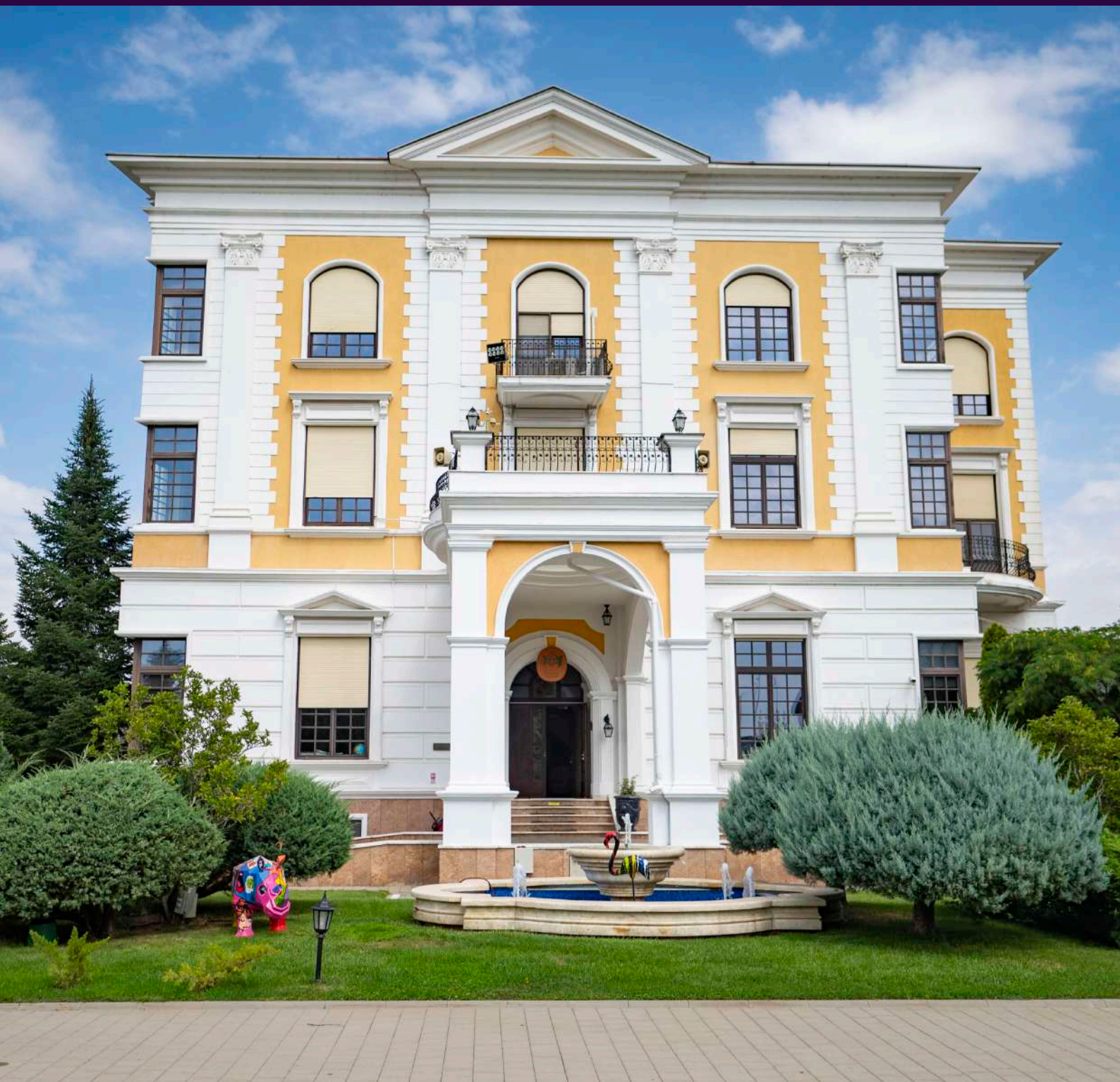
British School of Bucharest

BRIEF FOR THE POSITION OF

DIRECTOR OF PASTORAL CARE AND INCLUSION

WWW.britishschool.ro



Dear Applicant,



I am delighted that you have expressed an interest in the position of Director of Pastoral Care and Inclusion at the British School of Bucharest (BSB). We invite you to explore this exciting and unique opportunity through the information in this brochure, which outlines the requirements of the role and offers an insight into the professional rewards of joining the senior leadership team of an established and highly regarded British international school in Europe.

BSB has earned an outstanding reputation through the commitment, expertise and dedication of our staff and wider school community. Our distinctive approach to education combines academic rigour with creativity, innovation and a strong commitment to the personal development and wellbeing of every student. We are proud of our memberships and accreditations, including HMC, COBIS, BSO and AoBSO, which reflect our commitment to maintaining the highest standards of international education.

Our Independent Schools Inspectorate (ISI) inspections have consistently recognised the school as Excellent. We take great pride in our achievements, our inclusive ethos and the strength of our community. This is an exciting time to join BSB and play a significant role in shaping the educational experience and future development of our students.

The successful candidate will join the Primary Leadership Team in further strengthening our culture of high academic expectations, exceptional pastoral care and inclusive practice. The role will have a strategic focus on the personal development, progress and wellbeing of students across EYFS, Key Stage 1 and Key Stage 2. This will include leadership of safeguarding across Primary, oversight and development of provision for students requiring additional support through our Learning Support and EAL Departments, and line management of the Student Leadership programme. The postholder will also lead and develop opportunities for students to engage in charitable initiatives and contribute positively to the wider community, fostering a strong sense of social responsibility, empathy and active citizenship. Working closely with colleagues, the Director will ensure that these areas are embedded within the wider life and values of the school.

Reporting directly to the Head of Primary, the Director of Pastoral Care and Inclusion will also be a key member of the whole-school Senior Leadership Team, comprising five members from Primary and five from Secondary. Working collaboratively with colleagues across the school, the postholder will contribute significantly to the development and implementation of whole-school strategy, helping to shape the future direction of BSB.

We are seeking an experienced and suitably qualified teacher with a strong understanding of the National Curriculum for England and a proven track record of effective school leadership and line management. The successful candidate will bring considerable expertise in pastoral leadership, behaviour management and modification, student leadership, SEND and inclusive education. This position would provide an excellent opportunity for an ambitious leader who may aspire to Headship in the future.

The ability to build, lead and develop effective teams will be essential. The successful candidate will demonstrate exceptional interpersonal skills, establishing positive and productive relationships with students, colleagues and families. They will be committed to their own continued professional development and to creating opportunities for others to grow and develop. This will include acting as a tutor and mentor for Primary Early Career Teachers (ECTs), supporting their professional learning, development and successful progression through their induction. Strong organisational, communication and time-management skills will be equally important.

Above all, we are looking for a leader with vision, drive and a clear sense of purpose, whose decisions and actions are consistently focused on improving outcomes for students. The ability to approach challenges with pragmatism, resilience and optimism will be vital. The postholder will demonstrate the highest standards of strategic and ethical leadership, serving as a positive role model for both staff and students through their integrity, professional conduct and commitment to the school's values.

The role requires an appreciation of the opportunities and challenges associated with international education, together with an understanding of the cultural context in which BSB operates. The successful candidate will embrace the traditions and cultural nuances of living and working in Romania and demonstrate a genuine commitment to the wider vision, values and ambitions of the school.

Although the position is non-class based, the Director of Pastoral Care and Inclusion will undertake teaching responsibilities to provide PPA cover across the school. Applicants should therefore have a strong record of exemplary teaching across EYFS and Primary. A willingness to contribute fully to the wider life of BSB is also essential, including active involvement in our extensive co-curricular and enrichment programmes and participation in school events.

The responsibilities outlined in this brochure are not exhaustive and will continue to evolve in response to the needs and ambitions of the school. This provides an exciting opportunity for the successful candidate to make a significant contribution to the development of our provision while continuing to grow professionally as a senior leader.

Should you require any further information or wish to arrange an informal discussion about the position, please do not hesitate to get in touch.

I look forward to receiving your application.

Kind regards,

Natalie Kaye

Head of Primary



POSITION TITLE
Director of Pastoral Care and Inclusion

GENERIC TITLE
Deputy Head

DEPARTMENT
Primary School

REPORTS TO
Head of Primary (HoP)

General Summary

The Director of Pastoral Care and Inclusion (DoPCI) will support the HoP and wider SLT in upholding the philosophy of the British School of Bucharest and will assist in coordinating and ensuring the continuing development of the primary phase. The DoPCI will support the HoP in the review and implementation of the most recent initiatives in line with UK expectations for student wellbeing and the school philosophy. The role will involve assisting with all aspects of Primary development, with a focus on pastoral systems and care, student leadership, regular PPA cover, school values, developing leadership at all levels and school improvement. The role will be carried out in addition to the assigned teaching responsibilities.

The post holder will act professionally promoting the interests of the students and the school, while carrying out the leadership responsibilities and tasks below, as well as any further task or leadership projects deemed reasonable by the Head of Primary:

1 OPERATIONAL AND PASTORAL

- Lead the pastoral welfare of students and play an active role in promoting their personal and social development.
- Liaise with the Educational Psychologists, Office, Security Team and Nurse over student welfare and pastoral issues and concerns.
- Develop ways to consistently instil the BSB values in staff and students.
- Work with the Primary Leadership Team to assist with the coordination of the year-start, Primary induction schedule, and ongoing INSET.
- Act as key liaison on significant pastoral matters for parents, teachers and Year Group Leaders.
- Support the HoP in the organisation of major, whole Primary School events, including charities.
- Contribute to the maintenance and development of the Primary Behaviour Policy.
- Support the Director of Academic Studies and Directors of Key Stage in promoting academic excellence across

We provide a dynamic and progressive education that helps pupils be confident to strive for high standards in all disciplines.





Primary, ensuring that mentoring and strategies to improve academic achievements are implemented and supported within the pastoral system.

- Oversee behaviour and sanctions within the Primary School and ensure that all teachers are aware of how the behaviour policy should be implemented.
- Support colleagues in the effective management of students, including uniform.
- Implement appropriate means of recognising and rewarding good student performance and effort.
- Ensure accurate, relevant and up to date records of intervention are kept on all pupils by use of recording systems, such as iSAMS or CPOMS.
- Maintain oversight of student attendance and punctuality.
- Lead and oversee all aspects of registration procedures in order to sustain improvements in punctuality and attendance across Primary.
- Act as the Safeguarding Lead for Primary.
- Ensure that relevant pastoral surveys are conducted, where appropriate in liaison with the Director of Academic studies; ensure data is collated, analysed and presented to SLT or other relevant groups.
- Support in writing action plans in conjunction with Year Group Leaders.
- Play a leading role in the admissions process of prospective students and the induction of new students.

The quality of the pupils' learning and achievement is excellent.

UK Independent Schools Inspectorate, 2024-25

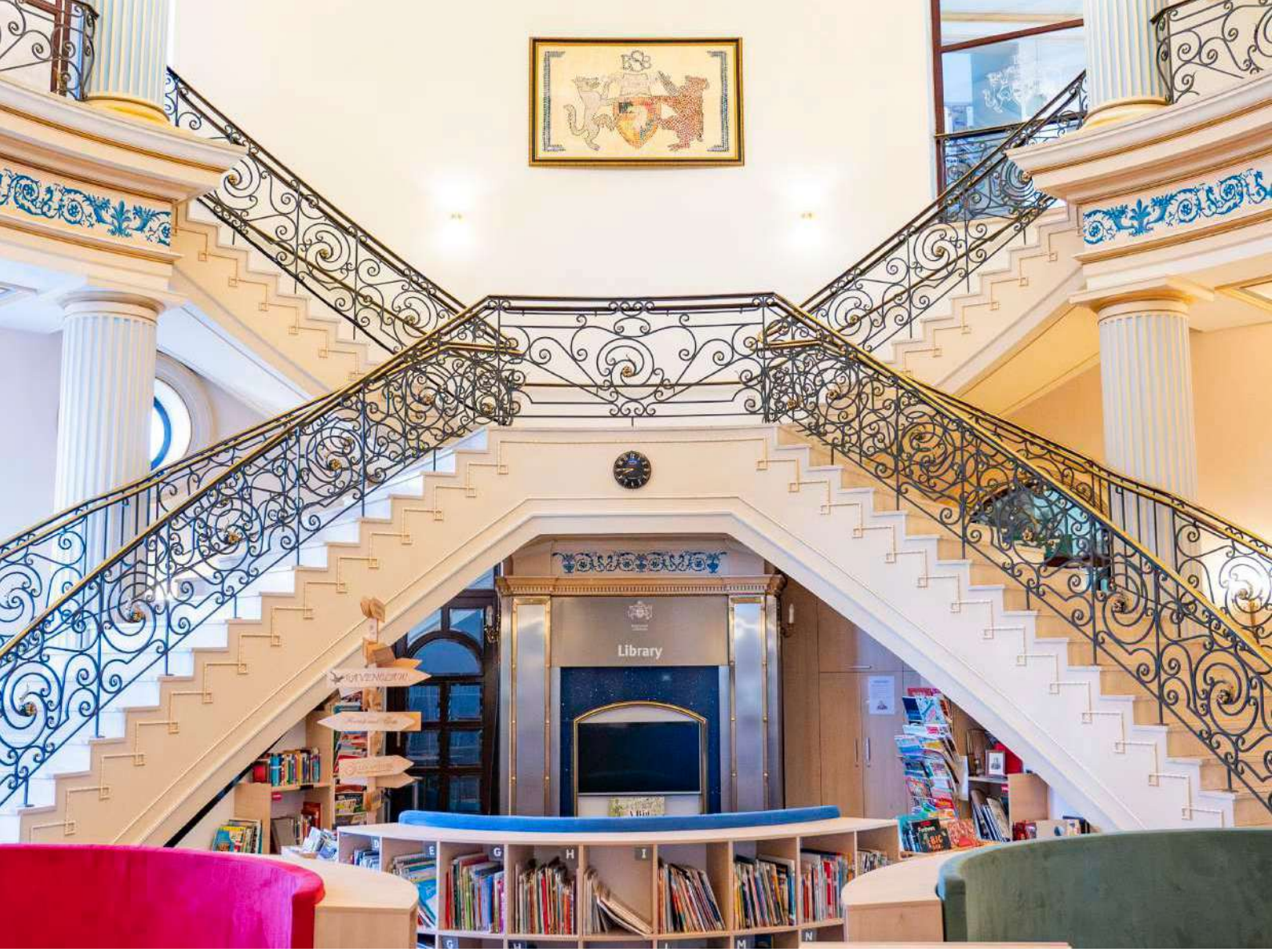
2 LEADERSHIP AND MANAGEMENT



Throughout the school, pupils' development of self-awareness and self-esteem are promoted by means of a range of activities. These include assemblies, public speaking and performance opportunities.

UK Independent Schools Inspectorate, 2024-25

- Line manages various departments; EAL, the Primary SENCO, School Counsellor, Student Leadership Coordinator, Charities Coordinator and full time cover staff, including performance development and professional learning, staff code of conduct and professional competency.
- Assist with the recruitment and orientation of new staff.
- Support teachers with aspects of classroom management and teaching and learning if required.
- Have oversight and management of the House system and Student Leadership.
- Lead 1:1 meetings at least bi-weekly, ensuring the setting of the agenda and keeping minutes.
- Share good practice regularly or as required with colleagues through the INSET including presentations and/or workshops.
- Ensure that teaching staff are consistently applying school policy and promoting high standards across all school activities.
- Support whole school decisions published by the Senior Leadership Team and / or Primary Leadership Team.
- Act as the Primary ECT Coordinator, managing the administrative and training requirements of ECT



induction, as well as maintaining oversight of mentor appointment and training in collaboration with Secondary point person.

- Play a major role in formulating and reviewing the Primary Improvement Plan by establishing and contributing to polices as appropriate, managing staff and resources as required and monitoring progress towards their achievement.
- Support teachers in working towards their individual continual professional development.
- Carry out lesson observations and provide developmental feedback in line with relevant policies.
- Seek continuing, personal professional development, stay up-to-date with the latest UK pastoral developments and contribute as such to the whole-school CPD programme.
- Act as a consistent role model to all students providing them with advice, knowledge and mentorship that extends beyond the delivery of the curriculum.
- Provide cover for PPA across the Primary School, including EYFS.
- Comply with the Code of Ethics as well as to all policies and procedures of the school.
- Deputise for the HoP in their absence on a rota with Primary SLT (PSLT) and chair Primary meetings and briefings in the absence of the HoP in such a way as to promote professional harmony, efficiency and high levels of forward planning and administrative organisation.
- Provide a visible presence around the School (including during CCAs) every day.
- Maintain and promote links with the Secondary School.
- Take an active role in Year 6 to Year 7 transition alongside the Director of KS2 and Year 6 Leader.



3 LEADING SCHOOL CULTURE, COMPLIANCE AND IMPROVEMENT

- Oversee the promotion of the school values and BSB student and staff profiles.
- Build an ethos which secures a caring, positive environment in which all students can reach their potential.
- Support the HoP and Director of Academic Studies to implement all teaching and learning and assessment policies and ensure its adherence across the Secondary School.
- Support the HoP in evaluating, coordinating and developing the Primary Improvement Plan.
- Assist the Heads of School in preparing for ISI inspection or other compliance visits or procedures.
- Maintain a high level of visibility and approachability, including visiting classrooms and being present at the gate at the start and end of school each day.
- Support the Marketing and Events Department, allocating students for interviews, filming and ensuring compliance with the branding policy and expectations for community and promotional publications.
- Ensure good use of specialist learning environments, including outdoors.
- Engage in professional learning as required by the School.

4 ADDITIONAL RESPONSIBILITIES

- Create rotas of key stage assemblies and duties.
- Lead assemblies, presentations or support in public events or appearances as required.
- Play an active role in the calendaring of events as required, ensuring there is equity and balance and that issues are resolved in a timely manner.
- Support the HoS or Director of Studies in the annual orders process.
- As required, work with staff members from all levels of the School to establish and lead working parties or focus groups.
- Contribute to the BSB University and CCA programmes.
- To oversee communication and liaison with parents on pastoral matters to enable them to support their children, including hosting or leading pastoral information sessions and / or presentations to parents.
- Maintain all aspects of the school management systems (iSAMS and CPOMS) to support the smooth delivery of pastoral care, which includes management of registration process. Ensure that all data and information is current and up-to-date, including absence codes, and that all relevant information is shared with staff and parents.
- Oversee aspects of the emergency procedures and drills, such as ensuring an emergency drill list is published and distributed and relevant information is shared with staff. Ensure also that drills are carried out in accordance with regulations and to a high standard.
- Ensure that areas of the website relating to pastoral matters are regularly updated.
- Attend any events and represent the School as required.



5 PERSON SPECIFICATION

The following criteria will be assessed either as part of the application form or at interview. Your application letter should address all points below.

	Essential	Desirable
Qualifications		
Educated to university degree level with teaching qualification	X	
Hold a post-graduate degree or senior leadership qualification (NPQSL, CPAH, MA/MSc)		X
Hold UK qualified teacher status (PGCE or equivalent)		X
Demonstrate a commitment to personal and professional development	X	
Knowledge and Experience		
Possess in depth knowledge of the National Curriculum for England and Wales	X	
Have a working and effective knowledge of educational strategies to support the learning needs of all students across all subjects	X	
To have previously held a middle or senior leadership role for at least three years	X	
Excellent working and practical knowledge of SEND, EAL and Safeguarding and Child Protection	X	
Exhibit a practical knowledge and experience of coaching and mentoring staff and students		X
Experience of teaching in EYFS		X
Experience of teaching in either KS1 or KS2	X	
Personal Qualities		
High personal standard of written and oral communication	X	
Already possess experience of leading others	X	
Demonstrate an understanding of best practice in leadership	X	
Exhibit a grasp and practical application of the attributes of a member of a Senior Leadership Team	X	
Have a record of sustainable time and stress management, including adhering to deadlines	X	
Demonstrate a history of supporting school initiatives, including consistently meeting expectations for planning, assessment, marking and feedback	X	
Have the ability to manage own workload to lead and manage a multiplicity of tasks and strategies and meet tight deadlines	X	
Be willing to meet parents, students and other members of the school community and be sympathetic to their pastoral needs and challenges	X	
Ability to manage challenging conversations with diplomacy and composure	X	
Teaching and Learning		
Demonstrate evidence of being a consistently strong classroom practitioner and ability to be able to teach a class in any Primary Key Stage	X	
An understanding and effective delivery of the strategies required to maintain and improve standards of teaching and learning	X	
Be able to use student performance and pastoral data to lead learning strategies	X	
General		
Know how to overcome cultural challenges to ensure harmonious and collegial relationships prevail inside and outside of the organisation	X	
Support and uphold the values and operational culture of BSB	X	
Support the work of other departments across the school	X	
Uphold and adhere to all professional standards and policies at BSB	X	





British School
of Bucharest

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Early Years Foundation Stage / Primary / Secondary

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