MOUNT HOUSE
SCHOOL



DEPUTY HEAD PASTORAL

JOB INFORMATION PACK



WELCOME

Thank you for your interest in joining us at Mount House School. We are a vibrant, ambitious and nurturing community where every student is encouraged to Be You, Belong, Become. These values shape not only the experience of our students but also the way we develop and support our staff. As a school, we are committed to creating an environment where talented leaders can flourish, make a meaningful impact and continue to grow professionally.

The Deputy Head position is a pivotal role within the life of the school. Working alongside an experienced and highly collaborative Senior Leadership Team, the successful candidate will play a central part in shaping strategy, driving improvement and ensuring that every young person receives an exceptional educational experience. This is a role with genuine breadth, influence and opportunity, suited to a leader who combines ambition with humility, and vision with a commitment to teamwork.

We are seeking an outstanding senior leader who is ready to make a significant contribution to our next stage of development. The successful candidate will join a strong and supportive leadership team that values professional dialogue, shared responsibility and collective success. While the role brings considerable responsibility, it is also one in which you will be supported, challenged and encouraged to develop your own leadership practice. The role is supported by the deep professional support available as part of the Blenheim Schools Group and as such the successful candidate will have support from leaders at other schools, wide professional development opportunities, and a background safeguarding team to work closely with.

One of Mount House's defining strengths is the quality of our pastoral care. We believe that young people achieve their best when they feel known, valued and supported, and we have invested significantly in creating an exceptional pastoral culture. We are proud to serve as a recognised training centre for both the Working with Boys and Girls on Board programmes, reflecting our commitment to sharing best practice beyond our own school. Every member of our pastoral team is qualified as a Mental Health First Aider, ensuring that student wellbeing remains at the heart of our daily work. This commitment has been recognised nationally, with two wellbeing-focused awards won this year and a place as a finalist for a third major national award. These achievements are important not because of the accolades themselves, but because they reflect the culture of care, belonging and ambition that defines our community.

At Mount House, we are ambitious for our people as well as our students. We believe that schools should be places where talented staff can build fulfilling and successful careers, and we see this position as an exceptional opportunity for a leader looking towards their next professional steps in the coming years. Whether that journey leads to a larger whole-school leadership role, Headship or wider educational leadership, we are committed to helping colleagues gain the experience, confidence and strategic perspective needed to progress. As part of an experienced Senior Leadership Team, the successful candidate will have the opportunity to contribute across the full breadth of school leadership while developing the skills, judgement and strategic understanding that future senior roles demand.

Mount House is a wonderful place to work. We benefit from exceptional colleagues, curious and engaging students, and a culture that balances high expectations with genuine care for one another. We are proud of what we have achieved, excited by what lies ahead, and eager to welcome a leader who shares our ambition for young people and for the future of our school.

I hope this information gives you a sense of both the opportunity and the community that awaits. We look forward to receiving your application and learning more about what you could bring to Mount House School.

JA Cooper

Mr Jon Cooper
Head

ABOUT US

Mount House School is a small, co-educational independent day school for students aged 11–18, located in beautiful surroundings on Camlet Way in Barnet. With small class sizes, a nurturing ethos and a commitment to academic ambition, we provide each student with the support and opportunities needed to thrive.

Our values underpin everything we do:

- Be You: Authenticity and Confidence
- Belong: Community and Compassion
- Become: Aspiration and Growth

A rich co-curricular programme, including a dynamic sports provision, ensures students develop the resilience, collaboration skills and curiosity needed to succeed in adult life.

Blenheim Schools Group

In November 2025 Mount House School joined Blenheim Schools Group, a growing family of academically ambitious, child-centred independent schools across the UK. Being part of Blenheim Schools strengthens what makes Mount House special. It allows us to retain our unique identity and ethos while benefiting from the shared expertise, investment and support of a respected education group committed to enabling outstanding futures for every child.

BLENHEIM SCHOOLS



JOB DESCRIPTION

The Deputy Head (Pastoral) reports into the Head, Mr Jon Cooper, and will play a pivotal role in the School's Senior Management Team, which consists of the Head, Senior Deputy Head and Bursar. The below job description should not be seen as prescriptive or exhaustive but aims to give an overview encompassing the key areas of responsibility.

KEY RESPONSIBILITIES

Strategic

The Deputy Head (Pastoral) will:

- Take a collective leadership responsibility for maintaining a culture of purpose, discipline and ambition in the school.
- Be a member of the Senior Management Team alongside the Head, the Bursar and the Senior Deputy Head.
- Contribute to the creation of the School Development Plan.
- Take a lead in drafting pastoral and behavioural policies and consultation papers and contribute to those with a whole school implication. Present such papers to the SMT and report areas to the Board of Governance when required (usually termly).
- Develop and implement a whole school well-being strategy, responding to local and national themes.
- Keep on top of national developments and themes in relation to wellbeing and student development, as well as safeguarding updates and themes.
- Support the Assistant Head (Wellbeing) to develop and oversee the whole school RSE, PSHE and SMSC programme.

Operational

The Deputy Head (Pastoral) will:

- Designated Safeguarding Lead (the duties of which are clear in the DSL job description).
- Be the voice of pastoral care in the School, understanding the importance of marketing these aspects of School life.
- Set the tone for a caring and nurturing culture in which students feel confident to reach out to someone if they have a problem and where staff feel able to pass on any safeguarding concerns that they may have.
- Be a member of the Senior Leadership Team alongside the Head, the Senior Deputy, the Head of Admissions and the Assistant Heads (pastoral and academic).
- Keep the school compliant in areas of safeguarding and student wellbeing.
- As DSL, chair Pastoral meetings.
- Maintain immaculate whole School safeguarding records and the bullying register. Ensure pastoral meeting minutes and other pastoral matters are appropriately recorded.
- Take the position as the school's Attendance Champion. Monitor pastoral progress and student attendance, including oversight of student registration. Liaise with the local authority accordingly and ensure notifications for those that meet negative attendance thresholds are sent.
- Champion positive attendance with students and parents at school.
- Consult with local safeguarding authorities, police and other external bodies to support the pastoral welfare of the students of the school.

- With senior leaders, organise staffing of key activities and events; be a presence on the School site and at school events. Oversee, advise, assist and direct as necessary in the planning and timing of the key events in the school year.
- Act as school allergy lead.
- Work with the Safeguarding Team at Blenheim Schools (OFG) as required.
- Work with the Senior Deputy Head to ensure that the staff duty rota responds to student behaviour.
- Lead on the pastoral element of school inspections, ensuring compliance with current safeguarding regulations, guidance and best practice.
- Manage the School Educational Trips and Visits programme and procedures.

Staff

The Deputy Head (Pastoral) will:

- Take a collective responsibility for maintaining a culture of purpose, discipline and ambition in the School.
- Participate in school teaching appointments, taking a lead on School Safer Recruitment procedures.
- Advise the Head on middle management pastoral staff appointments, conducting interviews as required.
- Line manage the Assistant Heads (pastoral) and the Heads of Year, school pastoral assistants.
- Oversee arrangements for staff training: first aid, health and safety and child protection.
- Oversee the appropriate safeguarding induction, training and annual updates of all staff including external contractors, peripatetic music teachers and keep rigorous and up to date records of the training and updates.
- Oversee pastoral INSET, induction arrangements and the corresponding budget.
- Be a named competent person for Health and Safety; liaison with teaching and maintenance staff in the notification of health and safety issues. Oversee the Health and Safety aspects of all school trips. Leading on the termly Fire Practice and overseeing the annual update of risk assessments and their effective implementation.
- Sit on the Health & Safety Committee.
- Lead the school Pastoral Committee.
- Be involved with formal (stage 2) complaints, disciplinary and grievance procedures.

Students and Parents

The Deputy Head (Pastoral) will:

- Work with the admissions and marketing department, to ensure that our pastoral care is attractive to prospective families.
- Oversee the admission of new students to the School, including the placement of students into Form groups and houses.
- Oversee the production and review of the Parent handbook and student induction.
- Oversee the Assistant Head (Wellbeing) to support and develop the assemblies schedule, the morning programme, and key workshops relating to PSHE/RSE
- Manage the School sanctions and rewards systems.
- Work with Assistant Heads and Heads of Year over issues relating to student welfare and well-being.
- Advise and support all middle and senior managers in dealing with students and their parents.
- Manage all major disciplinary incidents in co-ordination with the Senior Deputy Head.
- Interview prospective students, as appropriate.
- Monitor student behaviour patterns.
- Support the development the ISAMS parent portal and use of Involve communications.
- Coordinate arrangements and communicate with parents in severe weather conditions.
- Be the SMT representative on the Mount House PTA committee and support them to facilitate them in organising events.

The Deputy Head (Pastoral) will:

- Teach up to 20 periods (of 55 minutes) each fortnight cycle, which might include some PSHE. (Full time teachers deliver 48/60.)
- Undertake additional duties that are appropriate to the role as directed by the Head.
- In pursuance of their responsibilities the Deputy Head (Pastoral) will be expected to have regular meetings with the Head, Bursar and Senior Deputy Head and attend Senior Management and Senior Leadership Team meetings.
- It is expected that the Deputy Head (Pastoral) will be on site during some School holidays on a rota with the Head and Senior Deputy Head to ensure that a senior leader is always available to support with Admissions.





PERSON SPECIFICATION

Applications are invited from candidates with the following key skills, experience and attributes:

Qualifications and experience

- A degree, with an additional post-graduate leadership and/or management qualification an advantage.
- Demonstrable experience of academic success and personal commitment to excellence in teaching.
- A proven track record of success in developing relationships with staff, students and parents.

Knowledge, skills and ability

- Outstanding communication skills (both written and verbal).
- Ability to demonstrate commitment to the pursuit of academic excellence and achievement of the highest possible educational standards.
- Ability to inspire and motivate both staff and students alike and adopt an innovative approach to the development of a clear educational vision and curriculum model.
- Commitment to meaningful engagement and working in effective partnership with the wider Mount House School community (e.g. parents, Board of Governors/Blenheim Schools etc.).

Personal

- Evidence of sharing the vision and values of Mount House, with a strong commitment to the ethos of the School.
- Excellent interpersonal skills and the ability to inspire trust and collaboration across the whole school community.
- Empathetic and kind with ability to inspire others.
- An ability to work well under pressure and multi-task
- Outstanding organisational and administrative skills.
- Strong personal values of integrity, honesty, understanding and compassion.
- A genuine team player who is generous of spirit, approachable, enthusiastic, driven, aspirational and fun.
- A good sense of humour.
- Someone who is ambitious personally, for the students and staff, and for the School.
- Someone who is tenacious and committed to seeing projects and initiatives through to completion.
- This represents an excellent role for a colleague who is ambitious for their continued carer development and next steps in time.

Remuneration

The salary will be commensurate with the significance and importance of the post and the experience of the successful candidate. In addition, a range of staff benefits exist of employees of Blenheim Schools (Outcomes First Group) including medical insurance, and school fee remission, subject to standard entry procedures, will be made available to the successful candidate.

Start date: April 2027 although candidates looking to start September 2027 are still encouraged to apply.



BENEFITS

At Mount House, our staff are at the heart of everything we do. We are a close-knit, supportive community where every member of staff is valued for the part they play in helping our students thrive. Working here means joining a team that is passionate about providing an exceptional education, one that balances academic ambition with outstanding pastoral care and an individual approach to every student.

Set within beautiful Grade II listed buildings and grounds in Hadley Wood, Mount House offers an inspiring place to teach and work. We foster a culture of collaboration, professional growth, and mutual respect, where ideas are shared and every contribution is recognised. Whether teaching in the classroom or supporting the wider school community, colleagues enjoy a welcoming, purposeful environment where they can make a genuine difference every day.

Key Benefits



Free onsite parking



Lunch provided during term time

Chartered College of Teaching

Opportunity to join the Chartered College of Teaching



Small and supportive community

BLENHEIM SCHOOLS

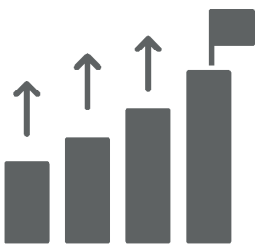
Career growth and development opportunities from being a part of Blenheim Schools Group



Fee remission for eligible staff



Pension Scheme with employer contributions of up to 7.5%



Excellent CPD and career progression opportunities

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