



BOURNEMOUTH SCHOOL FOR GIRLS

WORK HARD | BE KIND | BE AMBITIOUS



## Teacher Application Pack

ASSISTANT HEADTEACHER - PASTORAL

Salary: L13-17

Starting: 1 September 2025



# WELCOME TO BSG



Dear Colleague,

Thank you for your interest in our post for Assistant Headteacher - Pastoral. You have taken your first step to becoming part of a special community that has now served Bournemouth for over a century.

At Bournemouth School for Girls (BSG) we support the development of the whole student, including providing them with exciting educational opportunities in and out of the classroom.

From Year 7 to Year 13, we are fortunate to have students who are truly eager to learn. Our young people thrive here as we feed their curiosity, guide their ambition and ensure they become positive citizens in wider society.

We are delighted that our strong curriculum and outstanding support by our staff continue to facilitate superb exam results at both GCSE and A Level. We are looking for a new colleague to join an already successful school and take an active role in leading it to new heights.

We have a successful and comprehensive CPD programme for all colleagues and strive to facilitate professional learning opportunities wherever possible. Several colleagues, for example, have completed / are in the process of completing NPQs.

We pride ourselves on supporting our staff's wellbeing and hope you'll note the generous package of support and conditions for our teachers.

Please read this application pack to get a more detailed view of the Sixth Form and our wider school. The post of Assistant Headteacher - Pastoral is a key one and I am keen to hear from you if you believe you have the qualities and skills necessary to continue the work of this important part of our school. We look forward to receiving your application. If you have any queries about either the post or the school in general please do not hesitate to contact us and we will be pleased to help you.

Mr. David Sims, Headteacher



BOURNEMOUTH SCHOOL  
FOR GIRLS

[www.wearebsg.uk](http://www.wearebsg.uk)







## ABOUT BSG

Founded in 1918, Bournemouth School for Girls is an 11-18 selective girls' grammar school and Sixth Form in the heart of Bournemouth. BSG currently has around 1200 students on roll which includes those in our Sixth Form. It provides students with extensive academic and extra-curricular activities from Year 7 all the way to when most leave us in Year 13.

The school is academically successful, and is 7<sup>th</sup> highest in England's Southwest region, according to the Sunday Times Parent Power Survey 2024.

The school's vision is: ***The Best for Our Students, The Best from Our Students*** and the curriculum in place ensures that students are provided with the best opportunities to prepare them for their future.

BSG offers students a broad and balanced curriculum from Key Stage 3 up to Key Stage 5, including lessons in sciences, performing arts, art, humanities and technology subjects. We encourage students to maintain this breadth in their KS4 studies where our students study GCSE subjects in Years 10 and 11.

As a selective school, the academic ability of the students is high and we try to ensure lessons go beyond the national curriculum and support further progress at each key stage.

The school has a comprehensive pastoral system in both the main school and Sixth Form, with our tutor groups split into six school houses: Austen; Curie; Franklin; Parks; Rossetti and Shelley, all named after influential and inspirational women from the 19th and 20th centuries. Each house is led a Head of House who supports students' pastoral needs with the support of form tutors. Each year, houses run their own charity weeks to raise money for their chosen charity. Heads of House also deliver PSHE lessons to all students in their house and deliver the RSE curriculum to support their personal and social development.

We are very proud of our extensive extra-curricular offer for students. There are over 50 clubs and activities which are run by our staff voluntarily in lunchtimes throughout the week. Students can develop knowledge and skills in their passions including clubs in music, drama, sport, adventure, STEM and crafts. We hope that applicants will feel able to support this programme.

By providing this curriculum to students, the school upholds its three key values:

**Work Hard** | By providing a broad, balanced and academically challenging curriculum.

**Be Kind** | By providing excellent pastoral support and social education.

**Be Ambitious** | By guiding students to develop skills and knowledge beyond the classroom and for their futures.





# WORKING AT BSG

BSG is a fantastic workplace that cares for and supports its staff professionally as well as creating conditions that are generous to support wellbeing.

These include:

- Friendly staff and commitment from staffing body and SLT to promoting and supporting staff wellbeing
- Able, motivated and polite students who are a privilege to teach
- Extensive CPD programme (for ECTs and experienced staff) to support individual professional development
- Provision of a teaching base/own classroom, where possible, if full time
- Teacher pension scheme
- 14% PPA time (FTE) compared to national minimum of 10% for all staff. (ECTs would still receive their PPA allocation on top of this)
- Funded medical cashback scheme, including 24/7 qualified GP access
- Access to wellbeing resources, discounts and other special offers for services
- Access to salary sacrifice benefits such as cycle to work, gym, technology, mobile phones and workplace nursery
- Opportunity to work with other colleagues and students in delivering extra-curricular activities (lunch provided if you do)
- Student data targets are not part of appraisal/performance management
- Well-resourced departments
- Free use of a new and highly equipped gym (conditions apply)
- Free parking on site, including bays for electric car charging





# ABOUT THE SCHOOL

Bournemouth School for Girls (BSG) is a girls' 11-18 selective academy with over 1200 pupils, including over 350 in the sixth form, which has the core aim of developing well-rounded young people ready to make a difference in the world. Members of the school community all agree that BSG is a happy place in which to learn and with over 100 years of academic excellence we have a strong reputation both locally and nationally.

- Achievement is consistently high and BSG has maintained its position as one of the top state girls' schools in the country for both progress and achievement.
- The last Ofsted inspection, in May 2024, rated the school 'outstanding' in all categories.
- We again appeared this year in the Sunday Times Parent Power list of top schools both in the southwest and nationally.
- We have a fine tradition of sporting success, with our various sports teams experiencing considerable success in regional and national competitions.
- We have an outstanding reputation for our music and drama, with regular concerts and performances both in school and in the wider community.
- Every year our houses each choose their own charity to support and raise between them in excess of £10,000.
- We have an exceptionally strong Parent School Association which regularly raises well over £30,000 a year through its fundraising activities.

Our school is part of a wider network of grammar schools, the South West Academic Trust (SWAT) which shares good practice and provides support, including a strong headteachers' network. There are also strong links with the other grammar schools in Bournemouth and Poole, including joint selection testing arrangements and mutual support and collaboration. We are also committed to widening participation and access to our school through our work with the wider family of Bournemouth schools. This was recognised with the award of a Selective Schools' Expansion Fund grant in 2018 linked to a strong action plan for widening participation.

We are an ambitious school, committed to providing the very best facilities and opportunities for our pupils. Recent years have seen significant improvements to the school estate, including a Performing Arts Centre, art and social sciences building, numerous laboratory refurbishments, new PE and design and technology facilities and ongoing improvements to the school infrastructure.

A particular feature of the school is the wide range of clubs, activities and opportunities for leadership that we offer - over 50 clubs and activities take place, many of them led by sixth form students and we also are amongst the biggest providers of the Duke of Edinburgh's Award in the southwest. Pupils also have the opportunity to take part in the Bournemouth School Combined Cadet Force.

The best advert for the school is the girls themselves: they are confident, articulate and intelligent individuals. As importantly they are happy and proud of their school.

This post arises due to the retirement of a long-serving and very highly respected Deputy Headteacher coupled with some reorganisation of roles and responsibilities within the Senior Leadership Team (SLT). The successful candidate will build on excellent foundations and will have a clear vision to support the pastoral life of our school. They will want to make a wider contribution to the work of the leadership team and will have experience of pastoral leadership or have demonstrated in their current role the aptitude and skills to flourish in a pastoral context.

From September, the SLT will comprise the Headteacher, Deputy Headteacher (DSL & SENCO), Director of Finance & Operations and three Assistant Headteachers (Curriculum & Assessment, Pastoral and Teaching & Learning). A new Head of Sixth Form will work alongside the core SLT.



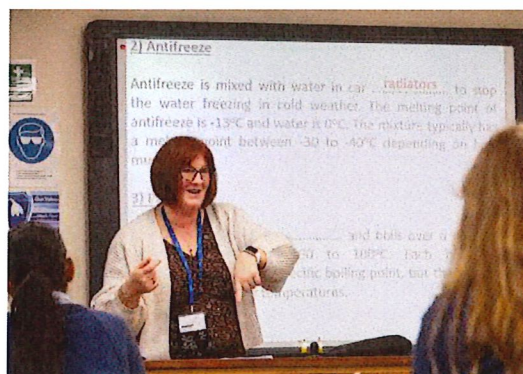


The post will be paid on the Leadership Pay Spine points 13-17. We anticipate a teaching load of around 22 periods out of 50 periods per fortnight. Whilst the successful candidate must be an excellent classroom practitioner, their specific teaching subject is secondary to their ability to match the specification below.

We want someone to combine our illustrious past with the ability to support our vision for the future. If you believe that person is you, then we warmly invite you to apply. Applications will be assessed by reference to the requirements set out in the job description and the person specification, and evidence of a good fit with the culture and ethos of the school.

If you are as excited by this opportunity as we hope you will be, please follow the instructions in the pack on how to apply, noting the dates and structure of the application process. You will be able to find lots more information about the school on our [website](#). We are also on X [@BSGupdate](#).

Candidates selected for interview will receive further information about the process to help them prepare for the interview stage. We look forward to receiving your application.





# ABOUT THE POST

We are looking for an Assistant Headteacher - Pastoral to join our school with effect from September 2025. This will provide an exciting opportunity to build upon the existing high standards in the school and champion our values of working hard, being kind and being ambitious.

We believe the following qualities are essential in the successful applicant:

- an excellent classroom teacher
- a successful current senior or middle leader, with pastoral responsibility
- recent experience of leading a whole school initiative
- evidence of recent relevant professional development
- outstanding communication skills, both orally and written
- excellent interpersonal skills
- well organised and totally reliable
- the ability to think strategically and critically
- extensive knowledge of safeguarding and effective management of this
- ability to work under pressure
- loyalty and commitment to the team
- well-developed ICT skills
- flexible in approach and able to see the big picture
- able to gain trust and respect of school staff, pupils and parents
- experience of teaching in more than one school
- enthusiastic and able to bring new ideas to the team
- energy and a sense of humour
- a commitment to the wider life of the school, including a willingness to attend events during evenings and weekends

## THE APPLICATION PROCESS

We look forward to receiving your application by the deadline of 9am on Monday 28 April 2025.

This should include:

- a completed application form
- a letter of application outlining your readiness for the role of Assistant Headteacher - Pastoral at our school. We are particularly interested to hear of any initiatives you have been involved in, assessing your contribution and its impact.

We plan to interview for this post on Wednesday 14 and Thursday 15 May 2025. If you have not heard from us two weeks after the closing date, you may assume your application has been unsuccessful on this occasion.

If you have been shortlisted by the interview panel, you will be contacted by email and/or at your home address to attend an interview, together with information about the interview process and any other documents you will be required to bring.

**Bournemouth School for Girls is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any successful applicant will be required to undertake an Enhanced Disclosure check by the Disclosure & Barring Service. In line with KCSIE 2024, all applicants will undergo checks on social media and online accounts to help assess suitability for the role.**





# JOB DESCRIPTION

Post title	Assistant Headteacher - Pastoral
Main purpose	<p>The Assistant Headteacher will support the Headteacher and Deputy Headteacher in:</p> <ul style="list-style-type: none"> <li>Communicating the school's vision compellingly and supporting the Headteacher's strategic leadership</li> <li>The day-to-day management of the school</li> <li>Formulating the aims and objectives of the school</li> <li>Establishing policies for achieving these aims and objectives</li> <li>Managing staff and resources to that end</li> <li>Monitoring progress towards meeting the school's aims and objectives</li> </ul>
Reporting to	Headteacher
Salary	L13 – 17
<b>MAIN DUTIES (in addition to the expectations of a teacher at Bournemouth School for Girls)</b>	
School culture & behaviour	<ul style="list-style-type: none"> <li>To make a significant contribution to the strategic development of pastoral provision across the school through the preparation, implementation and evaluation of relevant sections of the School Improvement Plan.</li> <li>To have high expectations of student attainment and achievement and build successful relationships centred on teaching and learning.</li> <li>To implement and support school policies and procedures.</li> <li>To implement policies to help raise levels of student progress.</li> <li>To create a culture, systems and ethos, which support and encourage independent learning, student accountability and prepares students for their next steps.</li> <li>To support and reinforce the unique identity of the school.</li> <li>To maintain an up-to-date knowledge of the latest developments in leading behaviour and culture in school.</li> <li>To lead on the pastoral structure of the school, providing effective line management of the Heads of House.</li> <li>Contribute to suspension, exclusion investigations and decisions, including deputising for the headteacher in suspension/exclusion decisions in his absence/unavailability.</li> <li>Improve the quality and consistency of the wider staff implementation of the rewards, behaviour and related policies, across pastoral support teams, year teams and subject teams.</li> <li>To promote and ensure compliance with the school's uniform policy.</li> <li>To assist with the organisation of school celebration events, e.g. Year 11 Prom, Founders' Day.</li> </ul>
Safeguarding & welfare	<ul style="list-style-type: none"> <li>Function as one of the team of Deputy Designated Safeguarding Leads (DDSLs), ensuring that all safeguarding and welfare policies are adhered to.</li> <li>Promote the safety and wellbeing of all students, ensuring that staff are trained and aware of their safeguarding responsibilities.</li> <li>Act as a key point of contact for safeguarding concerns within the Sixth Form, ensuring that these are addressed promptly and effectively.</li> <li>To comply with and promote the school's staff wellbeing policy.</li> </ul>
Primary school / community liaison / transition	<ul style="list-style-type: none"> <li>To lead the Y8 to 9 transition process, promoting clear and effective promotion with primary schools, parents and relevant parties within school.</li> <li>To implement strategies to encourage grammar school applications from disadvantaged pupils.</li> <li>To manage transition between year groups. For example, production of set lists, form groups etc.</li> <li>Assist in effective recruitment and marketing of the school e.g. by attending and supporting parent information evenings, producing press releases, website material and school social media marketing the school.</li> <li>To organise the school's Y6 transfer day and Y6 open evenings and afternoons throughout the year.</li> <li>To sit on the BCP in year fair access panel (IYFAP) as required.</li> <li>To assist the admissions officer and headteacher to administer selection test day.</li> </ul>





Leading and managing staff	<ul style="list-style-type: none"> <li>• To line manage the work of the lower school (Y7-11) pastoral team.</li> <li>• To contribute to the line management of academic departments.</li> <li>• To lead, in conjunction with the Heads of House and Head of Sixth Form, all staff involved in form tutoring.</li> <li>• To ensure the delivery of an appropriate and effective Y7-11 PSHE programme.</li> </ul>
Administration	<ul style="list-style-type: none"> <li>• Maintain efficient and effective control of the relevant administrative processes, budgets and resources.</li> <li>• Ensure a safe and secure working environment complying with Health and Safety guidelines.</li> </ul>
Professional development	<ul style="list-style-type: none"> <li>• Identify and act on one's own professional development priorities through the appraisal process.</li> <li>• Delegate tasks in a way which maximises the use of available talent, experience and enthusiasm and provides development opportunities for all staff.</li> <li>• Contribute CPD sessions to the school wide CPD programme.</li> <li>• Use the appraisal cycle to assist in enhancing the professional development aspirations of colleagues.</li> <li>• Keep up to date with new research, developments and best practice related to the role.</li> </ul>
Equal opportunities	<ul style="list-style-type: none"> <li>• The member of staff will always carry out the duties and responsibilities of the post with due regard to the school's equal opportunities policies.</li> </ul>
Other	<ul style="list-style-type: none"> <li>• Undertake a specified teaching commitment.</li> <li>• Undertake any other reasonable duties as required by the headteacher or their representatives.</li> </ul>

Employees will be expected to undertake any other duty as specified by the latest School Teachers' Pay & Conditions Document not mentioned in the above.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Assistant Headteacher - Pastoral will carry out. The postholder may be required to undertake other duties appropriate to the level of the role.

This job description is current at the date shown, but following consultation with you, may be changed by the school to reflect or anticipate changes in the job which are commensurate with the salary and job title.

