



NORTHWOOD
COLLEGE
FOR GIRLS

GDST

CANDIDATE INFORMATION PACK

Deputy Head (Pastoral Development and Wellbeing)



Dear Candidate,

I am delighted that you are considering applying for a position at Northwood College for Girls GDST.

We are a dynamic and purposeful community of teachers and professional staff who are absolutely committed to ensuring that every single student here is able to unfurl her wings and soar. There are no limits placed on our students' achievements, no individual is permitted to fly under the radar and all are known; their strengths, talents, dreams and areas for development understood by their teachers. They go on to success in all fields, taking on university degrees and degree apprenticeships in areas as varied as Art History and Economics, Marine Biology and Architecture, Medicine and Music.



We recognise that at Northwood, we are empowering and enabling young people to go out and change the world. Academic success and opportunities for leadership therefore sit alongside a deep commitment to social justice, global citizenship, technological and digital expertise and sustainability awareness. Our students are encouraged to be unashamedly ambitious and to shine their light brightly, but never to overshadow; always mindful of our sense of collective endeavour and the fact that we rise by lifting others.

We believe and invest in staff development and seek to support all staff members in developing their pedagogy and professional practice, providing in-school and external training to support all colleagues to fulfil their potential and enjoy their roles. We know that for our school to thrive, we depend on having diverse talent, with a range of backgrounds, skills and capabilities. Inclusion and being your authentic self is at the heart of so much of what we do at Northwood and we value each unique contribution to our community. It is also wonderful to be part of the pioneering vision of The Girls' Day School Trust, the family of 26 girls schools to which we belong. The GDST is at the forefront of educational research and training and is a real voice in national girls' education debates.

If you are excited by our vision and eager to shape the future of girls' education, I would love to hear from you. We welcome pre-application contact and endeavour to make the recruitment process as positive and collaborative as we can.

In anticipation,

Rebecca Brown
Head

ABOUT NORTHWOOD COLLEGE FOR GIRLS

Northwood College for Girls is an independent day school for approximately 720 girls aged 3-18. The original school was founded in 1878 in central London and subsequently moved to its present site in a residential part of Northwood in 1893. The school is proud to be a school with a rich and deep heritage but also with a vibrant and dynamic approach to education. Over the past two years, we have added subjects such as Politics and Finance to our ambitious and forward-thinking curriculum and we are always eager to situate our curriculum in the context into which our girls will graduate when they leave us at 18. Learning here ignites intellectual curiosity and fosters emotional intelligence, building resilience through challenge

At NWC, we value kindness as a strength and teach our students that in life, you rise by lifting others. We are proud to be known as a school with excellent pastoral guidance, where girls are known, appreciated and supported as individuals. An NWC education enables every girl to lead a purposeful life and make an impact on the world around them.

Both pupils and staff are encouraged to find and develop their passions and talents, through clubs, societies and an extensive programme of Professional Learning. All members of the NWC community are expected to act with compassion and integrity, with respect for others and the environment and an awareness of global responsibility.

Everyone is equally valued in our NWC family and our dynamic young women are proud of their school. Looking after one another and rejoicing in one another's successes comes second nature to a NWC girl as does her 'can-do' attitude and drive.



Northwood College for Girls has been part of the GDST family of 24 independent schools and two academies across the UK since 2013. Membership of the GDST affords students and staff opportunities for collaboration and training and also a seat at the table in national discussions about the future of education and female empowerment.

THE PASTORAL TEAM

Northwood College for Girls is characterised by a caring, welcoming and supportive environment. Staff are supportive of one another and of the pupils. Relationships with pupils are respectful, warm and purposeful. The staff are enthusiastic and really do go that extra mile to support the girls. Northwood College for Girls encourages the pursuit of excellence across all areas of school life and aims to nurture its pupils to attain success across the widest spectrum of activity. The school believes that happy pupils will be successful ones and therefore regards its pastoral system as inextricably linked to its overall academic success.





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The care that the staff extend to all pupils enables them to make outstanding progress, both academically and in their personal development. Pupils mature into confident, accomplished and well-adjusted young women, prepared for the challenges of university education and their future careers.

Each year group has a Head of Year and s/he is tasked with maintaining an overview of each girl's personal development and well-being. The Head of Year works with the Form Tutor and all staff to ensure each girl is progressing as she should and intervening in a timely manner if there are any problems. The School encourages an open, positive dialogue with parents and works in partnership with them to enable their child to excel and develop.

THE ROLE:

The Deputy Head (Pastoral Development and Well Being) works closely with the Head, deputising when required and maintains a very high profile across the School community. The post-holder has responsibility for the pastoral welfare of the pupils, their conduct and their emotional wellbeing. The post-holder also serves as the School's Designated Safeguarding Lead. They lead and are supported by two Deputy DSLs from the extended Leadership Team.

The remit of the role goes far beyond pastoral education, pupil welfare and conduct, child protection and safeguarding. The incumbent leads and manages year heads and ensures they are the pupils' managers of learning with an overview of all aspects of a girl's progress. By virtue of being one of the Deputy Heads, the post-holder is involved in all aspects of school life and leadership, including the formulation of whole school strategy, ensuring that the School meets its current needs and taking every opportunity to improve, enhance and further the School's educational provision. The post holder will also oversee the School's readiness for inspection.

SCHOOL LEADERSHIP

- Assist the Head in translating the vision for the school into agreed objectives and operational and business plans, in line with GDST planning cycles
- Take lead responsibility for the aspects of the School Development Plan (or equivalent) which relate to the pastoral education and welfare of the pupil, the House System, School Council, marketing and Junior/Senior school transition and liaison.
- Take lead responsibility for policy development and implementation in the areas of (but not limited to) pastoral education, safeguarding, child protection, behaviour and discipline, anti-bullying, Prevent, British Values, links with parents and the community, Junior/Senior School transition.
- Keep policies under review and make recommendations of change to ensure that they continue to meet the school's developing needs.
- Take the lead in ensuring the school is ready for an inspection (in designated areas)
- Advise the Head of any pastoral, academic or administrative issues, taking initiative, as required.
- Act as the Designated Safeguarding Lead in the school and liaise with SLT and governors in this role.

LEADERSHIP OF OTHERS

- Line manage the Heads of Year and convene and chair the Heads of Year Committee, taking a lead in the developing strategic direction, development and implementation of policy.
- Line manage the Assistant Head, Co-Curricular and Partnerships and work closely with the Head of PSHE.

- Line manage the Nurses and School Counsellor
- Support the Head in the recruitment, deployment, training, motivation, development and appraisal of staff to make the most effective use of their skills and expertise.
- Lead by example, providing inspiration and motivation, and embody for the pupils, staff and governors, parents and wider community the vision, purpose and leadership of the school.

PASTORAL EDUCATION AND OVERSIGHT

- Oversee the effective delivery of the school's pastoral system and management of any pastoral issues to maximise pupil welfare and learning.
- Be the School's Designated Safeguarding Lead, working closely with the Head and necessary agencies on all child protection and all safeguarding issues.
- Have primary responsibility for the welfare of pupils in the school, regularly evaluating the quality and delivery of the school's pastoral provision.
- Assist and take a major lead in the day to day running of the school, with a particular emphasis on upholding discipline and standards.
- Oversee arrangements for pastoral staffing and oversee the quality of form tutoring.
- Be responsible for pupil discipline, including uniform and sanctions.
- Convene and chair the Heads of Year Committee, taking a lead in the developing strategic direction, development and implementation of policy.
- Formulate and implement a vision for pupil voice.
- Oversee the work of the Head of PSHE, with Heads of Year and form tutors, in devising and delivering an enriching, dynamic and relevant scheme of work for Personal, Social, Health and Citizenship Education ensuring that fundamental British Values and attitudes are promoted throughout the curriculum.
- Oversee the work of any counsellor retained by the school.
- Work closely with the Nurse on medical matters and promote the health and safety of pupils. Serve as the school's Allergy Champion.
- Have oversight of clubs and activities in the Senior School, ensuring a well-balanced programme of activities and review pupil involvement (working with the Assistant Head, Co-Curricular)
- Have oversight of House, Community and Charity Events in the Senior School (working with the Assistant Head, Co-Curricular)

SAFEGUARDING AND CHILD PROTECTION

- Serve as the Designated Safeguarding Lead, ensuring that all staff , governors and volunteers are appropriately trained in safeguarding and child protection issues. Ensure that safeguarding and child-protection policies are fully implemented and that the School is compliant with appropriate legislation and any guidance issued by the prevailing regulatory and inspection regimes.
- Liaise with the local authority, Hillingdon council and other agencies as appropriate in safeguarding and child-protection matters, attending relevant meetings concerning specific pupils and issues of broader relevance.
- Keep abreast of e-safety issues, including social media, briefing staff on developments in this arena, monitoring pupils' use of social media and the internet, and providing an evening training event for parents on the matter.
- Keep abreast of other thematic and contextual safeguarding matters
- Lead safer recruitment procedures, working closely with the Head

TEACHING AND LEARNING

- Working closely with the Academic Deputy Head, identify and secure the implementation of appropriate strategies to develop a classroom environment and teaching practice which secures effective learning across the breadth of the curriculum.
- Take responsibility for the development and monitoring of a curriculum area(s) or whole school curriculum aspects(s) as agreed from time to time.
- Provide a professional model for others, clearly demonstrating effective teaching, classroom organisation and display high standards of achievement, behaviour and discipline; demonstrate personal commitment to quality and excellence, and resolution in achieving them.

ORGANISATION

- Make arrangements for whole school photographs, as required and annual photographs of each pupil in September.
- Schedule activities for the start and end of term, as appropriate, ensuring good order and appropriate participation by pupils.
- Organise the Senior School's programme of assemblies.



We thank you for considering Northwood College and we look forward to receiving your application.

For further details and an application form please visit the school's website.

Applications must be received by 9am on Wednesday 4 November 2026
Longlist Interviews will take place Friday 13 November and shortlisted candidates will be invited to interview in-person between 18-20 November 2026.

References for shortlisted candidates will be taken up before interview.

Studies have shown that women and people from under-represented ethnicities are less likely to apply for jobs unless they meet every single aspect of a job description and person specification. At NWC we are committed to building a diverse and inclusive workplace, so we encourage you to apply even if your past experience does not align perfectly with every qualification or experience in the information provided.

The GDST is committed to Diversity, Inclusion and Real Change. [Click here to read the GDST Charter for Action.](#)



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