



SANDROYD

Deputy Head (Pastoral) and DSL

Candidate Information

Required for September 2026



Introduction from the Headmistress

I am delighted that you are considering joining the staff team at Sandroyd. This is an exciting time to be applying for this senior position at our thriving boarding prep school.

Located on a beautiful campus, we are lucky enough to enjoy wonderful facilities, an inspiring staff body, and a forward-thinking approach to education. The quality and commitment of our teaching and support staff are central to Sandroyd's success.

The role of Deputy Head (Pastoral) is a key position in ensuring we continue to provide outstanding pastoral care and keep our children's wellbeing at the forefront of all our decision making.



I hope the information within the following pages helps you understand more about the role of Deputy Head (Pastoral) and Sandroyd. In addition, I would recommend exploring the news stories on our website and on our Instagram account.

Sarah Segrave
Headmistress
February 2026



Introduction to Sandroyd

Sandroyd is an independent, co-educational prep school for approximately 200 boarding and day pupils aged 2-13. We provide a safe, caring, and inspirational learning environment that enables every child to flourish. We embrace our community of children, parents, and staff with a sense of family, belonging and shared purpose. Our ethos is rooted in Christian values, encouraging kindness and respect for one another.

We are proud of our academic success at Scholarship and at Common Entrance, and our children move onto the top public schools in the UK. This success reflects the focus on academic rigour and high standards across all age groups.

We are fortunate enough to enjoy wonderful facilities and resources. The school owns the freehold to Rushmore House and is set in extensive grounds within the stunning Rushmore Estate.

Pastoral care is one of Sandroyd's great strengths. Each child is known and noticed, and all staff take care to form positive relationships with the children. In addition, each child has a personal tutor or form teacher who is responsible for monitoring their wellbeing, their academic progress and seeing that out of class hours are spent profitably and productively. Tutors, alongside Houseparents, are the first port of call for parents.



Equality and Diversity at Sandroyd

We actively encourage applicants from all backgrounds. We recognise the value of a staff body in which people from diverse backgrounds are encouraged to introduce fresh ideas and contribute to delivering an outstanding education. Our staff work in a supportive and safe environment, recognising their responsibility to value and respect each other's contributions.

We favour a staff body that reflects the make-up of the local and national population. No job applicant, temporary worker or employee should receive less favourable treatment on the grounds of age, disability, gender, race and ethnicity, religion and belief (including no belief), marriage or civil partnership status or sexual orientation.



The Post

The Deputy Head (Pastoral) is a senior leadership role reporting directly to the Headmistress. They will lead the safeguarding, wellbeing and safety of pupils. They will hold the role of DSL and lead our welfare team, including our school counsellor, nurses, ELSAs and two DDSLs.

It is expected that the Deputy Head (Pastoral) will have a detailed understanding of Safeguarding. Under their leadership, our wellbeing programmes will contribute to children and colleagues being kind, happy, safe, resilient and confident members of the school community. The connection we have with each child, and their family, is paramount to ensuring a positive approach to pupil wellbeing. The Deputy Head (Pastoral) will ensure that our families will continue to feel supported through open communication channels with those who care for their children.

The Deputy Head (Pastoral) will possess strong people management skills, have a collegiate working style and be a good listener. They should be able to respond decisively and quickly to matters that arise during meetings or the school day. Candidates should be a good sounding board for the Headmistress with a wise head on their shoulders. They must inspire trust and command the respect of pupils, staff and parents.

On the teaching side, the Senior Leadership Team currently consists of: The Headmistress, Senior Deputy Head, Head of The Pre-Prep, Deputy Head (Pastoral), Deputy Head (Academic) and Deputy Head (Co-Curricula).

Salary and Benefits

- Hours of work:** Full-time position
Term time only (Approx. 33 Weeks a Year), Monday to Saturday with one half-day off per week
SLT evening duties (two per week)
SLT Sunday duties (4 per year)
- Salary:** In line with experience
- Pension:** Enrolment in the school pension scheme, including death in service insurance and income protection
The school contributes 16.48% subject to minimum employee contribution of 5%
- Benefits:** Free meals during working hours
Professional Development
School fee remission
- Accommodation:** Accommodation can be provided for this role
- Reporting to:** The Headmistress



Why Work at Sandroyd?



The staff at Sandroyd are undoubtedly our most important and valued asset, and we work hard to ensure they are rewarded appropriately. We work closely with everyone so that they have the correct training and support to be able to seek internal or external promotion as appropriate to their experience and skill level.

Three central values are ingrained into both our teaching and support staff. Upholding these values is a significant part of our working culture to ensure we operate as an effective team in an inclusive, fun and enjoyable working environment. The success of Sandroyd is down to the attitudes, skill set and values of the staff. To ensure we are continually providing an outstanding education for all children at Sandroyd the values we work towards are:

Look for continual improvement

Our staff are dedicated to going the extra mile to provide an exceptional education for each and every child at Sandroyd. Although often experts in their field, there is always room for improvement in our practice and we look for staff who are dedicated to continually learning themselves. Reflecting on where we can improve as a team, and individually, forms a key part of our practice.

Support the Team

Sandroyd has an all-embracing staff culture, which sees us support and communicate with one another at all times. For a team to be effective, each member of staff must care greatly about their colleagues. In delivering a first-class education for the children, Sandroyd staff understand and appreciate that all members of staff in the school community are equally as important and valued.

Look after yourself

We can only effectively look after Sandroyd children and our colleagues if we also care for our own wellbeing. We collectively work together to provide a working environment that allows staff to thrive.



Candidate Specification

	Essential	Desirable	Method of assessment
	<i>These are qualities without which the applicant could not be appointed</i>	<i>These are extra qualities which can be used to choose between applicants who meet all of the essential criteria</i>	
Qualifications	<ul style="list-style-type: none"> ▪ A good honours degree ▪ An appropriate teaching qualification ▪ Evidence of continued career development 	<ul style="list-style-type: none"> ▪ Further degree or qualifications in an area related to this post ▪ A safeguarding qualification that allows them to take on the role of DSL 	Certificates
Safeguarding	<ul style="list-style-type: none"> ▪ An excellent understanding of safeguarding, and the role of the DSL, in a school context. 		Application form, references and interview
Experience	<ul style="list-style-type: none"> ▪ Current and/or past experience in a management role, although this doesn't need to have been an SLT post. 	<ul style="list-style-type: none"> ▪ Boarding experience ▪ Evidence of involvement in extra-curricular activities 	Application form, references and interview
Personal competencies and qualities	<ul style="list-style-type: none"> ▪ Have a warm, professional rapport and empathy for a diverse range of pupil and staff needs ▪ Possess exceptional interpersonal skills ▪ Be a positive role model to the whole school community ▪ Be flexible and adaptable in their approach to working at Sandroyd, in order to ensure the best possible outcomes for Sandroyd children ▪ Have a proven ability to think strategically and implement effective systems, routines and provisions on a whole school basis ▪ Be capable of leading a team of dedicated teachers and support staff who work hard to ensure the best and most appropriate outcomes for our pupils ▪ Champion colleague wellbeing, and value their own health and happiness ▪ Possess personal integrity ▪ Possess excellent planning, administration and time management skills ▪ Be able to write and input into whole school policies 	<ul style="list-style-type: none"> ▪ A strong interest in extra-curricular activity ▪ Experience in policy development, implementation, monitoring and evaluation ▪ Enjoy the networking process and the need to promote the school ▪ Experience of AS Tracking or a willingness to learn 	Application form, references and interview

Job Description

The Deputy Head (Pastoral) reports directly to the Headmistress. This Job Description covers the principal tasks of the Deputy Head (Pastoral). It is not necessarily a complete list of everything required for the full professional discharge of duties.

Line management duties

- Deputy DSLs
- The School Counsellor
- Heads of Year
- Lead Nurse

In addition, they will work closely with the Head of PSHE, the School Chef, The Chair of the Staff Committee, the Bursary on HR matters, the school doctor, and all members of the SLT.

The postholder will be required to:

- be part of the Senior Leadership Team (SLT), to attend all SLT meetings, and to deputise for the Headmistress and Senior Deputy Head in their absence
- work with the Headmistress to ensure that pupil wellbeing is positive, and the school is proactive in supporting the full range of needs of our young people
- contribute to the strategic development of the whole school, take on general leadership responsibilities and contribute to any events that require senior management involvement during the day to day running of the school
- be the Designated Safeguarding Lead for Sandroyd, including the Pre-Prep
- take responsibility for Sandroyd's Safeguarding policy
- lead all aspects of pupil and staff wellbeing, pastoral care, and health at Sandroyd - to ensure a high quality wellbeing provision across the Prep School and Pre-Prep
- to oversee and chair Sandroyd's wellbeing team (School Counsellor, Lead Nurse, DDSLs, Heads of Year, Head of PSHE, Houseparents)
- to assist the Headmistress, Heads of Year and the Houseparents in providing the highest possible level of pastoral care
- manage the delivery and use of AS tracking at Sandroyd
- lead the school's commitment to positive wellbeing including mindfulness, growth mindset, exercise, diet and relaxation,
- ensure Sandroyd's bullying policy is being met, and be responsible for Sandroyd's bullying register
- lead the staff wellbeing programme and be the primary liaison for staff wellbeing and concerns; identifying needs, acting on them and bringing solutions and ideas to the SLT. As required, assist in matters regarding the wellbeing of colleagues, providing guidance, advice and strategies
- contribute to the induction and ongoing mentoring programmes for new staff
- contribute to the school's INSET programme and staff performance appraisal systems
- input into staff appraisals and reviews as requested by the Headmistress
- to work with the Senior Teacher (Pupils) and Senior Deputy Head to ensure sanctions are used appropriately to ensure pupil behaviour is appropriate
- to support all members of staff, where necessary, in fulfilling their duties and ensuring that the discipline of the school runs smoothly
- to be part of the interviewing team for prospective new members of staff (as required)
- to attend Health and Safety Committee meetings
- to attend meetings with the Governors, as required, and to report to them on major initiatives or concerns surrounding pupil and staff wellbeing and safeguarding
- to conduct internal investigations as may be required from time to time as part of the school grievance, complaints, safeguarding and HR policies - as directed by the Headmistress, or Governors
- to teach an area of the curriculum to senior children. Most subjects will be considered. The ability to be fully involved in the sporting life of the school would also be welcomed



Further Information

Any offer of appointment will be subject to satisfactory references and criminal record checks via the Disclosure and Barring Service. Application forms should state what particular skills and attributes you can bring to Sandroyd School, brief details of how you fit the position, including specific details of experience and achievements, and any interests and hobbies.

Further details, including the application form, can be found on the school website. The completed application form and your letter of application should be addressed to the Headmistress, Sarah Segrave, and sent to by email to bursar@sandroyd.com. Please contact Rupert Burnell-Nugent regarding any questions you may have relating to this position to bursar@sandroyd.com.

The closing date for applications is Monday 9th March. Due to timescales, we reserve the right to close this advertisement early if we receive an application from a suitable candidate.



Sandroyd School, Rushmore, Tollard Royal, Salisbury, Wiltshire SP5 5QD
01725 516264
www.sandroyd.org