



Packwood

Part of the Shrewsbury
School Family



Deputy Head

(Pastoral Care and Safeguarding)



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Packwood Haugh School is committed to safeguarding and promoting the welfare of children and young people, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

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Welcome from the Head of Packwood

Packwood's vision is to be a pioneer of a childhood that is nurturing and contemporary. This has been in the very DNA of this incredibly special school since its founding in 1892. Our culture is underpinned by The Packwood Way, which at its core has three core values – tenacity, respect and humility.

In January 2025 we launched our 2030 Strategic Plan, an ambitious blueprint for the next five years. Focusing on first rate academics, experiential learning, pastoral care and boarding and our rich co-curricular engagement, at its core our bold ambitions are designed to further embed an outstanding whole person pupil experience.



Packwood has always held a position as one of the UK's top boarding and day prep schools, and following our merger in 2019, our membership of the Shrewsbury Family of Schools heralds an exciting future. Packwood's identity as a rural, bustling prep school is further enhanced through the partnership with the nine schools under Shrewsbury's guiding influence.

We are looking for a truly outstanding and inspiring colleague to join the Leadership Team as Deputy Head (Pastoral Care and Safeguarding), working in step with a tightly knit staff team to meet the aims of the 2030 Strategic Plan.

Overseeing the pastoral care and wellbeing of the school, playing a key role with our boarding community and taking the lead with the operational running of Packwood, this role will be well suited to someone seeking a top prep school headship within the next 3-5 years. Enjoying considerable autonomy and both strategic and operational responsibilities, I am seeking a visionary and contemporary educator who aligns themselves with the Packwood Way and Big Tree Attributes and will be wholly focused on empowering the staff teams around them.

Set in idyllic rural Shropshire and part of one of the leading families of schools globally, this opportunity could be perfect for someone seeking to work and live in a happy and forward-thinking school. Children have the freedom at Packwood to be independent, take responsibility and enjoy everything a childhood should be.

Given the importance of this role, a competitive salary will be offered alongside a spacious family house on our beautiful rural estate.

If you are driven, can articulate a creative vision to all stakeholders and can generate excitement and passion from the children, their parents and your colleagues, then I would love the prospect of working alongside you.

Will Goldsmith
Head of Packwood

Packwood

As a member of the Shrewsbury School Family, Packwood's vision is focused on the joy of childhood whilst inspiring pupils to develop character virtues, an adventurous spirit and a developed mindset for soaring performance. A Packwoodian's limitless ambition in the classroom is matched by exceptional outdoor learning. Together with the values of respect, tenacity and humility, a Packwoodian will progress to senior school a confident, spirited and determined child, equipped with friends for life and backed by experiences and academic results that will shape their future.

Set in 65 acres of beautiful Shropshire countryside, but only just over an hour from Manchester and Birmingham, our amazing site and facilities make Packwood a truly wonderful place for children to grow and develop, whilst enjoying an extended childhood.

Packwood has a national and international reputation for our focus on whole person education in a genuinely caring environment. Small class sizes and dedicated, specialist teachers help to ensure that every child makes the very best academic progress.

Our co-curricular programme plays a central role in school life. All pupils enjoy lessons in the creative and performing arts every week as well as playing sport almost every day. We encourage all our pupils to discover new passions and talents as well as further develop their existing strengths.

A key feature of life at Packwood is the welcoming and genuinely caring atmosphere in the school. All pupils, whether boarders or day pupils, benefit from the close-knit community – it is so much more than a school with many staff and pupils calling Packwood home.

With the strong support from, and collaboration with, Shrewsbury School, Packwood has a strong vision, derived from our position as a major co-educational boarding and day school.

“Everything a traditional rural prep should be, and more. Don’t expect a mini conservatoire or sports academy – the focus is on a fun, values-driven, all-round, outdoorsy education that boosts confidence and helps everyone find hidden talents. Under new leadership, it’s a very exciting place”.



Good Schools Guide Review, December 2025

imaginative



Visions, Values and Mission

Vision

Pioneers of a childhood that is nurturing and contemporary.

Purpose

An integral part of the Shrewsbury School Family, enabling a world-class whole person education that connects wisdom and ideas and competencies, for life.

Packwood is:

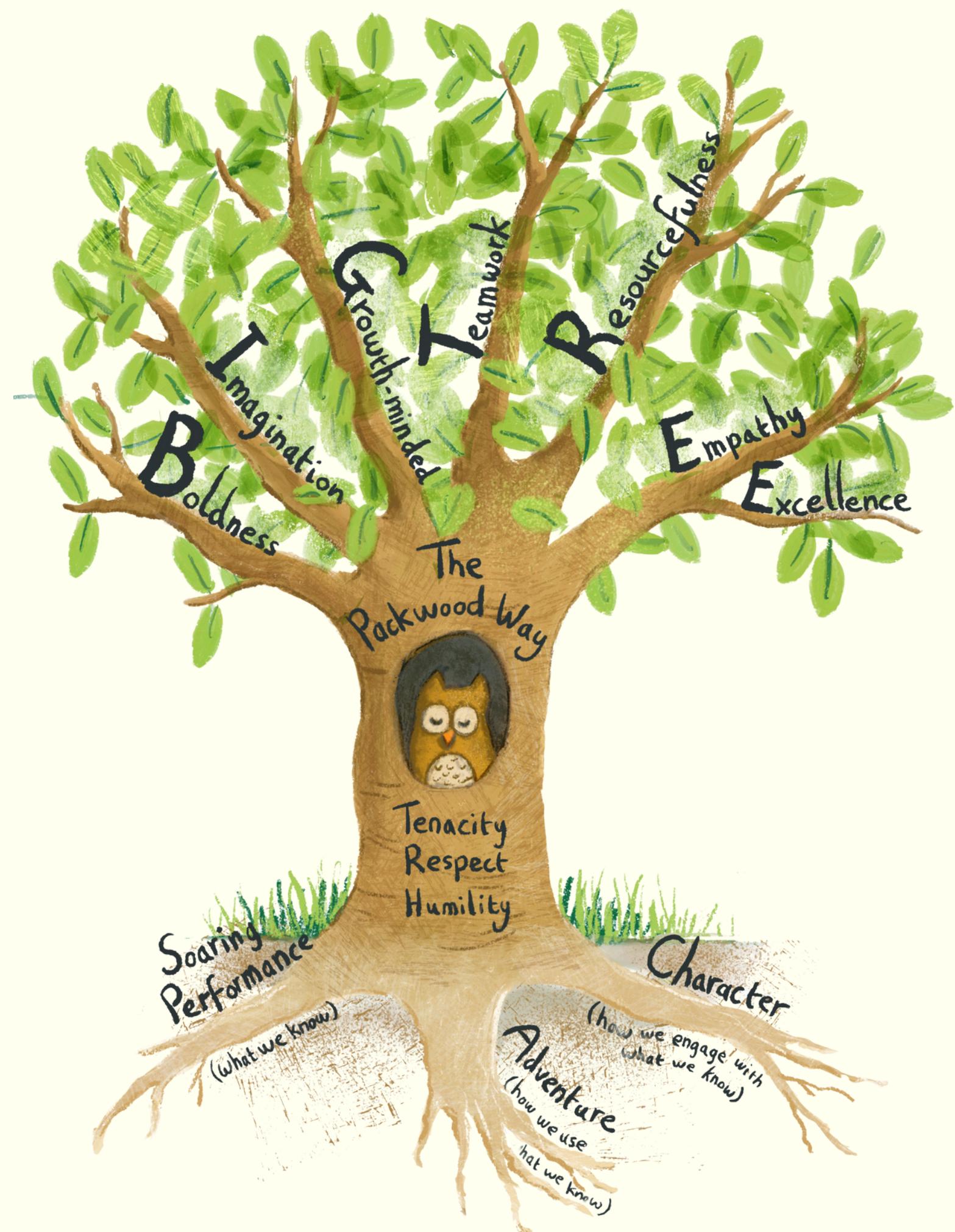
- Inclusive, rigorous and dynamic.
- Committed to small class sizes and maintaining an outstanding and caring team of staff.
- Built on an ethos of a family-focused boarding community.
- Co-educational with a wide breath of opportunity for girls and boys.
- Highly distinctive as a globally leading Prep School.

The Packwood Way - our values

A Packwoodian will have:

- The **Tenacity** to embrace new opportunities and challenges.
- The **Respect** for diverse opinions and the world around them.
- The **Humility** to reflect, adapt and forgive.

Soaring Performance What we know	Adventure How we use what we know	Character How we engage with the world
Empowered through growth-mindedness, pupils seek out challenge and learn from feedback; through hard work they pursue excellence; and through commitment to mastery, they derive joy from their accomplishments.	Empowered through learned wisdom, pupils expand their agility; through empathy they nurture teamwork; and through collective imagination, they embrace the fun of learning.	Empowered through resourcefulness, pupils develop resilience in the face of setbacks; through bold authenticity they grow their independence; through the confidence to be their best selves, they share in a desire to make the world a better place.



The Shrewsbury School Family

The Shrewsbury Family of Schools currently comprises nine schools with over 4,500 children being educated under the Shrewsbury banner in the UK and overseas. In the UK, there are three Prep Schools owned and operated by Shrewsbury: Packwood Prep School (2019), Terra Nova School (2025) and Prestfelde School (2025). There are currently five Shrewsbury International Schools – two in Thailand; one in Hong Kong; one in Cambodia and one in India. There are active plans to open further international schools in the coming years.

Shrewsbury School is a registered charity with a number of wholly owned trading companies. It has an annual income of £40 million (2024) and employs 700 staff across Shrewsbury School and its three tied prep schools. It is overseen by a Governing Body which has up to 19 members. The Governing Body and its various Sub-Committees meet once a term. This includes the Prep School Committee, chaired by Tony Halliwell. He is joined by five other Governors who sit on the Prep School Committee.

Leo Winkley, Headmaster of Shrewsbury since 2018, is the CEO of the Family of Schools. The Head of Packwood reports directly to him, alongside the Heads of Terra Nova and Prestfelde. A newly appointed Director of Education works alongside the Heads and Prep School Leadership Teams to enable connectivity across the schools.



→ Growth minded



The Appointment of Deputy Head (Pastoral Care and Safeguarding)

The main responsibilities include:

- Acting as Designated Safeguarding Lead, overseeing the safeguarding across the school, and working in collaboration with the Packwood DDSLs and DSLs across the UK Shrewsbury School Family.
- Overseeing the pastoral care and wellbeing of the school and leading on this area of the 2030 Strategic Plan.
- Supporting the Head in the day-to-day running of the school.
- Upholding and managing the discipline and highest standards of behaviour and conduct.
- Working closely with the Houseparents to provide outstanding pastoral care to our boarding community.
- As a member of the Leadership Team, deputising for the Head in all matters as necessary.
- For the right candidate or couple, the role of Houseparent could be combined with this role.



Duties and Responsibilities

The responsibilities below are neither exclusive nor exhaustive and the post holder may be required, within reason, to undertake other duties and responsibilities that the Head may determine within the purpose of the post.

As a member of the Leadership Team:

- Oversee the day-to-day smooth running of the school (including duties and cover, coordination of whole school events, dining hall and assemblies).
- Act as a guide and confidante to the Head.
- Engage with colleagues within the Shrewsbury School Family and Governor Committees as required.
- Support the vision, ethos and values of the school, including the 'Packwood Way' and 'Big Tree Attributes'.
- Act as a conduit between the Head and the staff, treating all members of the school community with respect and consideration.
- Oversee the termly school calendar (including chairing meetings of the calendar committee) and the production of the weekly briefing document (which includes chairing a weekly calendar meeting).
- Attend all meetings of the Leadership Team and lead weekly staff meetings
- Take a lead in overseeing the preparation for inspections, coordinating policies and procedures, matters of compliance and assisting the Head in the production of the school's SEF.
- Oversee the production and updating of the Staff Handbook.
- Organise whole school events, such as productions, school photo, major sporting events, grandparents day and speech day.
- Build a positive relationship with parents, being proactive to concerns and issues and be seen as a visible member of the Leadership Team.

Pastoral Care, Wellbeing and Safeguarding

- As Designated Safeguarding Lead, ensure that the Safeguarding and Child Protection Policies and Procedures are correctly in place, laid out clearly and are accessible to all staff and parents. Ensure all policies and procedures are followed.
- Take on the role as Attendance Champion – promoting good attendance and monitoring it in accordance with the school policy.
- The go-to central figure for all matters relating to pastoral care, wellbeing and mental health and safeguarding.
- Implement and oversee behaviour management, discipline, rewards and sanctions.
- As Line Manager to the Head of PSHE, oversee and develop the delivery of PSHE and RSE across the school.

>>team Workers<<



Duties and Responsibilities

Fire Officer and Health and Safety

- Take on the role as on-site Fire Officer, which include arranging fire-practices and, together with the Head and on-site Caretaker, acting as a first responder.
- Together with the Operations Team, oversee Health and Safety and work with the Head of Maintenance to ensure that there is a safe working environment for all pupils and staff and that staff are following all relevant Health and Safety policies and procedures.

Additional support

- Teach a very reduced academic timetable.
- Work closely with the Administrative, Operations and Support Teams to ensure oversight of the school routines.
- Assist the Head, Head's Wife and Head's PA with pupil admissions.
- Line Manage the Gap Students / Graduate Assistants and oversee the induction and support of new staff.
- Participate in leading school assemblies, parent presentations and staff CPD.
- As a member of the Leadership Team, be involved with performance management, grievances, capability procedures and disciplinary investigations and hearings.
- Be available outside school hours to maintain a high profile at, and provide support to, all school events.
- Be on call to cover any ill health or boarding staff and provide cover for boarding duties where necessary. It is expected that the Deputy Head will undertake one night per week in the boarding house.
- Deputise for the Head if he is away from school overnight.



Candidate Profile

The Deputy Head will have proven themselves to be an outstanding educator and leader, and will have strong personal qualities, charisma and kindness to motivate and inspire pupils. They will be an outstanding communicator, able to inspire staff, parents and external stakeholders and build excellent relationships across the school community.

Qualifications

- An honours degree with Qualified Teacher Status is essential if the candidate will take on a teaching timetable.
- Additional academic, boarding, pastoral (such as mental health) and / or leadership certificates / qualifications are desirable but not essential.

Experience

- An outstanding teacher, pastoral leader and / or boarding practitioner.
- Strong experience as a middle or senior leader for a minimum of three years, ideally in a prep boarding school.
- A commitment to, and experience of, school improvement and leading contemporary educational initiatives.
- Experience in policy development, implementation, monitoring and evaluation.
- Experience in supporting and preparing for a school inspection.



Candidate Profile



Knowledge

- An understanding of, and commitment to, a busy, 7 day a week boarding prep school.
- A strong knowledge of the independent school sector.
- Evidence of a commitment to professional development, reflective practice and strong collaboration with others.
- Evidence of specific expertise (well beyond the norm) in key area(s), i.e. safeguarding, health and safety, mental health, boarding, performance management.
- Evidence of strong digital skills.

Skills, values and attitudes

- Wholly committed to the values and ethos of Packwood and to independent prep schools.
- Alignment with the vision of the Shrewsbury School Family and a commitment to whole person education, the Shrewsbury way.
- Ability to communicate, inspire and nurture pupils, staff and parents.
- Highly organised with excellent planning and administrative skills.
- Resilient, approachable and good humoured.
- An outstanding role model with integrity and humility.

Resourceful



Benefits and Contractual Terms

Salary

Packwood School has its own salary pay scale. The successful candidate will be placed on the Leadership scale in accordance with their level of qualifications and experience.

Houseparent opportunity

For interested candidates, there could also be an opportunity to take on the additional role as Houseparent for our boarding community.

This would attract a separate allowance which will be discussed as part of the interview process if relevant.

For this role specific experience of leading boarding would be required.

Hours

This is a full-time position. There is an expectation that members of the Leadership Team will devote an appropriate part of their holidays to administrative work. A 'half-day' during term time (from 11am each week) in lieu of working Saturdays for full-time staff, as assigned by the Head.

Fee Remission

We offer school fee remission for staff children.

Pension

Teachers are currently enrolled into a Defined Contribution Pension Scheme. This has an employer's contribution of 16.5% salary.

Accommodation

Generous accommodation on the idyllic school site will be provided for the Deputy Head (Pastoral and Safeguarding) and their family. This will either be a five-bedroom house within the main school building or a separate four-bedroom house. It is a requirement that the Deputy Head (Pastoral and Safeguarding) resides in school accommodation during term time. Short-listed candidates will be shown the living options during the final interview.



Benefits and Contractual Terms

Provision of meals

Meals can be taken in school during term-time. Teaching staff are expected to sit with children during lunch.

Cycle to work Scheme

The scheme gives employees access to significant savings on cycles and accessories used for commuting purposes.

Parking

Parking is provided free of charge on and around site in designated areas.

Training & Development

All staff have the opportunity to access professional training; we seek to develop individuals in all areas of their school life.

Full details of the terms and benefits of the post will be discussed with the successful candidate at the time of the initial offer. The offer will be subject to the receipt of satisfactory written references (verified by telephone), DBS and other regulatory clearances and to completion of a medical questionnaire.



→ Empathetic



Application and Interview Process

Please note that our recruitment process is handled centrally at Shrewsbury School. If you wish to apply, please complete Packwood School's application form (on our website) and send a covering letter of no more than 2 sides of A4 stating your interest in the post and how your experience and personal qualities make you a standout candidate. Your application form letter should be addressed to Will Goldsmith, Head, and emailed (ideally as PDFs) to:

recruitment@shrewsbury.org.uk *by the closing date detailed below.*

Closing Date: 12 noon, Wednesday, 4 February 2026.

All applications will be acknowledged by email.

Short-listed candidates will be contacted by telephone.

First round interviews will be held during week commencing Monday, 9 February 2026.

Final round interviews will be held at Packwood during week commencing Monday, 23 February.

Offers will be given verbally and in writing as soon as possible following the interview.

We reserve the right to appoint at any stage of the recruitment process.

Packwood have engaged the services of Henry Knight of Prep School Recruitment Firm, Prepositions, to assist with the search. For candidates who would appreciate an informal and confidential discussion please contact: henry@prepositions.co.uk

Any questions or queries regarding applications should be addressed to: recruitment@shrewsbury.org.uk or telephone 01743 250834.



Excellent



Terms of Appointment

Under the Department of Education's Keeping Children Safe in Education Regulations we have a legal duty to follow safer recruitment checks. Therefore, any appointment will be subject to the following a series of conditions and checks.

Probationary Period

All appointments are subject to a twelve months' probationary period.

Application Form

All candidates must complete our application form to be considered for a job. You must list your employment history from the date you left full-time education and give details of any employment gaps. This should be accompanied by a covering letter.

Note: CVs are not accepted.

Your letter and application form should be sent as a pdf to:

recruitment@shrewsbury.org.uk

References

To assess candidates' suitability, we shall request at least three references. Please note that in accordance with safer recruitment regulations, the school will follow up written references with a telephone call to the referee. We will also follow up recent employment within an educational setting.

Right to work in the UK

If you are invited to attend an interview you will be asked to bring identification with you to confirm your right to work in the UK. We ask that you bring three forms of identification with you, to include:

- Current passport or biometric residence permit
- Current driving licence
- Birth or adoption certificate for the UK or Channel Islands - issued within 12 months of birth (including those issued by UK authorities overseas, e.g. Embassies, High Commission and HM Forces)

Terms of Appointment

Evidence of qualifications

If you are invited to attend an interview you will be asked to bring original evidence of your qualifications.

Medical Fitness

If successfully appointed, you will be asked to complete a medical questionnaire and if necessary, provide a satisfactory report from your GP.

Safer recruitment checks

Please read through the school's Safer Recruitment Policy which will give full details of the safer recruitment checks undertaken as part of the on-boarding procedure. If you have any questions on any of these checks please contact us. In summary, below are details of some of the checks carried out.

Disclosure & Barring Service (DBS) Disclosure:

If you have ever been convicted of a criminal offence, bound over or cautioned, you must read carefully the section of the application form headed 'Criminal Convictions'. The appointment is subject to a satisfactory Enhanced Disclosure & Barring Service (DBS) Certificate.

Overseas Police check:

If you have spent time abroad for three months or more in the last five years you will be required to obtain an overseas check from that country. The school will support the successful candidate through this process.

Prohibition check:

As a leadership position, this role will require the school to carry out a prohibition check. This is carried out online via the Department for Education website.

Social Media check:

The school is required under the Keeping Children Safe in Education to carry out a social media check on all candidates invited for interview.

Packwood

Part of the Shrewsbury
School Family



“A wholesome, rural school where childhood is cherished and kids are encouraged to think for themselves”.

Muddy Stilettos, 2025

