

St Katherine's School

Job description

Job title	Deputy Head of House (non-teaching)
Location	St Katherine's School
Salary	N19 - N23
Role Summary	Provide a caring House environment rooted in a culture of celebration where students flourish, making excellent academic progress while developing important personal and social skills. Support systems within the school that ensure behaviour expectations are met by all pupils. Support the Designated Safeguarding Lead (DSL) to ensure the responsibility for the safeguarding and child protection efforts within the school are met.
Working pattern	Monday to Friday, term time plus 5 INSET and the equivalent of one week (37 hours) across the year to support the needs of the school.
Responsibilities	<ul style="list-style-type: none"> • Implement policies aimed at raising standards of achievement particularly through raising expectations of students. • Promoting and safeguarding the welfare of children and young persons for who you are responsible and with whom you come into contact. • Promote the academic performance and holistic development of all students in school. • Provide uncompromising support for all students and particularly for those in vulnerable circumstances, to gain high levels of progress and achievement. • Record and report relevant data and management information. • Uphold the school's policies, including behaviour, attendance and uniform across all students. • Support the school's 'Ready to Learn' systems through mentoring of students, monitoring of behaviour and duties within the Ready to Learn room. • Support the school's 'On Call' systems to ensure the disruption of lessons is kept to a minimum at all times. • Use data effectively to monitor attendance, behaviour and academic progress and then identify students in need of additional support and intervention. • Provide small group/individual support to students on a mentoring and coaching model. • Undertake safeguarding training as appropriate to the level of Deputy Designated Safeguarding Lead • Work closely with external agencies such as CAMHS, Social Care and Educational Welfare.

- Liaise with other schools for such purposes as Negotiated Transfers and KS2 to KS3 transition.
- Communicate effectively with parents and carers through meetings, telephone calls, emails and home visits.
- Take an active role in supporting and developing a culture of team working for the benefit of students. Participate in staff meetings and contribute to the development of policies and procedures for your own continuing professional development.
- Develop and maintain effectiveness as a member of the school staff by taking responsibility for your own continuing professional development. Demonstrate a willingness to engage with further training and other opportunities to gain appropriate skills, knowledge and vocational or academic qualifications.
- Any other duties, directed by the Line Manager, which are commensurate with the grade of the post to support the operational activities of the St Katherine's School.

Note: The duties outlined in this job description may be modified, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title. This document does not form part of your contract of employment with the school.

Reporting to	Assistant Headteacher
Safeguarding	We are committed to safeguarding and promoting the welfare of children, young people and adults and expect all staff and volunteers to share this commitment. All posts at Cathedral Schools Trust are subject to pre-employment checks including, but not limited to, initial and periodic enhanced level checks with the Disclosure and Barring Service.

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Person Specification

We are committed to creating an inclusive working environment. If you are excited about this role and can demonstrate many but not all of the areas below, we would encourage you to apply as you may just be the person we are looking for.

The listed criteria will be reviewed across the stages of our recruitment process, including application form, personal statement (within the application form), interview, references and certificates.

Skills and personal attributes:

(Personal competencies, qualities, attitude and behaviours that will allow you to perform effectively in the role, ensuring the safeguarding and welfare of children and young people)

Essential for this role:

- Ability to motivate and build relationships with students.
- A positive attitude.

You are likely to have:

- A high level of tact and confidentiality.
- Ability to work flexibly within a team.
- Strong administrative and organisational skills.
- Ability to work effectively with a wide range of people across the school and from outside.
- Reliability, motivation and resilience under pressure.
- Ability to work on own initiative and prioritise workload.
- Ability to act as the "public face of the organisation" in dealing with parents and others.

Knowledge and qualifications:

(Professional, technical or academic qualifications that you have achieved relevant to this role)

Essential for this role:

- Candidate will have a qualification in Literacy and Numeracy equivalent to GCSE Grade A*-C or Level 2, on the national vocational framework plus 3 other qualifications at this level.
- Relevant educational/ health and safety/ safeguarding knowledge.

You are likely to have:

- Relevant professional qualification in a related field of expertise e.g. teaching, social/caring occupations.
- A knowledge of confidentiality issues and relevant procedures.

- Educated to A Level or vocational qualification Level 3, or higher.
- Good working knowledge of the range of Google/Microsoft software.
- Knowledge of the range of external educational agencies.

Experience:

(Please draw upon experience and achievements gained through paid employment, voluntary work or personal life experience relevant to this role)

Essential for this role:

- Considerable relevant practical experience of working with children 11 -16 years.

You are likely to have:

- Experience of working with students in a Secondary school environment.
- Experience of dealing with a wide range of issues affecting young people.
- Experience of working with young people in Alternative Learning Provision.

Cathedral Schools Trust is an equal opportunities employer and recognises the strength in diversity. Our schools have a wide range of cultural, socio economic and religious influences and we use this to ensure that we broaden our understanding of each other and the world. Applications are welcome from all suitably qualified candidates regardless of race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, gender reassignment, disability or age, and maternity, marital or civil partner status. We particularly encourage applications from under-represented groups.

As part of our commitment to equal opportunities, we ask that all applications are made using our application form and are accompanied by an equal opportunities form. The equal opportunities form is anonymous and is not shared with the shortlisting panel.

February 2026