

CATHEDRAL SCHOOLS TRUST

Deputy Headteacher

Bristol Cathedral Choir School

Job Description

Job title:	Deputy Headteacher
Reporting to:	Headteacher
Salary:	CST Leadership Scale: L18 - L22 (£75,675 - £83,464)
Role type:	Permanent
Start date:	1st September 2025

Purpose of the role

To embrace the mission and values of Bristol Cathedral Choir School, ensuring that **every** child achieves their absolute best by delivering world-class education through strategic leadership and participating in a high-functioning Senior Leadership Team.

Details of the role

We exist to provide a world-class education for the children of Bristol – so that they leave with a deep understanding of the world around them. The job of the senior leadership team is therefore to create a world-class school where students, regardless of background or ability, thrive beyond what is thought possible. We will know we are a world-class school when we are internationally recognised as a place of excellence.

The Deputy Headteacher will play an instrumental role in creating a world-class school. The specific remit for the role will be determined after appointment as, fundamentally, we are looking for **the right person**. The successful candidate will have the opportunity to co-design the final job description with the Headteacher.

Core Leadership Responsibilities

- Be an active and enthusiastic member of the Senior Leadership team, taking full strategic leadership of the areas of specialism for which you are responsible;

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- Be willing to deputise for the Headteacher, as occasion arises, taking leadership on dynamic decision-making across the school;
 - Uphold public trust in school leadership and maintain high standards of ethics, behaviour and professional conduct, building respectful relationships across the school;
 - Attend all SLT meetings to provide professional and strategic advice on your areas of responsibility and the wider school mission;
 - Actively contribute to SLT discussions and fully participate in the giving and receiving of constructive feedback with other members of the team.
 - Share SLT obligations such as duties and line management;
 - Engage fully in our culture of continual professional development and coaching, in which we encourage and challenge each other to be the best we can be;
 - Work collaboratively within SLT and the wider teaching team to ensure that underachievement is addressed quickly and effectively;
 - Act as a role model to other staff, bringing a strong professional presence to the school site.
 - Show genuine care and respect for our young people and for everyone who makes up the community at BCCS;
 - Maintain appropriate professional boundaries in relationships with children and with all members of the school community and outside agencies, and exercise sound professional judgement which always focuses upon the best interests of the students and the school.
 - Be mindful of your own wellbeing and that of your colleagues;
 - Be a pastoral leader and teacher in any and every school context;
 - Follow, support and model the implementation of the school's behaviour policy, including systems, routines and duties;
 - Be active in pursuing personal and professional development beyond your immediate role, seeking breadth of knowledge and experience, as well as depth;
 - Be involved in the co-curricular offer at BCCS by either leading or supporting additional activities that are enriching;
 - Be responsible for promoting and safeguarding the welfare of all pupils and young people within the school;

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- Uphold and promote the ethos and reputation of the School at all times;
 - Promote, understand and value the intentional development of student agency, both for themselves and our community;
 - Participate in and carry out any administrative and organisational tasks as reasonably as required by the Head Teacher, paying regard to the School Teachers' Pay and Conditions Document.

During the course of your employment you will have access to data and personal information that must be processed in accordance with the terms and conditions of the General Data Protection Regulations (GDPR) 2018. This includes your responsibilities as a member of staff to process personal and sensitive data in an appropriate manner.

The role will involve regular and frequent face to face contact with students, staff, parents/carers and members of the public. The post holder will be required to become familiar with the entire staff and site. Other duties may require the post-holder to attend school events in the evening, as agreed.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.

We particularly encourage applications from under-represented groups, as we seek to ensure our staff body reflects the diversity of our student population.