



DAVISON
CE High School for Girls

Appointment of
Deputy Headteacher



Table of Contents

Welcome	3
Person Specification	4
Job Description	6
Timescale	8
How to Apply	8



Welcome



Dear Applicant,

Thank you for expressing interest in our vacancy for the position of Deputy Headteacher.

We are extremely proud to welcome you to our school and hope you find this information booklet enjoyable and informative. We see education as the key to unlocking the future potential of all our young learners and truly believe that Davison offers this education to our girls within a caring and supportive ethos, underpinned by strong Christian values. Quite simply, our dedicated and well-equipped team of staff put children at the heart of everything we do. We have a strong commitment to the value of a broad and balanced curriculum, which is flexible and incorporates the principles of personalised learning for students of all abilities. We demand academic success, to the fullest of each child's ability. We expect our students, as responsible citizens, to play a full role within the school, the local community and the wider community. This will enable our students to develop the confidence and skills to make a real contribution to the ever-advancing world in which we live.

We realise that you are highly likely to have developed a strong level of experience in a range of Senior Leadership skills and qualities. In view of this, we are welcoming applications from colleagues who can demonstrate the ability to work with the Headteacher to strategically lead the school forward and enable it to go 'from strength to strength.'

As this introductory welcome is written, our school is in a transitional stage. Our current Headteacher, Mr Chris Keating, is working towards retirement at the end of this academic year. Our newly appointed Headteacher, Mrs Jayne Lewis-Tutt, will commence the role of Headteacher from September 2026. Jayne is the current Deputy Headteacher at Davison. Her promotion creates the opportunity for our school to recruit for a new Deputy Headteacher to work alongside Jayne in support of the wider leadership team and the school community as a whole. With this in mind, this section is signed by both colleagues as Headteachers of Davison CE High School for Girls.

Yours sincerely,

Mr Chris Keating, Current Headteacher

Mrs Jayne Lewis-Tutt, Headteacher September 2026

Davison CE High School for Girls is a successful 11-16 school. Our most recent full OfSTED report, In July 2024, resulted in the school being categorised as '**Outstanding**' across all areas of inspection. We are really proud to have achieved this recognition and comments such as:

“Pupils' love of learning is evident through their confident attitudes and commendable behaviour.”

OFSTED 2024 Inspection



Person Specification (D - Desirable)



1. Qualification and Leadership Experience

- Qualified Teacher Status with a recognised teaching qualification
- Evidence of sustained CPD in leadership and preparation for senior leadership/Headship.
- Proven success in translating strategic vision into measurable whole-school impact.
- Demonstrable experience of senior leadership: leading and managing staff, developing effective teams, delegating appropriately, building capacity through performance management, and holding others to account.
- Experience of whole-school self-evaluation, quality assurance and improvement planning, including data analysis, target-setting, monitoring and evaluation of teaching and learning.
- Significant experience leading change.
- Track record of raising standards through effective systems.
- Experience managing challenging situations with parents/carers and staff.
- Successful involvement in recruitment, appointment and induction of staff. (D)
- Experience managing complex staffing issues (D)
- Experience of leading other senior leaders through whole-school change and developing pedagogy and classroom practice.
- Experience of working with external networks, partnerships and multi-agencies.
- Experience of Ofsted inspection at senior level and understanding of external accountability frameworks.
- Knowledge and experience of SIAMS inspection. (D)
- Proven resilience, tenacity and ability to manage sustained work pressure.
- Excellent written and verbal communication skills for a wide range of audiences.

2. Professional Knowledge & Skills

- Strong understanding of current educational thinking, national policy and the wider educational agenda, underpinned by proactive engagement with educational research and a commitment to remaining current within the evolving research landscape in order to inform strategic and pedagogical practice.
- Ability to use a range of leadership styles appropriately, combining challenge and support to raise standards for all.
- Commitment to collaboration and teamwork, working effectively with the Headteacher, Senior Leadership Team and Governing Body.
- Secure knowledge of effective learning environments, high expectations, and positive behaviour management within a girls' secondary context.
- Ability to support, advocate for and champion young women of all backgrounds, including those with SEND.
- Significant experience in safeguarding, pastoral care and working with external agencies.
- Experience developing and delivering wellbeing provision and promotion of SMSC across the curriculum.
- Ability to work with parents as partners in their daughter's education, creating and delivering effective engagement opportunities that strengthen home-school collaboration and support student achievement
- Ability to organise strategically, prioritise effectively, manage time, and make sound decisions.
- Involvement in developing policy and practice.
- High levels of emotional intelligence, self-awareness and interpersonal skill.
- Ability to co-ordinate quality assurance processes and contribute effectively to senior leadership.

3. Personal Qualities

- Visible, credible and values-led leader with integrity, transparency and moral purpose.
- Deep commitment to the Christian ethos and values of a Church of England school, and the ability to nurture and develop that ethos within an all-girls setting.
- Ambitious for self, staff and students, with high expectations of learning, behaviour and achievement.
- Strong presence, resilience and confidence in handling difficult conversations and conflict resolution.
- Ability to inspire, motivate and lead by example.
- Empathetic listener who values others' perspectives and acts thoughtfully on feedback.
- Committed to the safety, safeguarding and wellbeing of students and staff.
- Energetic, enthusiastic and willing to contribute to the full life of the school, including out-of-hours events without needing direction.
- Organised, reflective and open to constructive feedback.
- Sense of humour and proportion.
- Aspiration and potential for Headship.

4. Wider Professional Contribution

- Deep commitment to the ethos, values and mission of Davison CE High School for Girls.
- Willingness to contribute fully to school life, including flexibility and committed attendance at out-of-hours events.
- Ability to see the wider strategic picture and work creatively to realise it.
- Capacity to engage colleagues at all levels and build trust across the school community.
- Willingness to go the extra mile in service of students, families and colleagues.
- Commitment to work-life balance while recognising the responsibilities of senior leadership.





Job Description

Deputy Headteacher

Salary Range: Leadership Scale 21-25
Accountable to: Headteacher

Job Purpose

To support the Headteacher in providing strategic and operational leadership of the school. The Deputy Headteacher will secure excellence in education; nurture confident and compassionate young women; and ensure the school's Christian vision and commitment to girls' empowerment shape all aspects of school life.

The postholder will contribute to a culture of ambition, inclusion and aspiration, ensuring every pupil flourishes academically, spiritually and personally.

Key Responsibilities

1. Quality of Education

- Lead the development and evaluation of a broad, balanced and ambitious curriculum that enables all girls to excel across all subjects, including STEM, humanities, arts and sport.
- Champion high academic expectations and challenge gender stereotypes in subject participation and progression.
- Ensure curriculum intent, implementation and impact are clearly articulated and evidenced.
- Monitor teaching and learning to secure consistently high standards.
- Use data intelligently to address gaps and maximise achievement for all groups.
- Promote evidence-informed pedagogy tailored to how girls, from all backgrounds and starting points, learn and develop.

2. Behaviour and Attitudes

- Foster a culture of dignity, respect and kindness rooted in Christian values.
- Promote positive behaviour, high attendance and strong attitudes to learning.
- Ensure safeguarding systems are robust, with particular awareness of issues affecting girls (e.g. online safety, wellbeing, peer dynamics).
- Develop restorative approaches that strengthen relationships and resilience.
- Be completely satisfied that learning environments are fit for purpose and liaise with the appropriate Deputy Headteacher i/c of environments or technology whenever this is not the case.
- Lead and support events/activities that are being held, outside of normal working hours, in relation to Teaching and Learning or your wider role as an Assistant Headteacher.

3. Personal Development and Girls' Empowerment

- Lead a personal development programme that builds confidence, leadership and self-efficacy in young women.

- Promote aspiration, careers guidance and pathways that broaden horizons and challenge limitations.
- Develop student leadership opportunities and encourage student voice.
- Ensure provision supports mental health, wellbeing and healthy relationships.
- Build partnerships with families, alumni, employers, higher education institutions and community organisations to enhance opportunities for girls.
- Lead and support events/activities that are being held, outside of normal working hours, in relation to Teaching and Learning or your wider role as an Assistant Headteacher.

4. Church School Leadership and Christian Distinctiveness

- Promote and model the school's Christian vision, ensuring it underpins ambition, inclusion and service.
- Ensure the Christian vision shapes strategic planning and decision-making.
- Support high-quality Religious Education and meaningful collective worship that is inclusive, invitational and inspiring.
- Work in partnership with clergy, diocesan representatives and governors to sustain Christian distinctiveness.
- Prepare for and contribute to SIAMS inspection and self-evaluation processes.
- Promote an inclusive community that values diversity of belief and background

5. Personal Development and Girls' Empowerment

- Support the Headteacher in articulating a clear strategic vision for excellence in girls' education within a Christian context.
- Lead agreed whole-school priorities (e.g. curriculum, behaviour, safeguarding, CPD).
- Line manage middle and senior leaders to ensure accountability and professional growth.
- Contribute to school self-evaluation and improvement planning.

- Support performance management and talent development.
- Promote a culture that actively supports staff wellbeing, managing workload thoughtfully and ensuring policies and systems are proportionate, sustainable and focused on impact.
- Champion professional trust, high-quality development and efficient working practices that enable staff to flourish and maintain a healthy work-life balance
- Ensure statutory compliance, safeguarding, equality and health & safety requirements are met.
- Work effectively with governors to ensure school improvement and strong accountability.

6. Operational Leadership

- Deputise for the Headteacher in their absence.
- Support the leadership of inspections and reviews including Ofsted and SIAMS.
- Oversee operational systems such as timetabling, staffing or enrichment provision as required.
- Ensure the smooth and efficient daily running of the school.
- Support and lead on HR processes and staff recruitment

7. Professional Responsibilities

- Uphold public trust and demonstrate integrity, resilience and compassion.
- Model aspirational leadership that empowers young women to lead and serve.
- Promote equality, diversity and inclusion within a Christian framework.
- Ensure the welfare, safety and flourishing of every student.
- Foster a supportive professional culture in which staff are valued, listened to and enabled to thrive
- Act as a visible and approachable role model for students and staff.



Timescale

The recruitment process is as follows:

Deadline for Applications:	9am Monday 23 rd March
Candidates informed:	By end of the day Friday 27 th March
Interviews held:	Thursday 16 th and Friday 17 th April 2026

How to Apply

Applications should be made on a West Sussex County Council application form which can be found on the school's website

<https://www.davison.w-sussex.sch.uk/about-davison/vacancies/>

To discuss any aspect of the position or process, or to arrange a visit to the school, please contact the Headteacher's PA, Ms Georgie Brown-Felpts (ext 224) to make an appointment. Email: headspa@davison.w-sussex.sch.uk

Please email completed application forms in PDF format, FAO Mr Chris Keating, Headteacher, to hr@davisonhigh.school.