



Robertsbridge  
Community College

Part of the



# DEPUTY HEADTEACHER

*Pastoral*

**Candidate Recruitment Pack**

**L19 – L23**



# Welcome



Robertsbridge  
Community College

## From the Headteacher Robertsbridge Community College

Dear Applicant

Thank you for your interest in joining Robertsbridge Community College. It is my absolute privilege to lead this remarkable school as we move into the next stage of our rapid improvement journey.

Robertsbridge is a small, friendly 11–16 community school set in the beautiful Sussex countryside, serving both our local village and the surrounding areas. Our size is one of our greatest strengths: it allows us to know every student as an individual, while still offering a rich and ambitious curriculum.

In March 2025, Robertsbridge proudly joined the Aquinas Education Trust—a strong family of schools based across Bromley and East Sussex. Being part of this trust provides our staff with exceptional professional development and career progression opportunities, as well as the chance to collaborate with passionate, like-minded colleagues who share our commitment to excellence.

At Robertsbridge, we are dedicated to helping every student develop the knowledge, character, and skills they need to succeed—both in school and in life. We achieve this through a combination of high expectations, strong support, and a culture where every child is encouraged to aim high and believe in their potential. You will be joining a team of staff who are deeply committed to our students, our community, and to achieving the very best outcomes for all.

Our values of Ambition, Pride, and Respect underpin everything we do. They are not simply words on a wall — they shape our decisions, our relationships, and our daily practice. We expect our students to live these values, and we hold ourselves to the same standard.

The foundation of our improvement journey is ensuring that every student experiences consistently high-quality teaching and learning. We invest heavily in a robust internal professional development programme and maintain strong behaviour systems that enable teachers to teach and students to learn. Our behaviour policy is rooted in a 'warm strict' ethos—unapologetically high standards delivered with fairness, consistency, and mutual respect.

This is an exciting time to join Robertsbridge Community College. We are ambitious for our students, our staff, and our community, and we are determined to become a school that everyone connected to Robertsbridge can be truly proud of.

Thank you once again for your interest. I warmly encourage you to visit us, meet our staff and students, and see our values in action.

Yours sincerely

Mr J Pratt  
Headteacher



***Our shared vision of  
Life Transforming Learning  
places our values at the  
heart of all we do***



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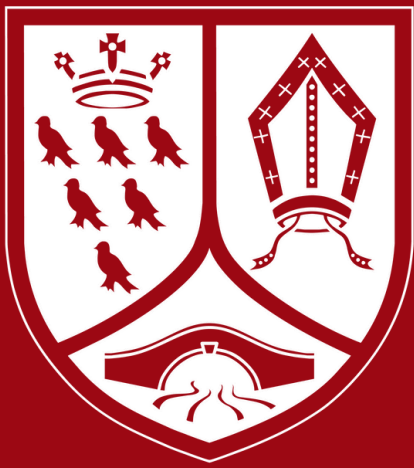
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## Safeguarding Statement

The Aquinas Church Of England Education Trust is committed to safeguarding and promoting the welfare of children. We expect all staff, Aquinas Advisory Council members, volunteers and visitors to share this commitment.

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# About Robertsbridge Community College

Robertsbridge Community College is a happy, welcoming and inclusive 11-16 school situated within a thriving village in a beautiful part of East Sussex. Robertsbridge lies approximately 10 miles north of Hastings and 13 miles south-east of Tunbridge Wells. The village is well connected with a main railway line from Hastings to London, and to the A21 trunk road.

## Our Vision and Values

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Robertsbridge Community College is embarking on an exciting new chapter in its journey of improvement. With a renewed vision and a clear focus on raising standards, we are committed to ensuring that every pupil thrives academically and personally. At the heart of this transformation are our values: Ambition, Pride, and Respect. These principles guide everything we do, shaping the culture of our school and the aspirations we hold for our young people.

### Our Values in Action

- Ambition – We set high expectations for ourselves and our pupils, striving for excellence in every aspect of school life.
- Pride – We take pride in our achievements, our school, and our community, celebrating success and fostering a strong sense of belonging.
- Respect – We value diversity, kindness, and integrity, ensuring that every member of our community feels safe, supported, and respected.

## Our People

Staff at Robertsbridge are passionate and committed to providing the best possible experience for our students. We are reflective, outward facing professionals committed to exploring how we can make the Robertsbridge experience even better. Every member of staff is on their own learning journey, and we are committed to growing and nurturing everyone in the school community within a learning culture



## Our Journey

The school has experienced a period of change and improvement as we work tirelessly to further develop our work in response to our last OFSTED report. Our 2024 GCSE results were the best results we have achieved for five years and are clear evidence that Robertsbridge is going from strength-to-strength on our improvement journey.

# About Aquinas Church Of England Education Trust



Established in 2013, the Trust was founded as a natural development of positive relationships built between neighbouring Church of England schools; initially in the Bromley area. In November 2018, we added two community schools to our family, Rye College and Rye Community Primary School in East Sussex.



We have a shared vision of Life Transforming Learning that places our values at the heart of all we do. Our values, founded on Christian principles, have excellence at their heart. We invest in teaching and leadership so that we deliver highly effective learning across the Trust. We believe in learning from and growing through the rich diversity of backgrounds and beliefs.



All Schools within Aquinas collaborate to share their professional expertise and partner with the wider community so all can flourish. We take collective responsibility for those in our schools; working together to pool our energy to find solutions to problems that arise to remove barriers that may prevent success.

**At Aquinas, we work together so that our learners have an exceptional education; one where individuality is celebrated, talents are nurtured and progress is sustained from early years to Post 16.**



## Our Academies

Since our first primary and secondary schools came together, a further ten schools have joined us. We now have twelve academies (three secondaries), with over 700 colleagues, and almost 5000 children and young people in our care.



Bishop Justus  
CE School



Cudham  
CE Primary  
School



Keston  
CE Primary  
School



Parish  
CE Primary  
School



Robertsbridge  
Community  
College



Rye College



Rye Community  
Primary School



St George's  
CE Primary  
School



St John's  
CE Primary  
School



St Mark's  
CE Primary  
School



St Nicholas  
CE Primary  
School



Trinity  
CE Primary  
School

# The Deputy Headteacher Role

**Salary: L19 (£80,655) - L23 (£88,951)**

## What we're looking for in our new Deputy Headteacher

Robertsbridge Community College is seeking to appoint an outstanding individual to be our new Deputy Headteacher - Pastoral to start in **Easter or September 2026**.

We are seeking an inspirational leader who will support the school in actively promoting the vision and ethos in every aspect of school life. This is the ideal opportunity for someone who is forward thinking, innovative in leadership and displays a passion for education, learning and wellbeing.

## Experience and Key Qualities

We welcome applications from experienced leaders or those looking for their first deputy headship. Our ideal candidate will:

- Have experience of senior leadership within a school.
- Hold an NPQH or be open to obtaining the qualification.
- Have experience of working in a secondary school setting.
- Be an excellent communicator with the ability to work independently and as part of a team.
- Be experienced in leading school improvement and strategy.
- Be able to lead on delivering an outstanding learning environment.

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## We would welcome an application if you are:

- An inspirational, outstanding classroom practitioner committed to helping children achieve high academic standards and outcomes.
- An exceptional individual who demonstrates energy, passion and excellence.
- Able to demonstrate a proven track record of implementing change to raise standards and achievement for all students.
- Highly committed and supportive of students, families, staff, AAC members and the wider Trust networks.
- Able to take a lead role, working closely with the senior leadership team and other leading practitioners across the Trust in developing, implementing and evaluating policies and practice that lead to school improvement.
- An experienced leader (minimum of 1 year at leadership level) who can provide vision and inspiration for students and staff in pursuit of excellence.
- An effective communicator with excellent organisational and interpersonal skills who fully embraces our Trust ethos and values.





# Job Description

## Purpose of the Role

To create a positive learning environment for all children and staff through effective strategic management of a broad range of duties throughout their school.

## Summary of Responsibilities and Duties

The following list of responsibilities and duties is not exhaustive. This job description has been compiled in accordance with School Teachers Pay and Conditions of Employment.

### Leadership and Management

#### Supporting the Headteacher



- Assisting and supporting the Headteacher in all functions of their role.
- Deputising for the Headteacher in their absence.
- Undertaking duties as delegated by the Headteacher.
- Working with the Headteacher to ensure and uphold a clear system of task delegation and devolution of responsibilities for all staff.
- Support the Headteacher in delivering high quality leadership within the College and across the Trust.

#### School performance

- Working with the Headteacher to set aims and objectives on a termly basis.
- Supporting staff to understand and meet the school's aims and objectives.
- Evaluating the school's performance and impact in relation to its aims and objectives and working with the Headteacher to adjust the school's practice in line with findings.

#### Staff management

- Line managing staff as identified by the Headteacher.
- Participating in the recruitment process for new staff members.
- Contributing to the evaluation of performance and impact, and challenging underperformance.
- Working with the Headteacher to ensure staff access CPD opportunities, and supporting staff to access such opportunities.
- Leading on the creation, coordination and communication of school calendars including whole school, progress evenings, assessment, exams and reporting to ensure there is alignment and coherence and a manageable workload for all staff across the year.
- Contributing to audits of staff skills and training needs.

### Strategic direction and school development



- Supporting and upholding the ethos of Robertsbridge Community College, a community-based school within Aquinas.
- Contributing to the development of the school's vision, ethos, values and strategic direction.
- Contributing to the formulation, monitoring and implementation of the school development plan and self-evaluation form.
- Supporting staff members to understand, adhere to and deliver the school's strategic direction.
- Keeping fully up-to-date with all relevant education policy, including relevant legislation, statutory guidance and good practice recommendations within the sector.
- Contributing to decisions on all aspects of policy in the school.
- Providing advice and support to the Academy's Advisory Council and the Trust Board to aid those bodies in conducting their strategic responsibilities.
- Contributing to annual budget planning and monitoring.
- Engage in CPD to ensure the school is aligned with OFSTED framework.

# Job Description

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## Pastoral

Specific responsibilities will be finalised on appointment, but could include a selection of the following:

- Have strategic oversight, alongside the SENDCo, of the schools inclusion agenda for our most vulnerable pupils including those with SEND, those eligible for pupil premium or pupils previously known to social care.
- Act as Designated Safeguarding Lead and maintain requirements for safeguarding in line with statutory guidance and best practice.
- Lead on the schools personal development agenda to ensure all pupils reach their full potential.
- Work alongside our AHT Pastoral to provide oversight of attendance and punctuality: monitor trends, set expectations, intervene as required, liaise with parents/carers and external agencies.
- Work alongside our AHT Pastoral to provide overall leadership and accountability for student behaviour and attitudes: setting high expectations, developing inclusive behaviour policy overseeing consistency of practice.
- Lead on student welfare and wellbeing: work with the Safeguarding team, SENDCo and external services to ensure students' social, emotional, mental health and vulnerability needs are addressed.
- Line manage other members of SLT.
- Provide leadership, guidance and professional development to tutors, form teachers and pastoral support staff.
- Work closely with teaching and non-teaching staff to ensure a coordinated approach to pastoral care.
- Monitor, analyse and report on key pastoral metrics (behaviour incidents, exclusions, attendance rates, lateness and safeguarding referrals)
- Ensure systems and processes are robust and fit for purpose: behaviour, safeguarding, rewards and sanctions. Ensure these are reviewed, communicated and understood by staff, students and



## General duties

- Teaching (10 hours across a fortnight) and undertaking all relevant duties of a class teacher while acting in that capacity.
- Taking a leading role in the day-to-day management of the school.
- Implementing, enforcing and exhibiting model adherence to all school policies and procedures.
- Attending and contributing to all meetings of the staff cohort and the pastoral team.
- Planning and chairing meetings where necessary.
- Cultivating and sustaining effective positive relationships with all staff, students, parents, Aquinas Advisory Council members and stakeholders.
- Be a role model for others, demonstrating outstanding teaching and leadership, and establishing high standards in achievement and discipline.
- Take a lead role in SLT meetings.



## Student wellbeing and safeguarding

- Taking a lead role in managing student behaviour across the school alongside our AHT Pastoral.
- Taking responsibility for promoting and safeguarding the welfare of students, Acting as DSL and supporting the safeguarding team in conducting their duties.
- Contributing to a school culture which prioritises students' wellbeing and mental and physical health.
- Being an approachable and professional authority figure for students to come to with any issues they may have.
- Contributing to the creation of an enriching culture which impacts school life and ensure a positive and respectful attitude amongst students and staff in the school.



# Job Description

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## Training and professional development

- Actively engaging and leading in CPD to ensure professional skills are up-to-date.
- Undergoing training as necessary to ensure that all aspects of the role can be effectively conducted.
- Working to consistently meet the 'Headteachers' standards.

# Deputy Headteacher Person Specification

## Qualifications, Training and Experience

### Essential

- Qualified teacher status (QTS)
- A degree level qualification or equivalent
- Further relevant professional and/or academic study and evidence of CPD

### Desirable

- National Professional Qualification in Senior Leadership
- Knowledge of current issues in Education
- A relevant leadership qualification

## Skills and Experience - Essential

- At least one year of proven successful leadership and management experience in a school.
- Experience of working throughout the secondary age range.
- Experience of analysing data and using it to inform future practice.
- Experience of line managing other members of staff.
- Experience of leading whole-school initiatives.

## Skills and Experience - Desired

- Evidence of demonstrating strategic leadership.
- Evidence of raising standards for vulnerable learners.
- Experience of raising standards that have impacted positively on students and teaching and learning.
- Experience of making effective use of funding and other resources.

## Knowledge - Essential

- An understanding of how to empower students and staff to excel.
- A clear understanding of what makes good and outstanding teaching through a deep understanding of how students learn, and the ability to develop a culture where striving for outstanding teaching and learning is central to the school's work.
- Strong financial planning and management skills.
- A clear understanding of and commitment to promoting the safeguarding of students.
- Excellent communication skills and proven ability to listen to, understand and work effectively with the school community.
- Knowledge and understanding of the statutory frameworks which set out their professional duties and responsibilities.

## Personal Traits - The Successful Candidate will be:

- Able to demonstrate optimistic personal behaviour.
- Able to build positive relationships rooted in mutual respect.
- Committed to valuing, supporting and encouraging the professional development of all staff.
- Able to build and nurture a strong, positive and collaborative team culture that enables all staff to carry out their roles to the highest standard and for all staff to work together to deliver school improvement.
- Committed to building and maintaining effective and positive relationships with parents, The Aquinas Advisory Council, and the wider school community.
- Able to inspire and influence others, within and beyond the school, to believe in the fundamental importance and value of education in young people's lives.
- Able to foster an open, transparent and equitable culture and deal effectively with difficult conversations and conflict at every level.
- Able to show tolerance and respect for the rights of others, recognising differences and cultural diversity, while upholding the fundamental British values.
- Able to ensure that personal beliefs are not expressed in ways which exploit their position, students' vulnerability or might lead to students breaking the law.

# Deputy Headteacher Person Specification

## Health & Safety Functions

This section is to make you aware of any health and safety related functions you may be expected to either perform or to which you may be exposed in relation to the post you are applying for. This information will help you, if successful in your application, to identify any health-related condition which may impact on your ability to perform the job role, enabling us to support you in your employment by way of reasonable adjustments or workplace support.

Using display screen equipment	X
Working with children/vulnerable adults	X
Moving & handling operations	
Occupational Driving	
Lone Working	
Working at height	
Shift / night work	
Working with hazardous substances	
Using power tools	
Exposure to noise and /or vibration	
Food handling	
Exposure to blood /body fluids	



# How to Apply



Please send your application, outlining your suitability for the role against the Deputy Headteacher person specification and job description, by email to Lauren Myburgh (HR Manager) on [Imyburgh@robertsbridge.org.uk](mailto:Imyburgh@robertsbridge.org.uk).

Closing date for applications: **Friday 16 January 2026, 9am\***

**Interviews will be held on Thursday 22 January 2026 and Friday 23 January 2026.**

Alternatively, submit your application to the HR Officer, Aquinas, Magpie Hall Lane, Bromley, BR2 8HZ.

Visits to the school are welcomed. For further information about the role or to arrange a visit please contact Lauren Myburgh (HR Manager) on [Imyburgh@robertsbridge.org.uk](mailto:Imyburgh@robertsbridge.org.uk)

Shortlisted candidates will be asked to bring appropriate identification with them to interview.

For the purpose of DBS clearance, only copies of the successful applicant's identification will be retained.

All candidates should provide two references.

Permission should be sought prior to including any referee on your application form. Shortlisted candidates may have their references taken-up before any interview – unless explicitly requested in their application.



\*We reserve the right to interview and appoint at any stage during the recruitment process.



Thank you for your interest in becoming a Deputy Headteacher in our school.

## Contact Details

Robertsbridge Community College  
Knelle Road  
Robertsbridge  
East Sussex  
TN32 5EA  
Telephone Number: 01580 880360

[www.robertsbridge.org.uk](http://www.robertsbridge.org.uk)

[aquinas.recruitment@aquinatrust.org](mailto:aquinas.recruitment@aquinatrust.org)

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