



St Anne's Catholic School

# Appointment of Deputy Headteacher

Spring 2026



# St Anne's Catholic School and Sixth Form College



December 2025

Dear prospective applicant

Thank you for your interest in St Anne's! It's my pleasure to be introducing the school to you today. I was appointed as Headteacher in March, having been acting Headteacher since 2023. I've been at the school since 2009 and it is the most wonderful place to work with a phenomenal group of young people to inspire and a wonderful staff body to journey with.

We are looking to appoint a second deputy headteacher to enhance our leadership team. A flavour of what it looks like to lead in a Religious Order Catholic school can be found in this pack and on our website. The successful candidate will be a flexible and joyful leader with aspiration for every learner and every colleague.

I have no preconceptions about what the ideal postholder will bring to the table and we will assign responsibilities based on the skillset of the whole of September's team with a balance over time between experience and opportunities for growth. Between us, we will build on recent successes and lead the school forward. We will embrace the ever-changing demographic in Southampton, the new challenges faced by all schools in terms of inclusion and have a constant drive to provide wonderful educational experiences in the for all our learners, from Year 7 to Year 13.

Please do contact my PA, Debbie, on [pahead@st-annes.uk.com](mailto:pahead@st-annes.uk.com) if you would like to visit the school as part of your discernment process and I look forward to receiving your application!

Yours faithfully

**Julian Waterfield**  
Headteacher



# St Anne's Catholic School and Sixth Form College



Dear prospective applicant

We are delighted that you have expressed interest in the post of Deputy Headteacher at St Anne's Catholic School and Sixth Form College, Southampton.

In 2024 we celebrated 120 years since the School was founded by the Sisters of La Sainte Union des Sacrés Coeurs (LSU). The spirit and charism of the LSU permeates all that we do in the service of our students, many of whom are from diverse communities and faiths. We are well known for our spiritual ethos, caring community, and high standards.

We are privileged to have a wonderful staff group, both teaching and non-teaching, who work together to, as one parent put it, 'dedicate their time and effort to make our children the best people of tomorrow in our society'. The staff are diligent, caring, and professional. Staff volunteer to offer a wide range of extracurricular clubs and personal development opportunities that are accessible to as many students as possible, from football to chaplaincy, brass ensemble to gardening, competition work in sports and science, and off-site activities in the arts, local communities and events.

We are passionate about girls' education 11-16, celebrating their worth, creativity and aspirations. Our mixed Sixth Form attracts internal and external students who together relish opportunities, often self-generated, for academic, spiritual, and personal development, acquiring life skills to foster self-reliance, leadership, positive relationships, and teamwork.

Governors are committed, collaborative, and passionate about the outcomes for students, and give generously and selflessly of their time.

While there is a great deal for us to celebrate, our search for a Deputy Headteacher also falls at what has been a challenging time for our school. We continue to support the police in their investigations regarding the conduct of former members of staff. Ofsted conducted a safeguarding inspection in 2024, which found our processes and culture to be effective. We commissioned an independent external safeguarding audit in September 2025, which confirmed the Ofsted finding and the strength of our current practices.

We do not shy away from the valid questions about our past, but it is important that we also keep our eyes to the future. We have a responsibility and duty to the students we currently serve to give them the best platform to grasp every opportunity that awaits them in their futures.

You may be seeking your first Deputy Head role or be an established Deputy Head looking for a fresh challenge. I wholeheartedly encourage you to book a school visit so that you can experience this vibrant Catholic school for yourself. You will be warmly welcomed, and we are excited to meet you should you wish to apply.

Yours faithfully

**Dr Mary Gobbi**

**Chair of Governors**

St Anne's Catholic School, a charitable company limited by guarantee.  
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Headteacher Mr J H Waterfield MA (Oxon), QTS, NPQH, FCIEA





LSU Provincialate  
53 Croftdown Road  
London NW5 1EL

December 2025

Welcome from the LSU Sisters

Dear Prospective Applicant

Thank you for your interest in the post of Headteacher at LSU, St Anne's Academy, part of the Gaudete Trust family of Schools.

The LSU (Holy Union Sisters) was founded by Fr Jean Baptiste Debrabant in Douai, France in 1826. The Founder was convinced that Christian Education was the most effective way to respond to the needs of his time. Inspired by the Union of the hearts of Jesus and Mary at the Annunciation, the special Charism of the Sisters was to be Union.

Challenged by the current needs, St Anne's is one of four LSU secondary schools in the UK that continue to develop the LSU Charism of Union in its Schools, reflected in an attitude of openness, compassion and care. A desire to be one's best self to bring out the best in others, to make our world a better place for all, with special concern for the most vulnerable in our society and our increasingly vulnerable planet.

By providing a Catholic education St Anne's continues to recognise, respect and value the intrinsic dignity of each person in the School community. It values excellence and hard work, preparing the young people of 'today' to reach their full potential as they face their task 'tomorrow'.

You will receive a warm LSU welcome at St Anne's and we encourage you to arrange a school visit to experience at first hand the spirit and ethos of our wonderful school in Southampton.

Wishing you every blessing.

The LSU Sisters

# About our school



## Introduction

St Anne's is a highly successful school with a strong moral purpose: to work together to strive to be the best that we can be and to live life to the full. Our Catholic ethos, girls' school status at Key Stages 3 and 4 and our mixed Sixth Form College make us hard to beat as the best place to educate the region's girls from 11 to 18 and boys 16 to 18.

GCSE results regularly place St Anne's in the top 10% of schools nationally. Our A Level results make St Anne's one of the most successful Sixth Form Colleges in Southampton, although we are seeking to improve our post-16 offer in the coming years.

The achievements of our girls (and boys in the sixth form) are exceptional and we are convinced that the distinctive experience St Anne's offers, supports and challenges students to achieve even more than they thought was possible.

St Anne's was judged to be Outstanding for its second inspection in a row in September 2022. Inspectors highlighted our diversity but also the way we have kept true to our values. We were graded as Good by the Catholic School Inspectorate, with many outstanding features. You can find our inspection reports [here](#).

In colleagues, we value collaboration, professional growth and wellbeing. Our staff benefit from high-quality CPD, supportive leadership and value the strong sense of community.

## An LSU community

Who we are is defined by our vision statement! It starts: 'As a school founded by the Sisters of La Sainte Union (Holy Union), challenged by the needs of our time, we aspire to provide an education for our young people which reflects the vision of Fr Debrabant and the call of La Sainte Union to be at the heart of our rapidly changing world, revealing God's love.' You can find the full vision statement [here](#).

The school is a culturally diverse Religious Order Catholic school, a description that might need some unpicking! We were founded by the Sisters of La Sainte Union (LSU) in 1904. We have maintained the traditions and identity of LSU schools and seek to serve the ever-changing local community. Recently, the Gaudete Trust have taken over the responsibilities of the Sisters in school: you can find out more about Gaudete on [their website](#). Gaudete is not an Academy Trust: it is responsible for the Trusteeship of the school and seeks to allow us to maintain our distinctive LSU charism. We are a Single Academy Trust – i.e. a standalone academy. There is a secondary school from the Diocese of Portsmouth in Southampton as well and so our diversity reflects the multicultural composition of Southampton, which allows us to fulfil the educational mission of the LSU: to serve the community as a whole. Page 4 of our [Public Sector Equality Duty statement](#) gives a flavour of our diversity.

## **School Development Plan**

We are in year one of a three-year cycle with four broad areas of focus:

1. Ethos – examining our Catholic ethos, behaviour, marketing and our broader links, we want to have a clear narrative of how we can ‘be St Anne’s’ in this rapidly changing world and how we can tell our story to others.
2. Quality of Education – by improving our SEND provision and reflecting on pathways for different groups of learners, we aim to build on our excellent foundations to provide truly inclusive education where all students can flourish.
3. Sixth Form – we want to improve both numbers and outcomes so that we can remain small but accessible and sustainable with students reaching their academic and personal potential in readiness for their futures.
4. Workplace – by looking at wellbeing, AI, future teachers, CPD and our buildings, we want St Anne’s to be a workplace that offers a collaborative and communicative environment where all can thrive and fulfil their career potential.

Alongside this, of course, the external matters that affect all schools are part of our work and reality: funding, including SEND funding and provision, value for money, safeguarding pressures, curriculum changes, Ofsted changes... but navigating these is part of the excitement of our work as school leaders.



## WHAT DO YOU LOVE ABOUT OUR SCHOOL?:

*"As happy parents for our child, we would like to extend our deepest gratitude for all the teachers and staff who are dedicating their time and effort to make our children the best people of tomorrow in our society."*

- PARENT -

*"The school's values, heritage and aspirations. The Catholic character of the school and the pastoral care and guidance for students."*

- STAFF -

*"Excellent school and we are very pleased that we choose it for our daughter. The leadership is outstanding and is reflected in the outcomes for the students."*

- PARENT -

*"St Anne's is a place of so much warmth and encouragement, and I've felt that from year 7 to sixth form! I can't imagine a better school to spend 7 years in."*

- STUDENT -

*"Our school is a warm and caring community. It has a real family feeling. I love the diversity, ethos and how valued I feel as a member of staff."*

- STAFF -

*"My child has been happy in her 1.5 years at St. Anne's. The small class sizes, community feel and female-heavy demographic have suited her very well at Sixth Form."*

- PARENT -

*"I love the diversity and inclusivity, a community feel - acceptance and welcoming to all. Consideration and support of staff and their roles outside of school ( own families)."*

- STAFF -

*"I really like how everyone is so friendly, and the teachers are always happy to answer my questions."*

- STUDENT -

*"The school's community is so unique! It's unlike any other school I've been to."*

- STUDENT -

*"I love the fact that we deliver education in a wider context. I love our reflections - I appreciate the time to re-focus, to step out of ourselves for a moment and be balanced."*

- STAFF -



## **St Anne's Catholic School**

### **Deputy Headteacher Job Description**

**Responsible to:** The Headteacher

**Responsible for:** To be determined

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#### **1 Introduction**

- 1.1 This appointment is with the governors of the school under the terms of the Catholic Education Service contract signed with the governors as employers. The governors will appoint school leader who, by personal example and professional leadership, will ensure that the Catholic ethos, rooted in the teachings of Jesus Christ and the Catholic Church in the tradition of the LSU order, permeates all aspects of the life of the school.
- 1.2 The appointment is subject to the current conditions of service for deputy headteachers contained in the School Teachers' Pay and Conditions document and other current education and employment legislation.
- 1.3 This job description may be amended at any time, following consultation between the headteacher and the postholder and will be reviewed annually.
- 1.4 This school has two posts at deputy headteacher level and so there is a distinction between a deputy headteacher's overarching responsibilities as detailed below and their day-to-day responsibilities. Both deputy headteachers are expected to deputise for the headteacher in any or all of the areas outlined below.

#### **2 Core Purpose of the Deputy Headteacher**

- 2.1 To set the context, the core purpose of the headteacher is to provide professional leadership and management for a school. This will promote a secure foundation from which to achieve high standards in all areas of the school's work. To gain this success a headteacher must establish high quality education by effectively managing teaching and learning and using personalised learning to realise the potential of all pupils. Headteachers must establish a culture that promotes excellence, equality and high expectations of all pupils.
- 2.2 The core purpose of the deputy headteacher is to support the headteacher in ensuring that:
  - § the school is conducted as a Catholic school in accordance with the teachings of the Catholic Church and Canon Law, and in the tradition of the LSU as overseen by the Gaudete Trust
  - § religious education is in accordance with the teachings, doctrines, discipline and general and particular norms of the Catholic Church in the context of a Religious Order school;



- § religious worship is in accordance with the rites, practices, discipline and liturgical norms of the Catholic Church, in the specific context of the diversity of the school;
- § the school provides high quality teaching and learning that leads to successful outcomes for pupils in terms of spiritual and moral growth, achievement, attitudes to learning, behaviour and personal development;
- § the school will promote and safeguard the welfare of all children, enabling every child, whatever their background or their circumstances, to have the support they need to: be healthy; stay safe; enjoy and achieve; make a positive contribution; achieve economic well-being; recognise their own dignity and the dignity of others as children of God;
- § all statutory requirements are met and the work of the school is effectively monitored, evaluated and reviewed.

### **3 General Duties and Responsibilities**

- 3.1 To carry out the duties of the deputy headteacher as set out in the current School Teachers' Pay & Conditions Document.

#### **Actions / Key Tasks**

- § To fulfil the direct responsibilities assigned to them on the SLT responsibility document each year.
- § To support all staff in the discharge of their duties.
- § To provide cover for the duties of absent staff as required.
- § To carry out any reasonable task as directed by the Headteacher and to understand that duties are subject to change based on the changing needs of the school.

#### **Key Areas of Responsibility**

### **4 Shaping the Future**

- 4.1 The strategic vision and development of a Catholic school stems from the educational mission of the Church, which is reflected in the school's vision statement, the foundations provided by the LSU, the Gaudete Trust's Vision, Mission, Aims and Guiding Principles and the school improvement plan.

#### **Actions / Key Tasks**

The deputy headteacher supports the headteacher in:

- § Ensuring the vision for the school is clearly articulated, shared, understood and acted upon effectively by all.
- § The vision must reflect its distinctive LSU Christian character, based on what it means to be fully human as revealed in the person, life and teachings of Jesus Christ.

- § Working within the school community to translate the vision into agreed objectives and operational plans, which will promote and sustain school improvement.
- § Establishing a commitment amongst pupils, staff and parents to the school's mission in partnership with the governing body and through the example of personal conviction.
- § Demonstrating the vision and values in everyday work and practice. Motivating and working with others to create a shared culture and positive climate.
- § Creating a distinctively Catholic ethos that is inclusive and applies Catholic values, attitudes and practices in all aspects of school life, and that life is lived explicitly and consciously in the presence of God.
- § Ensuring there is planned worship, and appropriate liturgy in accordance with the rites, practices, discipline and liturgical norms of the Catholic Church.
- § Ensuring creativity, innovation and the use of appropriate new technologies to achieve excellence.
- § Ensuring that the strategic planning takes account of the diversity, values and experience of the school and community at large.

## **5 Leading Learning and Teaching**

- 5.1 In a Catholic school the search for excellence is expressed in learning and teaching, which responds to the needs and aspirations of its pupils and acknowledges their individual worth as children of God.

### **Actions / Key Tasks**

The deputy headteacher supports the headteacher in:

- § Ensuring a consistent and continuous school-wide focus on pupils' achievement, using data and benchmarks to monitor progress in every child's learning.
- § Ensuring that learning is at the centre of strategic planning and resource management.
- § Securing high quality religious education for all pupils in accordance with the teachings and doctrines of the Catholic Church.
- § Ensuring high quality Personal, Social and Health Education, Relationship and Sex Education and Citizenship in accordance with the teachings and doctrines of the Catholic Church.
- § Ensuring quality provision for pupils' spiritual, moral, social and cultural education in line with the distinctive Catholic nature, purposes and aims of the school.
- § Establishing creative, responsive and effective approaches to learning and teaching.
- § Creating and maintaining an effective partnership with parents to support and improving pupils' achievement and personal development and furthering the distinctive Catholic nature, purposes and aims of the school.

- § Developing effective links with the parish and wider Catholic community, including local partnership arrangements, to extend the curriculum and enhance teaching and learning.
- § Ensuring a culture and ethos of challenge and support where all pupils can achieve success and become engaged in their own learning.
- § Demonstrating and articulating high expectations and setting stretching targets for the whole school community.
- § Implementing strategies that secure high standards of behaviour and attendance.
- § Determining, organising and implementing a diverse, flexible curriculum and implementing effective assessment framework.
- § Taking a strategic role in the development of new and emerging technologies to enhance and extend the learning experience of pupils.
- § Monitoring, evaluating and reviewing classroom practice and promoting improvement strategies.
- § Challenging underperformance at all levels and ensuring effective corrective action and follow-up.

## **6 Developing Self and Working with Others**

- 6.1 In a Catholic school, leaders lead a learning community rooted in faith. Leaders should take Christ as its inspiration. Management of staff should demonstrate an awareness of their unique contribution as individuals, valued and loved by God.

### **Actions / Key Tasks**

The deputy headteacher supports the headteacher in:

- § Treating people fairly, equitably and with dignity and respect to create and maintain a positive school culture consistent with the Catholic ethos of the school and its mission.
- § Building a collaborative learning culture within the school and actively engaging with other schools to build effective learning communities.
- § Developing and maintaining effective strategies and procedures for staff induction (including understanding the nature of the school as a Catholic community), professional development and performance review.
- § Ensuring effective planning, allocation, support and evaluation of work undertaken by teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities.
- § Acknowledging the responsibilities and celebrating the achievements of individuals and teams.
- § Developing and maintaining a culture of high expectations for self and for others and taking appropriate action when performance is unsatisfactory.

- § Regularly reviewing own practice, setting personal targets and taking responsibility for own personal development.
- § Managing own workload and that of others to allow an appropriate work/life balance.

## **7 Managing the Organisation**

- 7.1 In a Catholic school all deployment of staff, finance, material resources, time and energy should promote the common good of the community in accordance with the school's mission.
- 7.2 The deputy headteacher helps provide effective organisation and management of the school and seeks ways of improving organisational structures and functions based on rigorous self-evaluation. The deputy headteacher also helps deploy people and resources efficiently and effectively to secure the school's aims and mission through meeting specific objectives in line with the school's strategic plan and financial objectives.

### **Actions / Key Tasks**

The deputy headteacher supports the headteacher in:

- § Creating an organisational structure which reflects the school's values, and enabling the management systems, structures and processes to work effectively in line with legal requirements.
- § Producing and implementing clear, evidence-based improvement plans and policies for the development of the school and its facilities.
- § Ensuring that, within the Catholic ethos, policies and practices take account of national and local circumstances, policies and initiatives.
- § Managing the school's financial and human resources effectively and efficiently to achieve the school's educational goals and priorities.
- § Recruiting, retaining and deploying staff appropriately and managing their workload to achieve the vision and goals of the school, implementing successful performance management processes with all staff.
- § Managing and organising the school environment efficiently and effectively to ensure that it meets the needs of the curriculum and health and safety regulations.
- § Ensuring that the range, quality and use of all available resources is monitored, evaluated and reviewed to improve the quality of education for all pupils and provide value for money.
- § Using and integrating a range of technologies effectively and efficiently to manage the school.

## **8 Securing accountability**

- 8.1 In a Catholic school leaders fulfil their responsibilities in accordance with the mission of the school. Leaders support the governing body in fulfilling its responsibilities to the Trustees and in accordance with national legislation.

## **Actions / Key Tasks**

The deputy headteacher supports the headteacher in:

- § Fulfilling commitments arising from contractual accountability to the governing body.
- § Developing the Catholic ethos so that everyone understands the mission of the school, which enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes.
- § Ensuring individual staff accountabilities are clearly defined, understood and agreed and are subject to rigorous review and evaluation.
- § Working with the governing body (providing information, objective advice and support) to enable it to meet its responsibilities, including securing the distinctive Catholic character of the school.
- § Developing and presenting a coherent, understandable and accurate account of the school's performance to a range of audiences including governors, parents and carers.
- § Reflecting on personal contribution to school achievements and take account of feedback from others.

## **9 Strengthening Community**

- 9.1 In a Catholic school there is a special relationship with the parish and the church, as well as the local community with its distinctive social context.

## **Actions / Key Tasks**

The deputy headteacher supports the headteacher in:

- § Building a school culture and curriculum, based on Gospel values and the teachings of Jesus Christ and the Catholic Church, which takes account of the richness and diversity of the school's communities.
- § Building a relationship with the local church and parish communities, seeing participation in the celebration of the Eucharist as a crucial point of reference and stability.
- § Creating and promoting positive strategies for challenging prejudice and dealing with harassment.
- § Ensuring learning experiences for pupils are linked into and integrated with the wider community and promote commitment to serving the common good and communion with the wider-world.
- § Ensuring a range of community-based learning experiences.
- § Collaborating with other agencies in providing for the academic, religious, spiritual, moral, social, emotional and cultural well-being of pupils and their families.

- § Creating and maintaining an effective partnership with parents and carers, as the prime educators, to support and improve pupils' growth in the knowledge and love of God and neighbour, their achievement and personal development.
- § Seeking opportunities to invite parents and carers, the parish, community figures, businesses or other organisations into the school to enhance and enrich the school as a faith community and its value to the wider community.
- § Contributing to the development of the education system by, for example, sharing effective practice, working in partnership with other schools and promoting innovative initiatives.
- § Co-operating and working with relevant agencies to protect children.

## **10 Safeguarding Children & Safer Recruitment**

- 10.1 This school is committed to safeguarding and promoting the welfare of children and young people as required under the Education Act 2002 and expects all staff and volunteers to share this commitment.

### **Actions / Key Tasks**

The deputy headteacher should support the headteacher in ensuring that:

- § The policies and procedures adopted by the governing body are fully implemented and followed by all staff.
- § Sufficient resources and time are allocated to enable the Designated Safeguarding Lead, their deputies, the Designated Teacher and other staff to discharge their responsibilities, including taking part in strategy discussions and other inter-agency meetings, and contributing to the assessment of children. Where a deputy headteacher is a DSL or DDSL, the responsibilities outlined in the current version of Keeping Children Safe in Education constitute part of this job description.
- § All staff and volunteers feel able to raise concerns about poor or unsafe practice in regard to children, and such concerns are addressed sensitively and effectively in a timely manner in accordance with agreed disclosure policy.





## St Anne's Catholic School

### Deputy Headteacher Person Specification

*E=Essential and D=Desirable*

		DHT
<b>Applicant</b>		
1a	A practising and committed Catholic	D
1b	A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school	E
1c	Active involvement in a parish	D
<b>Qualifications</b>		
2a	Qualified teacher status	E
2b	Degree or equivalent	E
2c	Evidence on ongoing professional development	D
2d	NPOQ qualifications at career stage	D
<b>Experience</b>		
3a	Experience as an effective Deputy Head or Assistant Head	E
3b	Successful experience of leading initiatives across and beyond the school	E
3c	Experience of liaising with other schools and appropriate agencies	E
3e	Substantial and successful teaching experience	E
2e	Experience of teaching within a school with a sixth form	D
<b>Communication and liaison</b>		
4a	Ability to promote the school to parents	E
4b	Ability to work effectively with staff, governors, trustees, diocese, local authority and other agencies	E
4c	Good interpersonal and communication skills	E
4d	Ability to lead effective CPD for colleagues	E
4e	Ability to inspire through prayer and liturgy	E
<b>Philosophy of education</b>		
5a	A clear understanding of the distinctive nature of an LSU Catholic school and education	E
5b	Holistic approach to educating children and young people from differing backgrounds	E
5c	Expectation of high individual achievement and development	E

5d	Ability to lead and develop a whole school learning culture	E
5e	Ability to develop and nurture the partnership between schools, parishes and communities	E
<b>Leadership</b>		
6a	Ability to provide a strategic vision for both staff and governors	E
6b	Ability to delegate work and support colleagues in undertaking responsibilities	E
6c	Ability to motivate all staff and pupils	E
6d	Proven experience of successful team leadership	E
6e	Proven ability to deal with difficult situations and take decisive action as appropriate	E
6f	Ability to work under pressure and prioritise effectively	E
6g	Sound understanding of national initiatives	D
6h	Experience of implementing national initiatives	D
<b>Management</b>		
7a	Ability to manage people and material resources to a high standard	E
7b	Experience of effective monitoring and evaluation of teaching and learning	E
7c	Understanding of effective budget planning and resource deployment	E
7d	Ability to lead effective self-evaluation	E
7e	Ability to effectively meet statutory documentation requirements	E
7f	Data analysis skills and the ability to use data to set targets.	E
7g	Knowledge of the regulations to safeguard children and young people	E
7h	Experience of managing significant change	D
<b>Curriculum</b>		
8a	Good understanding of curriculum planning, development and review to support high standards	E
8b	Awareness of any forthcoming changes in curriculum for the relevant key stages	E
8c	Knowledge and use of a wide range of teaching and learning strategies to meet the needs of all students	E
8d	Ability to further enhance the quality of teaching and learning, including the effective use of new technologies	D