

## St Katherine's School

### Deputy Headteacher

#### Job description

<b>Job title</b>	<b>Deputy Headteacher</b>
<b>Location</b>	St Katherine's School
<b>Salary</b>	Leadership L18 to L22
<b>Role Summary</b>	To embrace the mission and values of St Katherine's School, ensuring that every child achieves their absolute best by delivering great teaching and strategic leadership as part of the Senior Leadership Team.
<b>Working pattern</b>	Full time
<b>Responsibilities</b>	<p>At St Katherine's, we are united in our pursuit of excellence. We expect every member of our community to strive to be the best version of themselves, discovering their individuality through the development of our strong school and house values. Our aim is to provide each student with a clear pathway and a deep understanding of the world, so they are confident citizens and ready to thrive in life beyond school.</p> <p>Our ambition is to achieve an average grade of 5.5 and our work is focused on creating the conditions where every student, regardless of context, can achieve even more.</p> <p>The key responsibilities for Deputy Headteacher will be a mix of some of the areas listed below. Fundamentally we are looking for <b>the right person</b> to work alongside the Headteacher, Senior Leadership Team, Governors, Staff and Students to motivate, inspire and empower all members of the school community to develop and fulfil the mission of St Katherine's School. This means there is flexibility in the responsibilities and we will co design the final job description with the successful candidate. The areas this role could include are:</p> <ul style="list-style-type: none"> <li>• Leadership and oversight of: <ul style="list-style-type: none"> <li>o curriculum design and timetabling</li> <li>o teaching and learning</li> <li>o professional development</li> <li>o assessment and school data</li> <li>o behaviour and attendance</li> <li>o inclusion</li> </ul> </li> </ul> <p>All roles will include:</p>

### **Curriculum and Teaching**

- Plan and deliver and quality assure quality first teaching
- Promote and lead in the development of our Culture of Excellence
- Monitoring and tracking of whole school outcomes in line with mission
- Promote and develop a challenging, exciting, relevant curriculum.
- Lead teaching and non-teaching staff to ensure that underachievement is addressed quickly and effectively
- Coordinate effective and timely intervention with leaders to address attainment concerns in line with mission
- Prepare appropriately for and contribute to or lead, our precious curriculum development and CPL time across the school
- Monitor and review the effectiveness of assessment design and homework.

### **Behaviour Management**

- Building strong relationships with all young people and staff
- Be a pastoral leader in any school context
- Model our school values at all times
- Maintain and promote high expectations of behaviour and achievement for all students and groups.
- Model and support the implementation of the school's behaviour policy, including systems, routines and duties
- Deal effectively with behaviour management concerns referred by colleagues and non-teaching staff, and support them in maintaining consistent standards of behaviour.
- Liaise closely with the pastoral leaders and SENDCo in managing systems of student behaviour.

### **Systems and Day-to-Day Organisation**

- Deputise for the Headteacher
- Ensure the smooth day to day running of the school, including overseeing event and calendar planning.
- Proactively identify Health & Safety and Safeguarding concerns and solutions.
- Demonstrate a hands-on understanding of all school systems.
- Facilitate the effective functioning of the school through proactive identification and resolution of problems or issues no matter how seemingly trivial or important.
- Develop and communicate school policies and protocols.

### **Leadership and relationships**

- Lead with integrity and by example.
- Be willing to engage with and contribute to our culture of high challenge and high support, in order to develop yourself and colleagues across our community
- Be receptive to interruptions to your way of thinking
- Be mindful of your own wellbeing and that of your colleagues

	<ul style="list-style-type: none"> <li>• Be active in pursuing personal and professional development beyond your immediate role, seeking breadth and depth</li> <li>• Be highly organised and efficient with resources (people, time, systems, money, equipment) to continually improve departments and the school</li> <li>• Support other colleagues in their roles both by formal and informal discussions.</li> <li>• Promote a culture where all staff are valued and views can be shared openly.</li> <li>• Maintain effective relationships and channels of communication between school, home and external agencies.</li> <li>• Establish and maintain effective working relationships with Governors.</li> <li>• Lead and promote the school's Equalities, Diversity and Inclusion plan.</li> <li>• Promoting and safeguarding the welfare of children and young persons for who you are responsible and with whom you come into contact.</li> </ul> <p>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.</p>
<b>Reporting to</b>	<b>Headteacher</b>
<b>Safeguarding</b>	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.

September 2025

**Scroll down for person specification**

**St Katherine's School****Deputy Headteacher****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:**

- Commitment to safeguarding and promoting the welfare of children, young people and adults.
- Ability to lead and inspire high quality teaching and learning
- Ability to inspire, demonstrate and support the highest of expectations for all
- Commitment to include and make a difference for every child
- Believe that every child really matters
- Have emotional intelligence, knowing when to challenge and when to support
- Commitment to the encouragement, empowerment and training of staff
- Commitment to own self development
- Capacity to build on and manage high performance teams
- Ability to use strong and effective management systems underpinned by clear communication
- Ability to produce and implement appropriate improvement plans and policies
- Commitment to the continuation of our strong links and partnerships with governors, staff, parents, pupils, the wider community, other schools and international work

**Knowledge and qualifications:**

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

**Essential for this role:**

- Degree
- QTS

**You are likely to have:**

- Higher qualification in education and/or management
- Achieved NPQSL or NPQH

**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:**

- Significant experience at senior level
- Proven track record of raising educational standards
- Experience of successfully leading change and inspiring others

**You are likely to have:**

- Curriculum, Teaching and Learning and pastoral experience at senior management level
- 11-19 school experience
- Experience of Senior Leadership in more than one school

**Other Requirements:**

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.

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