



Job Description: Deputy Headteacher

Reports to: Headteacher

Responsible for: Pastoral and Academic Leadership, Boarding Provision, Safeguarding, Staff Development, Compliance, Student Welfare, and Operational Oversight

Job Summary

The Deputy Headteacher will play a central role in the strategic and operational leadership of Earlscliffe School, supporting the Headteacher in delivering an exceptional educational experience within a high-achieving, international boarding environment.

The successful candidate will provide visible, inspirational, and values-driven leadership across both academic and pastoral life, ensuring the highest standards of teaching, learning, safeguarding, boarding provision, student welfare, behaviour, and school culture.

As a member of the Senior Leadership Team, the Deputy Headteacher will contribute significantly to the strategic direction of the School and deputise for the Headteacher as required.

The role requires a dynamic and emotionally intelligent leader with substantial experience in independent, boarding, and international education settings, and a strong commitment to holistic education and student wellbeing.

Key Responsibilities

Strategic Leadership

- Support the Headteacher in shaping and implementing the School's strategic vision and development priorities.
- Deputise for the Headteacher in their absence.
- Contribute to the leadership and management of the School as a member of the Senior Leadership Team.

- Promote a culture of academic ambition, kindness, integrity, inclusivity, and student wellbeing.
- Lead whole-school improvement initiatives and contribute to long-term strategic planning.
- Foster a positive and collaborative working culture amongst staff.
- Represent the School at events, inspections, conferences, and external meetings where appropriate.

Academic Leadership

- Lead and monitor standards of teaching, learning, and academic achievement across the School.
- Work closely with Middle Leaders, to ensure excellence in curriculum delivery, assessment, reporting, and outcomes.
- Oversee academic tracking, intervention strategies, and student progress monitoring.
- Promote innovation in pedagogy and curriculum development.
- Support university preparation and pathways, including international university applications.
- Monitor the quality assurance of academic provision through lesson observations, learning walks, departmental reviews, work scrutiny and student voice.
- Oversee academic timetabling and staffing deployment where required.
- Oversee PSHE/RSE curriculum and assessment and monitor the quality assurance via lesson observations and work scrutiny.
- Maintain high expectations for scholarship, intellectual curiosity, and independent learning.

Pastoral Leadership and Student Welfare

- Provide strategic leadership of the School's pastoral systems and student wellbeing provision.
- Promote a safe, supportive, and inclusive school culture.
- Lead and oversee behaviour management systems, rewards, sanctions, attendance, and student conduct.
- Support Middle Leaders, Tutors, Boarding, and pastoral staff in promoting student welfare.
- Oversee safeguarding procedures and ensure compliance with statutory guidance, including Keeping Children Safe in Education as Designated Safeguarding Lead (DSL)
- Lead wellbeing initiatives supporting students' emotional, social, and mental health.
- Ensure effective communication with parents regarding pastoral and welfare matters.
- Coordinate responses to significant pastoral incidents and student support needs.

Boarding Leadership

- Provide leadership and strategic oversight of the boarding provision.
- Work closely with Boarding staff to ensure outstanding boarding standards.

- Promote a warm, structured, and supportive boarding culture.
- Ensure compliance with National Minimum Standards for Boarding Schools.
- Oversee boarding routines, staffing, student welfare, safeguarding, and residential provision.
- Develop programmes that enhance the boarding experience, including enrichment and weekend activities.
- Support international students in adapting successfully to boarding and British school life.

International School Leadership

- Promote and develop the School's international ethos and global outlook.
- Support the needs of an international student body and diverse community.
- Develop culturally responsive leadership practices.
- Work effectively with international families and external educational partners.
- Support international recruitment, transition, and integration processes.

Staff Leadership and Development

- Line manages designated middle and senior leaders.
- Support recruitment, induction, appraisal, and professional development processes.
- Promote a culture of high expectations, accountability, and professional growth.
- Lead and contribute to Continuing Professional Development (CPD) programmes.
- Mentor and coach colleagues across the School.

Operational and Compliance Responsibilities

- Support the smooth day-to-day operation of the School.
- Oversee key operational systems, policies, and procedures.
- Coordinate inspection preparation and regulatory compliance.
- Ensure compliance with ISI requirements, safeguarding legislation, health and safety obligations, and boarding standards.
- Assist in critical incident management and emergency planning.
- Support calendar planning, school events, and whole-school logistics.

Communication and Community Engagement

- Build strong and positive relationships with students, staff, parents, governors, and external stakeholders.
- Promote the School effectively within the wider educational community.
- Support admissions, marketing, and external relations initiatives.
- Participate in school events, open days, parent evenings, and community functions.
- Contribute to maintaining the School's strong reputation and ethos.

Teaching Commitment

The Deputy Headteacher will be expected to maintain a reduced teaching timetable appropriate to the demands of the role.

Person Specification

Essential Criteria

Qualifications

- Qualified Teacher Status (QTS)
- Degree-level qualification
- NPQH (National Professional Qualification for Headship)
- Master's Degree in Educational Leadership, Education, or a related field

Experience

- Significant senior leadership experience within independent or high-performing schools
- Experience of senior leadership in more than one school
- Proven experience leading both academic and pastoral provision
- Experience of leading or managing boarding provision
- Experience working within an international school environment
- Experience of safeguarding leadership and student welfare
- Experience preparing for inspection and regulatory compliance
- Experience line managing staff and leading teams effectively
- Successful teaching experience with evidence of excellent classroom practice
- Experience of strategic planning and school improvement

Knowledge and Understanding

- Strong understanding of independent school and boarding regulations
- Excellent understanding of safeguarding and child protection requirements
- Knowledge of curriculum development, assessment, and academic quality assurance
- Understanding of student wellbeing, mental health, and pastoral systems

Skills and Attributes

- Outstanding interpersonal and communication skills
- Strategic thinker with strong organisational ability
- Commitment to high standards and continuous improvement
- Ability to manage complex operational and pastoral situations
- Strong decision-making and problem-solving skills

- Visible and approachable leadership style and a commitment to safeguarding and student welfare

Desirable Criteria

- Experience as a Deputy Headteacher or equivalent senior leadership role
 - Experience as a Designated Safeguarding Lead (DSL)
 - Experience in both boarding and day school environments
 - Experience of leading international university pathways
 - Experience managing school operations or timetabling
 - Experience of inspection leadership (ISI or Ofsted)
 - Additional/enhanced safeguarding qualifications
 - Coaching or mentoring qualifications
 - Experience of leading staff wellbeing initiatives
 - Knowledge of IB, A Level, or international curricula
 - Experience working with EAL and SEND students
 - Residential boarding experience
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Safeguarding Statement

Earlscliffe School is committed to safeguarding and promoting the welfare of children and young people. All staff are expected to share this commitment. The successful candidate will be subject to enhanced DBS checks, satisfactory references, prohibition checks, and all other safer recruitment procedures.

Terms and Conditions

- Competitive salary commensurate with experience
 - Pension scheme
 - School meals during term time
 - Possible accommodation support
 - Professional development opportunities
 - Fee remission policy (where applicable)
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Please note, this role's responsibilities are subject to change, and the items listed are not exhaustive.