



HEREFORD CATHEDRAL SCHOOL

CANDIDATE INFORMATION

DEPUTY HEAD
(JUNIOR SCHOOL)

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EXECUTIVE HEADMASTER'S WELCOME



Thank you for taking the time to consider applying for this important position at Hereford Cathedral School. I believe that there has never been a more exciting time to join us and I look forward to meeting you.

While we are the sixth oldest school in the UK, our eyes are firmly fixed on the future with a clear vision to provide a sector-leading educational provision. I have the privilege of leading an outstanding school with a fantastically committed staff in the most wonderful of settings.

Our culture reflects the character and personality of our organisation. It is what makes the School a unique and special place to work and is the sum of our values, traditions, beliefs, interactions, behaviours, and attitudes.

It is a real joy working at Hereford Cathedral School and I hope that you too will also want to join our wonderful community.

Yours ever,
Michael

DR MICHAEL GRAY

Executive Headmaster

JOB DESCRIPTION:

DEPUTY HEAD (JUNIOR SCHOOL)

Post title: Deputy Head (Junior School)

Tenure: Full-time, Permanent

Reports to: Principal

Line Management Responsibility: Strategic and operational leadership within the Junior School, including teaching staff, pastoral systems, safeguarding, academic performance, and school operations

Designated Role: Designated Safeguarding Lead (DSL)

The Deputy Head (Junior School) is a key member of the Senior Leadership Team with strategic and operational oversight of the day-to-day running of the Junior School. This role combines leadership in pastoral care, safeguarding, teaching and learning, academic development, and operational efficiency. Working closely with the Principal and wider leadership team, the Deputy Head plays a critical role in shaping a safe, inclusive, and high-achieving environment that reflects the values and vision of Hereford Cathedral School.

The postholder would also be part of the Whole School Senior Leadership Team, led by the Executive Headmaster.

OUR OFFER

- Join a highly talented and supportive team and governing body
- Competitive salary
- A beautiful place to work in the most idyllic settings
- A positive and innovative working environment surrounded by pupils, staff, parents and governors
- A collaborative and supportive attitude amongst staff which promotes a sense of teamwork and unity
- Cycle to Work scheme
- Free lunch during term time
- School Fees Remission
- And finally, the chance to work with outstanding pupils

CONTINUED OVERLEAF



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SCHOOL'S YOUTUBE CHANNEL

DEPUTY HEAD (JUNIOR SCHOOL)

KEY RESPONSIBILITIES

STRATEGIC AND OPERATIONAL LEADERSHIP

- Collaborate with the Principal to implement and sustain the school's vision and strategic goals.
- Translate strategy into operational plans that drive school improvement and educational excellence.
- In liaison with the Deputy Head Academic (Senior School) oversee the creation and amendment of the Junior School timetable, ensuring that it meets the needs of pupils and staff, aligns with curriculum requirements, and optimises learning opportunities across the school.
- Lead and manage daily operations, including calendar coordination, cover and duty rotas, and wrap-around care.
- Represent the Junior School as a member of both Junior and Whole School Senior Leadership Teams.
- Lead the planning of parent and staff meetings, school-wide events, assemblies, and induction programmes.
- Ensure efficient and equitable deployment of staff and resources, including responsibility for INSET organisation and budgeting for CPD.

TEACHING, LEARNING & CURRICULUM DEVELOPMENT

- Promote and uphold high standards of teaching and learning across the Junior School.
- Provide professional guidance to staff through mentoring, feedback, and performance appraisal processes.
- Oversee curriculum development ensuring compliance with national standards and school policies.
- Lead on the ongoing implementation and development of the school's digital strategy within the Junior School.
- Monitor academic data and assessment outcomes, identifying trends and leading strategies for improvement, including for SEND and specific pupil groups (e.g., choristers).
- Lead on enrichment and extra-curricular curriculum opportunities, working collaboratively with staff to offer broad learning experiences.

DEPUTY HEAD (JUNIOR SCHOOL) CONT.

PASTORAL LEADERSHIP & BEHAVIOUR

- Serve as the pastoral lead, fostering a culture where pupils feel safe, valued, and respected.
- Oversee the school's pastoral systems, including attendance, wellbeing, behaviour, and anti-bullying strategies.
- Act as the key point of contact for pupils, parents, and staff for pastoral issues and intervention.
- Promote pupil voice and lead the school prefect system and buddy system, modelling positive behaviour and responsibility.
- Monitor and implement the behaviour and rewards systems, including evaluating and updating relevant policies.

SAFEGUARDING & CHILD PROTECTION

- Serve as the Designated Safeguarding Lead (DSL) for the Junior School.
- Ensure safeguarding procedures are embedded, understood, and practised across the school.
- Liaise with safeguarding teams across the Senior School, Cathedral, and external agencies.
- Lead the safeguarding committee, contribute to governance reporting, and manage safeguarding systems (e.g. CPOMS).
- Deliver safeguarding training, oversee induction, and lead on safeguarding strategy and policy updates.

STAFF LEADERSHIP & DEVELOPMENT

- Support the recruitment, induction, and ongoing development of staff.
- Foster a professional culture of continuous improvement, delivering coaching, mentoring, and INSET.
- Lead or support on employee relations and personnel matters in liaison with HR.
- Line manage specific roles, including Phase Leaders and Operational staff and conduct staff appraisals and performance reviews.
- Collaborate with Phase Leaders to drive academic and pastoral excellence across all year groups.

DEPUTY HEAD (JUNIOR SCHOOL) CONT.

HEALTH, SAFETY AND COMPLIANCE

- Lead the preparation for and manage the school's compliance with ISI (Independent Schools Inspectorate) inspections, ensuring all policies, procedures, and practices are in line with regulatory requirements and uphold the highest standards of quality and safety.
- Promote a safe learning and working environment for all stakeholders.
- Ensure compliance with all health and safety policies and lead relevant staff training and drills.
- Oversee Evolve submissions and risk assessments for trips and school events.
- Review and maintain high standards in uniform, site security, and the physical school environment.

COMMUNITY ENGAGEMENT & PARTNERSHIPS

- Develop strong relationships with parents, carers, governors, and the wider community.
- Lead initiatives to support transition to Senior School and enhance chorister wellbeing.
- Support the PTA and represent the school in community events and strategic forums.
- Promote a welcoming, inclusive school environment that celebrates diversity and community cohesion.

DATA & RESOURCE MANAGEMENT

- Monitor academic and pastoral data to inform decision-making and track school performance.
- Ensure data is effectively used to support pupil progress and staff development.
- Manage designated budgets (e.g., CPD, educational resources) with a focus on impact and value for money.
- Oversee annual resources procurement (e.g., exercise books) and ensure efficient allocation of teaching materials.

GENERAL DUTIES

- Deputise for the Principal in their absence.
- Uphold and model the values of the Hereford Cathedral School at all times.
- Actively contribute to the school's self-evaluation and improvement planning processes.
- Support and uphold decisions made by the Senior Leadership Team and Governing Body.
- Ensure all practices align with the school's policies and procedures.

SAFEGUARDING AND PROTECTION OF CHILDREN AND YOUNG PERSONS

In accordance with the Children's Act 1989, on appointment post holders will be required to commit to their responsibilities with regards to safeguarding. In addition, offers of appointment will be subject to an Enhanced criminal record check from the Disclosure and Barring Service (DBS). These checks will highlight cautions, reprimands and final warnings as well as any convictions.

The post holder must not have any spent or unspent convictions that would prevent them from working with children. Staff must inform the school if they are subject to criminal investigations or convicted while in the employment of the School.

CONTINUED OVERLEAF



PERSON SPECIFICATION

	Essential Criteria	Desirable Criteria
Qualifications	<p>Qualified educator (QTS or equivalent), with experience in senior leadership roles</p> <p>Evidence of continued professional development (e.g. NPQSL, NPQH, safeguarding, SEND)</p> <p>Designated Safeguarding Lead (DSL) training or willingness to undertake upon appointment</p>	<p>Professional certification in areas such as educational leadership.</p>
Experience	<p>Substantial teaching experience across the primary age range</p> <p>Proven leadership experience at middle or senior level</p> <p>Experience of pastoral leadership and managing pupil behaviour</p> <p>Experience as DSL or in a safeguarding leadership role</p> <p>Working with governors, parents, and external agencies</p> <p>Involvement in school inspections or quality assurance reviews (e.g. ISI Ofsted, Challenge Partners)</p> <p>Experience of curriculum design and assessment leadership</p> <p>Experience managing staff performance, including appraisals and professional development</p>	<p>Awareness of the wider educational landscape and policy developments</p> <p>Leading and managing whole-school initiatives that have improved pupil outcomes</p>
Knowledge and Understanding	<p>A deep understanding of effective teaching, learning, and curriculum design</p> <p>Up-to-date knowledge of safeguarding and child protection policies and legislation</p> <p>Knowledge of how to analyse and use academic and pastoral data to inform strategic decisions</p> <p>Knowledge of effective strategies for staff wellbeing and professional growth</p> <p>A deep understanding of effective teaching, learning, and curriculum design</p> <p>Up-to-date knowledge of safeguarding and child protection policies and legislation</p>	<p>Understanding of statutory requirements relating to SEND, behaviour, assessment and equality</p>
Skills and Attributes	<p>A dynamic and inspiring leader, with a commitment to the ethos and values of Hereford Cathedral School and its foundation.</p> <p>Excellent communication and interpersonal skills, with the ability to engage a range of stakeholders</p> <p>Ability to lead, inspire, and manage teams with credibility and emotional intelligence</p> <p>Strategic thinking and the ability to translate vision into action</p> <p>Strong organisational and time-management skills; able to manage competing demands</p> <p>Skilled in using technology to support teaching, learning, and administration</p> <p>Confident decision-making, particularly under pressure or in sensitive situations</p>	
Personal Qualities	<p>A child-centred approach with unwavering commitment to pupil wellbeing and success</p> <p>Professional integrity, discretion, and commitment to confidentiality</p> <p>A collaborative mindset with a proactive, solution-focused approach</p> <p>Resilience, adaptability, and a positive attitude to change</p> <p>Passion for inclusive education and promoting a culture of high expectations</p> <p>Willingness to participate in the wider life of the school and community</p>	
Safeguarding Children, Young People and Vulnerable Adults	<p>Understands their role in the context of safeguarding children, young people and vulnerable adults</p> <p>Ability to form and maintain appropriate relationships and personal boundaries with children and young people</p>	
Equal Opportunities	<p>Understanding of the requirements of Equality and Diversity</p>	

Purpose of this Job Description:

Hereford Cathedral School considers this document as a “snapshot” of the job. It aims to provide a clear guide at the time of writing to all that is involved about the requirements of the job. It will also be used to communicate expectations about performance and will be used to monitor effective performance.

The job description above is not exhaustive and may, occasionally, be reasonably amended by the Headmaster.

HOW TO APPLY

An application form and information pack may be downloaded from the school website: www.herefordcs.com/job-vacancies

Completed applications should be accompanied by a covering letter and sent to Mrs Cath Knowles, Hereford Cathedral School, Old Deanery, The Cathedral Close, Hereford HR1 2NG or to recruitment@herefordcs.com

The closing date for applications is **10am on Friday 6 June 2025.**

The School is committed to safeguarding and promoting the welfare of children and young people and expects all members of staff and volunteers to share this commitment. Appointments are subject to enhanced DBS clearance and satisfactory employment references and other safer recruitment checks. Further information on the School's safeguarding can be found on [the school website](#).

Hereford Cathedral School is committed to being an equal opportunity employer and is determined to ensure that no applicant or employee receives less favourable treatment on the grounds of gender, age, disability, religion, belief, sexual orientation, marital status, or race, or is disadvantaged by conditions or requirements which cannot be shown to be justifiable.

The School retains the right to interview suitable applicants and appoint before the deadline.