

# Application Pack

**Deputy Head  
Full-time**

**Start date:**  
1st September 2026

**Application closing date:**  
Monday 20<sup>th</sup> April 2026  
12 noon

**Interview date:**  
Friday 24<sup>th</sup> April 2026



## Welcome from our CEO

Dear applicant,

Thank you for showing an interest in working for DDAT.

Our trust was established in 2014 for schools choosing to become an academy as well as for those who found themselves in need of a sponsor.

DDAT's vision is to build a better future for all within our academies who in turn will positively impact their communities.

The DDAT family of schools consists of both Church and non-Church schools who all work together to achieve the aims of the Trust as follows:

- Provide children with excellent educational provision
- Rapidly improve underperforming schools
- Develop effective school-to-school support
- Build strong relationships and promote work with external partners
- Raise aspirations and tackle disadvantage so that no pupil is failed by their school.

DDAT academies demonstrate their distinctiveness by providing an inspirational and holistic education that enables all children and staff to develop and achieve their full potential. Church schools within DDAT are not faith schools for the faithful, but Church schools for the community.

We want our children and young people to be able to 'experience life in all its fullness' and although this phrase is rooted in a Christian narrative (taken from John 10:10), irrespective of a faith perspective, that is what all of us want for our pupils. This has been borne out by the number of community schools that have chosen to join DDAT, signing up to the vision and values that have children at their core.

I very much hope you are encouraged to apply for the position and if successful, I look forward to meeting you in the near future.

Yours faithfully,

Sarah Clark (Chief Executive Officer – Derby Diocesan Academy Trust)

# Welcome to our school

Dear Applicant,

Thank you for expressing an interest in a vacancy at Derby Cathedral School. On behalf of the whole school community, I extend you a very warm welcome.

I am delighted to welcome you to Derby Cathedral School, where I am proud to serve as Headteacher. Our school is a vibrant, values-led community built on high expectations and a belief that every child can achieve remarkable success. Inspired by John 10:10 - "I have come that they may have life, and have it to the full", we are committed to ensuring our students experience life in all its fullness.

Learning here is shaped by both rigour and joy. Through our FAITH values, we set ambitious standards for behaviour and academic achievement, knowing that with clear structure, dedication, and support, every student can excel. Alongside academic challenge, we nurture character - fostering curiosity, resilience, and integrity so that our students grow into capable and compassionate contributors to society.

Our aim is simple: to help every young person flourish - academically, personally, and spiritually so they leave us with the knowledge, character, and confidence to shape their world for the better.

Derby Diocesan Academy Trust (DDAT) are committed to Safer Recruitment practices and use a variety of methods throughout the selection process to ensure we are satisfied with candidate's suitability working with children within our schools. Upon offer of employment, we will apply to the Disclosure and Barring Service (DBS) for an enhanced disclosure which will give details of a person's criminal record.

Please also note that if you have lived anywhere outside of the UK since the age of 18, you will require a certificate of good conduct from all the countries of residence.

Please do take some time to read the key information below about our vision for the school and this post. Further, more detailed information can be found on our school website.

The next few years will be a very exciting time as we grow and develop together and we are looking for staff with a flexible approach and a desire to be part of an excellent new educational provision.

Andy Brown  
Headteacher

# School Vision



Derby Cathedral School is a Christian community that welcomes students, families and visitors of all faiths and none. The diversity and richness of such a family brings depth and a vibrancy to our core.

Students of Derby Cathedral School are given every opportunity and challenged to be the best that they can be, demonstrating FAITH in all they do.

- **Fellowship** Collaborating with others, we treat everyone with respect, dignity and kindness.
- **Aspiration** We are ready to learn and grow, striving to be the best that we can be in every aspect of our lives.
- **Integrity** We demonstrate fairness, equality and honesty.
- **Tenacity** We are determined and resilient when faced with challenges.
- **Humility** We are gracious, calm and understand the importance of forgiveness.

All students will be well prepared for their next step into future education, training and employment. They will be happy, healthy, confident, life-long learners who 'experience life in all its fullness' **(John 10:10)**

# Job Description

## Job Details

**Job title:** Deputy Headteacher – Outcomes, Pathways and Intervention

**Reports to:** Headteacher

**Hours of work:** Full time

**Salary:** Leadership scale points L23 to L27 £88,951 to £98,106

**Job purpose:** To work with the Headteacher and other Senior Leaders to ensure the very best education for the students, through achieving the organisation's aims and objectives.

Providing support to the Headteacher in relation to strategic leadership for the school and ensuring that the Trusts' vision for Derby Cathedral School as a secondary school is embedded. Fulfilling the responsibilities of the Headteacher in their absence.

Lead by example and embed the ethos of the school as a Church of England school with an inclusive and supportive Christian ethos which welcomes, values and nurtures all students regardless of background and of faith/no faith.

## Main duties/responsibilities

### **Accountable to the Headteacher**

- Outcomes and Performance – securing high levels of achievement and progress for all.
- Timetable and Pathways – strategic leadership of the whole-school timetable, curriculum pathways and staffing model.
- Exams and Data (KS3, KS4 & KS5) – oversight of assessment, data analysis and examinations.
- Intervention – strategic leadership of academic intervention across all key stages.

### **Leadership**

- Ensure the maintenance of high standards across the school
- Ensure that the ethos and values of the school underpin and shapes all strategic leadership responsibilities
- Ensure that the school is a self-evaluating institution with a robust system of quality assurance
- Undertake any professional duties delegated by the Headteacher
- Deputise for the Headteacher in the event of their absence
- Hold staff to account in accordance with the Staff Code of conduct and Teaching Standards.
- Supporting the Headteacher to lead the school leadership team in
- contributing to the Trust's 3 year Improvement Plan; supporting the development of the annual School Review and School Development Plan

### **Key areas of responsibility**

#### Outcomes and Performance

- Lead the whole-school exams function, ensuring compliant, high-quality processes.
- Provide oversight of whole-school data analysis at subject, cohort and school level.
- Lead performance management to support excellent outcomes

#### Curriculum, Pathways & Transition:

- Lead the design and development of curriculum pathways in KS3 and KS4, including KS3-KS4 transition.
- Oversee the Year 9 Guided Choices process and the wider Options Programme.
- Ensure curriculum models embed foundational and core knowledge across all subjects.
- Contribute to KS5 progression pathways (where applicable)

#### Exams, Assessment & Data

- Lead the whole-school exams function, ensuring compliant, high-quality processes.
- Provide oversight of whole-school data analysis at subject, cohort and school level.
- Ensure assessment information informs teaching, curriculum design and intervention.

#### Intervention

- Lead the strategic design, implementation and evaluation of intervention across KS3-KS5.
- Ensure targeted, timely and evidence-informed academic support for students.

## Management

- Implement the school performance management process, to ensure:
  - the annual performance management of all relevant staff as per the line leadership tree
  - consistently high levels of performance and commitment from all relevant members of staff
  - appropriate opportunities for professional development for all staff
- Challenge underperformance at all levels with effective corrective action.
- Ensure staff are aware of their roles, responsibilities and accountabilities and that these are clearly defined.
- Build and maintain excellent relationships with all stakeholders.
- Manage the school involvement in relevant networks.
- Ensure all aspects of work and responsibilities are frequently quality assured.
- Lead, manage and support staff as assigned.
- Distribute leadership throughout the school and manage resources accordingly and as required.
- Take responsibility for the day to day running of the school as appropriate.
- Work alongside SLT colleagues to monitor, evaluate and review classroom practice to embed improvement strategies and consistently and systematically raise the quality of teaching.
- To support the Headteacher and other members of SLT with Ofsted and SIAMS inspections and the preparation beforehand.
- Support the management of other school functions such as Finance and Operations.
- Support the recruitment and retention of staff at Derby Cathedral school alongside the Headteacher and other members of SLT.
- Participate in meetings with staff members, parents, carers and any other relevant stakeholders as required.
- Attend CPD training and contribute to whole school improvement
- Develop networks and external links to support the provision for students.
- Oversee all external alternative provision including the quality assurance of providers.
- To comply with any reasonable request from the Headteacher, and in their absence the CEO/Deputy CEO to undertake work of a similar level not specified in this job description.
- Be aware of and adhere to applicable rules, regulations, legislation and procedures within the trust e.g. Equal Opportunities Policy/Code of Conduct and national legislation (Health and Safety, Data Protection).

## **Safeguarding**

- Line lead responsible staff as directed by the Headteacher.
  - Oversee the school's safeguarding team and ensure all policies and procedures are fully up-to-date.
  - Coordinate child protection procedures, ensuring effective record keeping and communication systems are in place. Liaising as required.
  - Keep abreast of relevant local, national and global developments and how these impact on the school.
  - Oversee the annual safeguarding audit and ensure any action points are implemented and monitored.
  - Complete all relevant core and additional safeguarding training including training for DSL.
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### **Personal and Professional Qualities**

- Commitment to the welfare and safeguarding of young people
- Strong personal motivation and drive
- A genuine enthusiasm for, and commitment to, the development of young people, and concern for the development of colleagues and members of the wider school community
- The ability to inspire, motivate staff, students and the wider community and engage their active commitment to your vision
- Commitment to ensuring inclusion, addressing diversity and access
- Commitment to own personal and professional development and that of all staff
- High order analytical and problem-solving skills and the ability to make informed judgements
- Excellent communication skills in a variety of media to a range of audiences including students, parents/carers, colleagues and the wider school community
- The ability to project the school in a positive way and establish the school at the heart of the community
- The ability to engage parents and carers in supporting children's learning
- The ability to fill the role of lead professional in classroom practice
- Commitment to an open, collaborative style of management
- Evidence of collaborative working and networking with others, within and beyond the school to build and sustain a learning community
- The ability to understand and appreciate the school's current strengths and the ways in which these might be further developed
- The ability to form and maintain appropriate relationships and personal boundaries with young people

**As per the updated guidance in Keeping Children Safe in Education 2024, online checks will be carried out on all shortlisted candidates eg Google search, Social Media platforms etc.**

**Job Review: This job description is not exhaustive and will be subject to periodic review. It may be amended to meet the changing needs of the school. The post-holder will be expected to participate in this process and we would aim to reach agreement on any changes.**