

Job Title: Senior Deputy Head (Permanent)

About our School

St Paul's Cathedral School is a co-educational independent preparatory school (Reception to Y8). The majority of our (up to 285) pupils are Day Pupils. We also educate up to 60 Choristers of St Paul's Cathedral who are boarders at the school, accommodated in a purpose-designed boarding house. The Choristers follow an extended termly programme, enabling them to play a central role in Cathedral worship at Christmas and Easter. Music permeates the whole life of the school and is central to our ethos, in the context of a holistic education.

Every day at St Paul's Cathedral School, ordinary children achieve extraordinary things, with the support of a dedicated and collegiate staff team. Around 85 teachers and support staff (full and part time), all contribute, directly or indirectly, to the safety and wellbeing, the holistic development, progress and success of our pupils. Our philosophy is that all achievement must be rooted in wellbeing.

The Good Schools Guide has described us as 'pastorally superb' and a 'joyful place', noting that our parents feel that our location and exceptional ethos give pupils a strong sense of being rooted in a community.

Our major entry points are at 4+, 7+ and 11+ and there are limited occasional spaces available in other year groups. Our school roll is currently full other than for Chorister places. We admit boy and girl Choristers usually between Years 3-5 (following voice trials available from Y2 upwards, combined with in-school assessments).

Job Description: Senior Deputy Head

Purpose:

St Paul's Cathedral School are seeking an experienced school leader, from September 2026, for the role of Senior Deputy Head.

St Paul's Cathedral School is a thriving central London co-educational prep school (ages 4-13). The Senior Deputy Head will support the Head in the strategic and operational oversight and leadership of the School, deputising for the Head, as required.

This opportunity would suit an experienced school leader committed to excellence in pupil progress, wellbeing and safeguarding, and, to high quality provision and standards across all aspects of school life.

The successful candidate will have substantial experience of senior leadership and a demonstrable track record as an outstanding educator and champion of the wellbeing of children. The Senior Deputy Head will be expected to champion high standards in and beyond the classroom in all aspects of the pupil experience ensuring the school's Aims are fully met. A clear understanding of best practice in holistic education is essential.

Overview:

The Senior Deputy Head plays a key role in the strategic and operational leadership and management of the school and will oversee all aspects of pupil progress and wellbeing; ensure the smooth, safe and harmonious daily running of the school, including the management of key school events; and, will be required to contribute to the School's wider strategy, self-evaluation and planning - including close liaison with the Cathedral.

The role may also include responsibility as Designated Safeguarding Lead for the right candidate.

Responsibilities and Tasks:

Please note that this job description is indicative, it is anticipated that the appointed candidate's experience and strengths will be taken into account before the Job Description is finalised.

Key Responsibilities

Operational and Daily Management

- Oversee the smooth day-to-day running of the school, ensuring effective systems, routines, and communication
- Support senior colleagues in managing staffing, and daily operational matters
- Oversee admissions and pupil induction, including assessment experiences and step up mornings
- Lead on pupil progress in and beyond the classroom, maintaining ambitious standards in all areas

- Oversee the delivery of a high quality co-curricular provision, including before and after school and holiday clubs.
- Act as a visible and approachable presence for pupils, staff, and parents
- Lead on all aspects of staff management, including safer recruitment, staff wellbeing and HR processes, supported by Head of HR and Compliance
- Lead on inspection and inspection preparation
- Oversee the planning of high quality whole school INSET, staff training, staff meetings and assembly programmes.
- Oversee pupil behaviour, maintaining logs and records and producing analysis of trends and patterns, supported by the Heads of Section
- Lead the Stage 1 and 2 Complaints procedure, maintaining logs and records and producing analysis of trends and patterns, supported by the Heads of Section
- Manage the school diary and calendar, setting key events and term dates in liaison with the Cathedral Music Department
- Manage and contribute to the SLT holiday cover rota, ensuring cover throughout the calendar year
- Chair SLT meetings as required by the Head

Safeguarding and Pastoral Care

- Lead on maintaining our robust safeguarding culture
- Ensure pupil welfare is central to all decision-making
- Identify and appropriately manage risk for individual pupils
- Work with parents and external professionals in support of pupil wellbeing
- Lead on multi-agency working in safeguarding and pastoral matters
- Act as the Designated Safeguarding Lead (DSL), with overall responsibility for safeguarding and child protection across the school, supported by a team of deputies (for suitably experienced candidates)
- Ensure safeguarding policies and procedures are compliant and fully implemented
- Lead on PREVENT and online safety, chairing the Online Filtering and Monitoring Committee

Leadership and Strategy

- Deputise for the Head in their absence
- Support the Head in ensuring the delivery of the school development plan
- Ensure that ambitious standards are set and maintained for all aspects of school life
- Support the Head in the strategic leadership and development of the school
- Provide professional leadership, support and guidance to staff, modelling high standards and maintaining and developing positive school culture
- Present to Governors as required, including annual safeguarding and behaviour updates
- Lead on review of school events and activities, modelling a 'lessons learned' approach to ensure continuous improvement
- Contribute actively to self-evaluation, whole-school planning, policy development, and long-term vision

Liaison and Partnership

- Serve as a key liaison point between the school and the Cathedral, supporting the shared ethos and practical collaboration
- Represent the school at Cathedral-related meetings and events as required
- Serve as key liaison with the Parent Teacher Association
- Serve as key liaison with Cathedral Virgers and Chaperones.

Line Management:

The Senior Deputy Head reports directly to the Head and works closely with the Senior Leadership Team. Line management of whom will be shared with the Head as agreed.

The Senior Leadership Team includes the: Director of Finance and Operations, Deputy Head Academic, Head of Pre-Prep, and the Head of Boarding.

The Senior Deputy Head will also line manage other key school roles in areas which may include the Head of HR and Compliance, Head of Administration and Registrar, Head of Marketing and Communications, and Heads of Section.

Safeguarding:

Safeguarding is the responsibility of all staff at St Paul's Cathedral School and all staff are expected to share our commitment to safeguarding and promoting the welfare of the children in our care. Staff must be aware of the procedures within the school which support safeguarding and must act in accordance with the school's Safeguarding Policy and Staff Code of Conduct.

All job descriptions may be adapted to suit the skillset and experience of the post holder and are kept under regular review. Job descriptions are not comprehensive; the post-holder may at times be expected to carry out other tasks and undertake training in line with business need when reasonably requested by the Head.

Person Specification: Experience and Personal Characteristics

Essential

- Honours degree and Qualified Teacher Status
- Deep understanding of school operation, compliance, and pastoral care, whether gained at senior or primary settings
- Experience of leading and managing in a busy and complex school setting
- Excellent organisational and time-management skills
- Ability to relate to and communicate effectively with pupils, parents, staff, governors and the wider community
- Commitment to maintaining high standards in all areas of school life
- The ability to serve as a team player with a collaborative approach and high professional standards
- The ability to face the challenges of school life with resilience and equanimity

Desirable

- Qualification in education leadership
- Experience of leadership in a boarding school.
- Understanding of Early Years education
- Inspection experience

Hours, Terms and Conditions:

Working Hours:

Normal working hours are Mondays and Fridays 08:00-17:00 term time, as well as additional days prior to the start of each term as agreed with the Head.

However, given this is a senior managerial role, you agree to work such additional hours (whether weekdays, weekends or public holidays) as shall be necessary in the opinion of the Head to properly discharge your duties.

Lunch is provided.

Attendance at termly INSET is also required, as is attendance at the compulsory Cathedral services including Advent and Palm Sunday (falling on Sunday's).

A competitive salary is offered, commensurate with qualification and experience.

The school has adopted many of the Cathedral HR policies, including a generous employer Defined Contribution pension scheme.

We are committed to supporting the professional development of all our team members; you may apply to the Head for support with relevant training courses.

Employees may also be entitled to discounted school fees for dependent children, subject to the standard admission process and the availability of places.

Application

All applications must be made via our **School application form** from the St Paul's Cathedral School website, accompanied by a letter addressed to the Head, Mrs Judith Fremont-Barnes. The deadline for application is **Thursday 14th May 2026**

We reserve the right to shortlist candidates before this date to ensure an appointment can be made for September 2026.

Please send all applications and any questions, to tkeller@spcs.london.sch.uk

Please note that suitability for the post will be assessed through production of the applicant's qualifications, the interview, and application letter.

In line with Keeping Children Safe in Education, online checks are conducted as part of our application process for all new employees and all appointments are made subject to

pre-employment checks including an enhanced Disclosure and Barring Service certificate.