



# ST. CATHERINE'S COLLEGE

A CHURCH OF ENGLAND ACADEMY



Assistant Headteacher - Salary L10 - L13

Required: September 2025



## Thank you for your interest in joining our team at St Catherine's College.

We are delighted to have the opportunity to share the information for this role with you. We invite you to take a moment to explore our website at [www.stcatherines.college](http://www.stcatherines.college), to find out more about us. We hope you find these resources helpful, as you consider this exciting opportunity.

St Catherine's College is situated on the sunshine coast, beautifully set between miles of unspoilt coastline, part of the South Downs National Park, Beachy Head and 1066 country. Eastbourne is a wonderful place to live and work.

As a Church of England Academy and part of the Diocese of Chichester Academy Trust, we are unique in East Sussex. We are committed to putting our students at the heart of everything we do. We believe that by emphasising high standards and firm boundaries, all underpinned by our Christian vision and values, we create a safe and nurturing environment where students can thrive.

St Catherine's College prides itself on forging strong relationships with families, students and staff alike. We are always hugely oversubscribed as a result of the high standards and values we promote.



At St Catherine's College, we take great pride in our talented and highly motivated staff and students. Our team works tirelessly to provide the best possible learning experience, and we value the unique contributions of every member of our community.



We provide a welcoming and supportive environment for staff where we actively promote opportunities for personalised CPD. All our staff are precious to us; their health and wellbeing is of paramount importance and therefore we offer a highly subsidised membership to Benenden Private Medical Healthcare.

Our vision is to prepare our students to excel locally, nationally, and globally, to become independent learners and responsible citizens, and to embrace the challenges of an ever-changing world. We believe that education is not only about academic excellence, but also about nurturing the values, attitudes, and behaviours that enable individuals to learn to live together in a supportive, accepting, and compassionate manner.



We strive to empower every student, regardless of their background, to become an active participant in shaping their community and society. By focusing on life skills such as communication, collaboration, and self-motivation, we equip our students with the tools they need to become confident, aspirational, and resilient individuals.

We are delighted that you are considering applying for this post. We look forward to working together to enable our students to excel and flourish in their secondary education and beyond. As Jesus said, **'I have come that you may have life, and have it to the full' (John 10 v10b)**. We believe that by working together, we can help our students achieve their fullest potential.



Staff "set very high standards for students' behaviour. Students respect these expectations. As a result, behaviour is good in this school and classrooms are calm and purposeful." *Ofsted*

"There is powerful team camaraderie present in this school. Staff work very well together to help students fulfil their potential." *Ofsted*

# The Post

Thank you for your interest in the role of **Assistant Headteacher** at St Catherine's College. We are delighted that you see our community as a place where you can make a significant impact. This role offers the opportunity to join a forward-thinking Senior Leadership Team, dedicated to high standards and student success.

We are seeking to appoint a motivated and inspirational leader to join our Senior Leadership Team. The successful candidate will:

- Be an exceptional teacher with a strong track record of delivering outstanding outcomes.
- Demonstrate first-rate interpersonal and leadership skills.
- Be passionate about high educational standards and committed to raising achievement.
- Play a key role in shaping the strategic direction of St Catherine's College.

**This is a full time permanent post to commence in September 2025.**

Our Senior Leadership Team comprises:

- Headteacher
- Head of School
- Deputy Headteacher
- Assistant Headteachers

**The job description and person specification follows.**

**Benefits of Working at St Catherine's College include:**

- **Teachers' Pension Scheme**
- **Benenden Private Medical Healthcare** (highly subsidised)
- **Career Development:** Opportunities for progression and professional growth.
- **Positive culture:** informed and driven by our Christian foundation.
- **Supportive Environment:** A friendly, caring staff team and highly visible, supportive senior leaders.
- **Well-Behaved Students:** Ambitious, hardworking, resilient, and responsible learners.
- **Sociable Staffroom:** A vibrant and welcoming space to connect with colleagues.
- **Free Parking:** On-site parking for all staff.

*"Students and adults thrive in this caring community that celebrates love at its core."*

*(SIAMS Inspection 2023)*

*"As a result of the rigorous routines used across the college, students are ready to learn and swiftly engage in lessons. This ensures that the atmosphere throughout the college in lessons and social time is calm, purposeful, warm and inclusive."*

*(SIAMS Inspection 2024)*

# Job description: Assistant Headteacher—Year Group Lead

**Salary:** Leadership 10 to Leadership 13

**Hours:** Full time

**Contract type:** Permanent

**Reporting to:** Deputy Headteacher

## **Main Purpose:**

The Assistant Headteacher will provide strategic leadership and management for a designated year group, overseeing all aspects of students' academic progress and pastoral welfare. Additionally, the role includes responsibility for other whole-school leadership responsibilities which will contribute to the continuous improvement and success of St Catherine's College.

The Assistant Headteacher will support the Senior Leadership Team in:

- Communicating the school's vision compellingly, and supporting the headteacher's strategic leadership.
- Day-to-day management.
- Formulating our aims and objectives.
- Establishing policies for achieving these aims and objectives.
- Managing staff and resources to that end.
- Monitoring progress towards meeting our aims and objectives.

The Assistant Headteacher will also have a timetabled teaching commitment of 50% and will model best practice for others.

## **Key Responsibilities:**

Year Group Leadership:

- Lead and manage a designated year group, overseeing the Head of Year and Assistant Head of Year.
- Oversee pastoral care, ensuring the well-being, safety, and personal development of all students within the year group.
- Monitor and support students' academic progress, implementing interventions to address underachievement and promote excellence.
- Collaborate with Heads of Year, Form Tutors, support staff and external agencies, to deliver a comprehensive tutor programme that addresses students' academic and pastoral needs.
- Promote positive behaviour and high attendance rates through effective strategies and interventions.

Whole School Responsibility:

- Lead whole-school initiatives (to be determined), contributing to the college's strategic development.
- Develop and implement policies aligned with our Christian vision and statutory requirements.
- Monitor and evaluate the impact of the initiatives, reporting to the Senior Leadership Team and Governors.
- Safeguarding is everyone's responsibility. The welfare of our students is our highest priority.

Teaching and Learning:

- Maintain a 55% teaching commitment, modelling exemplary practice and adhering to the Teachers' Standards.
- Support curriculum development and innovation.
- Contribute to the delivery of a broad, balanced, and relevant curriculum.

#### Leadership and Management:

- Serve as a member of the Senior Leadership Team, contributing to the overall strategic direction and management of St Catherine's College.
- Line manage designated staff, providing support, challenge, and professional development opportunities.
- Engage with parents, carers, and external agencies to support students' learning and well-being.
- Uphold and promote our commitment to safeguarding and child protection.
- Promote and maintain the Christian vision of the school, ensuring that our culture and ethos is central to how we function as a staff team.

#### Staff management and professional development:

- Carry out appraisals to support staff and to achieve the best outcomes.
- Lead staff efficiently, with due attention to workload.
- Ensure staff have access to appropriate, high-standard professional development opportunities.
- Keep up to date with developments in education.
- Seek training and continued professional development to meet their own needs.

#### Governance, accountability and working in partnership:

- Work with the governing board as appropriate.
- Ensure all statutory duties are met.
- Forge excellent working relationships with fellow professionals and colleagues to improve education outcomes for all students.
- Work successfully with other schools and organisations.

Please note that this is illustrative of the general nature and responsibility of the role. It is not a comprehensive list of all tasks that the Assistant Headteacher will carry out. The postholder may be required to do other duties appropriate to the level of the role.

# Person Specification

Criteria	Qualities
<b>Qualifications and Training</b>	<ul style="list-style-type: none"> <li>• Qualified teacher status (QTS)</li> <li>• Degree-level education</li> <li>• Evidence of continuous professional development, particularly in leadership and management</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Proven success in a middle or senior leadership role within a secondary school setting</li> <li>• Demonstrable achievements in raising student outcomes</li> <li>• Experience in school self-evaluation and development planning</li> <li>• Line management experience</li> <li>• Expertise in managing pastoral systems and processes, including behaviour and student welfare</li> </ul>
<b>Skills and knowledge</b>	<ul style="list-style-type: none"> <li>• Strong leadership and interpersonal skills to inspire and motivate staff and students</li> <li>• Excellent communication skills and the ability to build relationships with all stakeholders</li> <li>• Strategic thinking with the ability to plan, implement, and evaluate initiatives effectively</li> <li>• Strong organisational skills and the ability to manage competing priorities and deadlines</li> </ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>• Commitment to achieving the best outcomes for all students</li> <li>• Passion for promoting the ethos and values of St Catherine’s College</li> <li>• Resilience under pressure and the ability to prioritise effectively</li> <li>• Commitment to maintain confidentiality at all times</li> <li>• Dedicated to an inclusive education promoting equality and diversity</li> </ul>

# Your Application

Completed application forms and letters of application should be sent directly to the college addressed to [swindsor@stcatherines.college](mailto:swindsor@stcatherines.college)

The closing date for this post is 12 noon on **Monday 3 March 2025**

Please note that we reserve the right to consider applications as they arrive.

Please use the standard application form accompanied by a letter of application. We are unable to consider CVs in place of application forms unless you are a person with a disability and a CV is the most convenient method of applying. In your letter of application, you should clearly address the relevant sections of the Person Specification for this post and may find it helpful to use headings.

St Catherine's College is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to demonstrate this commitment in every aspect of their work. The aims of our Safer Recruitment procedures are to help deter, reject, or identify people who might abuse children or are otherwise unsuited to working with them. An enhanced DBS check is required for all successful applicants. Prohibition and overseas checks will also be completed if necessary.

For more information about this position, or organise a tour of the College or to have a confidential discussion about the role, please contact Sandie Windsor, Head of Personnel via 01323 465469.