



Ribston Hall High School

Deputy Headteacher Job Description and Person Specification

Salary:	L17 – L21
Contract:	Full Time, Permanent
Reporting to:	Headteacher

Purpose of the Role

To provide strategic leadership and operational oversight of pastoral care, safeguarding, SEND and inclusion, behaviour, attendance and personal development, ensuring that Ribston Hall remains a safe, inclusive, aspirational and high-performing learning community.

The post-holder will strengthen whole-school systems that protect academic excellence by ensuring strong conditions for learning and a culture in which all students can flourish.

Key Responsibilities

Strategic Leadership

- Provide strategic leadership of the school's pastoral and inclusion strategy, ensuring coherence across safeguarding, SEND, attendance, behaviour and wellbeing.
- Lead these areas in line with statutory frameworks, ensuring high-quality evidence, evaluation and readiness for external scrutiny.
- Translate the school's 2030 vision into day-to-day pastoral practice that reinforces belonging, ambition and confidence in our school culture.
- Contribute fully to whole-school self-evaluation, improvement planning and senior leadership decision-making.

Safeguarding and Child Protection

- Responsibility for statutory compliance and strong safeguarding culture.
- Lead contextual safeguarding, multi-agency working and risk management.



Ribston Hall High School

Inclusion and SEND

- Responsible for strategic direction for SEND and inclusion, ensuring processes are in place for early identification of need, high-quality provision and effective monitoring of impact.
- Support the SENDCO in securing strong outcomes for high-ability students with SEND, recognising the challenges of masked need.
- Provide strategic oversight of compliance with statutory SEND responsibilities and effective partnership with parents and external agencies.

Behaviour, Attendance and Culture

- Lead a consistent, aspirational behaviour culture aligned with the school's high expectations and values.
- Lead whole-school attendance strategy, to reduce persistent absence and ensuring strong intervention and tracking.
- Promote positive relationships, student voice and a strong sense of belonging.

Personal Development and Student Leadership

- Lead personal development, enrichment, character education and student leadership opportunities.
- Ensure provision supports girls' confidence, wellbeing and readiness for life beyond Ribston.

Other Responsibilities

- Line manage relevant senior and middle leaders, holding them to account with support and clarity.
- Contribute to staff development and leadership growth.
- Represent the school professionally with parents, governors, external agencies and partners.
- Undertake any other duties commensurate with the role as directed by the Headteacher.



Ribston Hall High School

Person Specification

Essential Criteria

Qualifications

- Qualified Teacher Status (QTS)
- Evidence of sustained leadership development at senior or aspiring senior level

Leadership Experience

- Successful leadership experience in a secondary school at Assistant Headteacher or Deputy Headteacher level
- Strategic leadership of at least one of the following: safeguarding, SEND, attendance, behaviour or pastoral systems

Knowledge and Expertise

- Strong understanding of statutory safeguarding and inclusion responsibilities
- Secure knowledge of attendance strategy and behaviour culture in a secondary context
- Clear understanding of the needs of high-ability learners, including those with SEND
- Working knowledge of school accountability expectations
- Change management experience and expertise

Skills and Personal Qualities

- Strategic, analytical thinker with strong operational grip
- Values-driven leader able to balance high standards with care and compassion
- Ability to build trust with students, staff and parents
- Calm, resilient and adaptable
- Strong communication and influencing skills
- Visible, credible and authoritative presence around the school

Desirable Criteria

- Experience as Designated Safeguarding Lead
- Experience in a selective or high-performing school context
- Experience of leading personal development or student leadership programmes

Alignment with Ribston Hall Values

The successful candidate will demonstrably:

- Promote **ambitious academic learning** through strong conditions for learning
- Champion a culture where students are **proud to be Ribston**
- Develop **confident, creative thinkers** through rich personal development