



Notre Dame School
& St Boniface's College

DEPUTY HEADTEACHER

Recruitment Pack

March 2026



Notre Dame School
& St Boniface's College

Introduction from the Executive Headteacher

Thank you for taking an interest in Notre Dame School and St Boniface's College. Our schools have a proud tradition dating back to the 19th Century, and we preserve a distinctive approach to education of the whole child.

As Catholic schools we are open to students of all faiths and none, and we offer single sex faith-informed education for students from all over Plymouth, with students also joining our schools from Cornwall and West Devon. Girls attend Notre Dame School, and boys attend St Boniface's College. We have a joint Sixth Form that operates principally from Notre Dame.

We place great emphasis on success in its broadest sense, believing that paying attention to the culture in which young people learn is the key to happy and successful students, and staff who enjoy and are fulfilled in their work.

Our curriculum sets out to form students ready for life, not just for the workplace. We recognise that teachers must be supported in bringing their passion and creativity to learning, and that all staff play a part in the formation of the young. We take seriously our mission to send young adults out into the world to make future society a better society. We always seek to recruit people who instinctively want this too, people who have a vision of education that serves the needs of tomorrow, not merely performance frameworks. Through a range of courses and qualifications from Key Stages 3 to 5 we constantly seek to build a learning experience that engages and inspires, paying as much attention to the super-curriculum as we do to formal taught studies.

Catholic education offers a gift to the world, with a concern for social justice, a fairer society, and attention to formation of the person as a unique creation. The role of Deputy Headteacher is a reserved post in a Catholic school, as it is important that your own Catholic faith informs your contribution to helping us to build such a vision and model of education. We believe in investing strongly in professional formation, and creating professional opportunities, knowing that every person who works with us has their own aspirations, and seeks fulfilment in their role.

We want you to enjoy working at Notre Dame School and St. Boniface's College. Our two schools are on an improvement journey which is demanding but rewarding. Our staff consider the sense of community and the motivation of students as our schools' greatest strengths. Our visitors tell us that they are struck by the friendliness of our students and colleagues, the quality of our learning environment and the ethos of the schools.

If you'd like to find out more, we'd love to hear from you and to show you around!

Dr Michael Antram



Notre Dame School
& St Boniface's College

Our Schools

Notre Dame Plymouth

Notre Dame school was formed by the Sisters of Notre Dame de Namur at the start of the 19th century. The aim was to provide education and ministry for the poor. In 1845 the sisters arrived in Penryn, Cornwall and the first Notre Dame School was opened 20 years later on land near to Plymouth Cathedral as a boarding and day school for girls. During the Plymouth Blitz of WW2, the school suffered damage and was temporarily relocated to Teignmouth.

After the war Notre Dame returned to its site in Wyndham Square. In 1966 the school was relocated to its current home in Looseleigh Lane in the grounds of the convent of the Sisters of Notre Dame. In 1976 it changed from a grammar school to a comprehensive school for girls and later, when boys joined the sixth form in 1993, it became Notre Dame Roman Catholic School. Across the UK there are Notre Dame schools in London, Glasgow, Liverpool, Norwich and Sheffield with whom we regularly meet for retreats. In fact Notre Dame Schools are spread across 5 continents, ensuring that the ethos of Catholic values are taught across the globe. Those values include faith, hope, and love, alongside inclusion and diversity, fostering a nurturing environment for all students, regardless of their background or beliefs.

St Boniface's College

St Boniface's Catholic College has been educating young men in Plymouth for over 170 years, it is a school with a rich history and part of a network across the world as part of the Edmund Rice community. Globally there are over 280 Edmund Rice schools in over 20 countries, with 11 being in England. Edmund Rice was born in 1762 to a farming family in Ireland. As a young man he became a business apprentice for his uncle but after suffering personal tragedy dedicated his life to his vocation, providing dignity for the poor through education. St Boniface's Catholic College was founded in 1851 in Wyndham Square by the first Roman Catholic Bishop of Plymouth, Dr Errington, accepting both day and boarding pupils. In 1883 the school moved to Beacon Park and was initially run by the Basilian Fathers.

During the Second World War the school moved temporarily to Buckfast Abbey and returned to Plymouth in 1945. The beautiful stained glass window in the main hall of the school takes its inspiration from the windows of the Blessed Sacrament Chapel at Buckfast Abbey, serving as a reminder when the school was temporarily relocated. In 1981 St Boniface's merged with Bishop Vaughn Secondary Modern School located at its current home in Crownhill and it became St Boniface's Roman Catholic College for boys.

Our Mission Statement:
Cultivating excellence
Growing as people and schools
Rooted in the love of Christ
Educating for life



Deputy Headteacher (Pastoral) **(L19-21)** **required for September 2026**

Plymouth CAST is seeking to appoint an outstanding professional to join our Senior Leadership Team, working across Notre Dame Plymouth and St Boniface's College as Deputy Headteacher. Whilst designated as a pastoral role, the postholder will lead a broader agenda, laying the foundations for successful life outcomes for all students. This is an exciting time to join our Senior Leadership team, working across our two secondary schools and supporting our improvement journey.

The successful candidate will be able to demonstrate that they fully embrace our Catholic ethos and have the experience and passion to be able to coordinate multi-faceted approaches to improving outcomes for every child. Drawing on significant middle or senior leadership in schools, they will work with a range of teams across our schools, liaising with a range of external partners.

The successful applicant will:

- have proven leadership skills which deliver transformational change to secure improved outcomes for all students.
- be a key lead for safeguarding, securing compliance with child protection policies and procedures.
- be a relational, trauma-informed behaviour champion, supporting colleagues with strategies to lay the foundations for successful adult life for our students.
- be a proactive, inspirational and creative thinker, bringing solutions to challenging situations, and reducing and removing barriers to full engagement with education.
- be a strong and supportive line manager of the Pastoral Team, driving improvements to maximise positive outcomes for all students and supporting the professional development of staff under their care.
- Work closely with those leading curriculum areas so that we have highly effective oversight and management of full engagement with learning by every student.
- be a talented and skilled communicator who can anticipate, adapt and respond positively to the changing educational environment.
- able to use research findings, and a range of data to improve progress in academic and pastoral terms, behaviour and attendance, raising standards and setting high expectations of all.
- be a champion for students with special educational needs, and those who experience disadvantage in a range of forms, using experience of leading this area of education.

As part of our Senior Leadership Team you will contribute to shaping the School Improvement Plans and share responsibility for day-to-day management of our schools. If you aspire to Headship, you will receive help, support and training to enable you to take this step with confidence. You will also hold a teaching timetable of up to 15 hours per fortnight. In Catholic Schools, the role of Deputy Headteacher is a reserved post, which should be held by a practicing Catholic.

We offer:

- a caring, inclusive, and cohesive community built on strong supportive relationships and traditional Christian values
- a supportive Trust, and governors who are passionate about our schools
- well-motivated, confident and happy students who are proud of their school
- staff who go the extra mile to make us the schools that we are

We encourage interested candidates to contact Mrs. Kat Scawn, PA to the Executive Headteacher, to arrange a visit to the schools, or to arrange to have a confidential conversation with our Executive Headteacher to find out more about the role prior to applying. Tel 01752 775101

The school reserves the right to close the vacancy early if sufficient applications are received to proceed to interview. Applicants are encouraged to submit applications swiftly to avoid disappointment.

Closing date: Midnight, Sunday 19th April 2026

Interviews: April/May 2026

For more information on how to apply please see our vacancies page at: www.ndonline.org and www.stbonifaces.com and www.plymouthcast.org.uk

The school operates a Safeguarding Children Recruitment Policy and is committed to promoting the welfare of young people. The successful applicant will be required to undertake an Enhanced DBS disclosure.



Notre Dame School
& St Boniface's College

ROLE DESCRIPTION: DEPUTY HEADTEACHER

Job Title: Deputy Headteacher

Salary Point: L19-21

Responsible to: Executive Headteacher, Heads of School

MAIN PURPOSE

An SLT role in a Plymouth CAST secondary school will involve the exercise of leadership over both Notre Dame School and St Boniface's College.

This role exists to support the Executive Headteacher and Heads of School in their role, deputising for Heads of School when needed, and driving forward key areas of school improvement, whilst playing a major part in the maintenance and raising of standards on all fronts relating to educational provision and outcomes across both schools.

The Heads of School and Deputy Headteachers will work closely with the Executive Headteacher in sustaining a vision for Notre Dame and St Boniface's College; driving developments to further develop the potentials of our schools, whilst protecting the distinct ethos and values that are so vital to our school communities.

Deputy Headteachers provide highly effective leadership and management in improving and developing further key aspects of the schools' performance, securing sustained high quality outcomes in the areas of responsibility.

They work closely with the Executive Headteacher and Heads of School as a most trusted colleague, advising and supporting, and acting/deciding as the Head of School would act or decide in their absence.

They collaborate with SLT colleagues, in reviewing and developing all aspects of school organisation, as we build an outstanding, self-improving centre of learning, underpinned by the highest standards of welfare and behaviour.

They contribute to the operational running of the school, ensuring the smooth and efficient day-to-day management of the school.

KEY ROLES AND RESPONSIBILITIES – Specific foci will be determined in discussion with the successful candidate and taking into account the needs of the schools and the roles of other SLT colleagues.

Leadership and School Improvement

- To lead by example in supporting and embracing the vision for our schools and their Catholic ethos.
- To contribute to the development, implementation, monitoring and evaluation of the school improvement plan, taking responsibility for major sections of school improvement, performance and development.
- To secure expected standards of leadership and management from middle leaders, motivating and enabling them to carry out their respective roles to the highest standard.
- To promote and secure a consistent and effective positive behaviour management culture.
- To build effective working relationships with parents and carers and with the wider community in ensuring excellent communications and securing expectations.
- To present a coherent and accurate account of aspects of the schools' performance in a form appropriate to a range of audiences as required, with particular attention to the needs of the Local CAST Board and the Trust SELT.
- To become an expert in areas of leadership allocated by the EHT, constantly surveying the evidence of best practice at national and global levels and bringing the best of this thinking into strategic planning.
- To have responsibility for relevant delegated budgets linked to your specific aspects of school improvement.
- To sustain exemplary standards of practice as a classroom teacher, ensuring that you model the pedagogical standards expected of all teachers.

Personal Development, Behaviour and Welfare

- To contribute towards safeguarding of students ensuring the highest standards of student welfare.
- To be part of building a learning culture where behaviour for learning is optimised.
- To build a culture of challenge and support within the school where all students can achieve success and engage with learning.
- To assist in building a culture in which students are noticed for getting it right and where their efforts are celebrated.
- To secure compliance with expected standards and behaviours, modelling such approaches for others.

Professional Development and Working with Others

- To be a supportive, positive, solution focussed senior member of the strategic leadership team.
- To be a strong communicator – modelling effective communication in both written and oral forms.
- To help ensure that all staff are aligned with the schools' vision and values and working towards becoming exemplary schools.
- To provide assistance for teaching and support staff colleagues, with the aim of providing a secure and friendly environment for their work and professional development.
- To lead the training and development of staff linked to areas of responsibility.
- To assist in the recruitment of staff where applicable, deputising for the HoS as needed.
- To undertake responsibility for own continuing personal and professional development.
- To create an ethos of shared leadership with clear expectations that empower other members of staff.
- To be resilient in the leadership role, working effectively under pressure.
- Additional duties and responsibilities specific to the named postholder above
- To be added for specific role

OTHER STANDARD DUTIES AND RESPONSIBILITIES

To contribute to the safeguarding and promotion of the welfare and personal care of students with regard to Child Protection procedures.

To maintain confidentiality at all times, being aware of school and local dynamics.

To carry out the duties of a schoolteacher for an assigned teaching load, as set out in the Schoolteachers' Pay and Conditions document.

To undertake additional supervisory duties, and to represent the school at key events as a member of the SLT. As Deputy Headteacher the postholder will need, at times, to prioritise the needs of the school in ensuring the orderly running and safety of the schools.

In order to deliver services effectively, a degree of flexibility is needed, and the post holder may be required to perform work not specifically referred to above.

To comply and secure compliance with all policies of the school and any relevant statutory requirements, including Equal Opportunities legislation, the Health and Safety at Work Act and the Data Protection Act.

Specific responsibilities will be determined on appointment and based on the strengths of the candidate. These may change periodically to reflect personal professional development needs and the priorities of the schools.



Notre Dame School
& St Boniface's College

**PERSON SPECIFICATION:
Deputy Headteacher: Pastoral**

Requirements

The following letters under the source column indicate where candidates will be able to demonstrate the particular aspect of the person specification.

A = within the application form

S = Supporting statement

I = within the interview process

QUALIFICATIONS	Essential	Desirable	Source
Good first degree or equivalent academic qualification	✓		A
Qualified teacher status	✓		A
Relevant NPQs to the level of NPQH or equivalent		✓	A

PROFESSIONAL DEVELOPMENT			
Recent relevant in-service training in current educational practice and/or educational leadership management	✓		A
Advanced ICT and MIS skills		✓	A
Other relevant management/leadership qualifications		✓	A
Relevant safeguarding experience	✓		A, I
Safer recruitment in education training		✓	A

EXPERIENCE			
Successful middle management in a secondary school	✓		A, I
Successful senior leadership in a secondary school		✓	A, I
A senior pastoral role in a secondary school		✓	A,S,I
Effective leadership of provision relevant to this role across a secondary school	✓		S, I
Significant leadership and management of at least one or more of the key strategic and operational areas of oversight associated with this role	✓		A,S,I
A track record of success in successfully improving at least one or more of the whole-school key performance areas associated with this role	✓		A,S,I
Substantial experience of oversight and direction of the work of others, both teams and individuals	✓		A,S,I
Working as part of a highly effective SLT	✓		A,S,I
Engaging a range of stakeholders in securing successful outcomes for students	✓		S, I
Professional development of others resulting in transformation of practice	✓		A,S,I
Experience of accounting to Ofsted for school performance in assigned areas of responsibility		✓	S, I
Proven track record of highly effective teaching and excellent outcomes	✓		S, I
Experience of holding other professionals to account in securing expected professional standards	✓		S, I
Development of good working relationships with parents and carers, and other stakeholders, listening to and acting on their voice	✓		S, I

Developing and implementing initiatives that have significantly improved outcomes for students	✓		S, I
Using assessment and other data strategically to promote a range of positive outcomes for students	✓		S, I
Leadership, management and teaching in more than one secondary school including post 16 experience		✓	A, I

KNOWLEDGE AND UNDERSTANDING

Sound understanding of all issues relating to safeguarding and the promotion of student wellbeing and safety	✓		S, I
Sound understanding of the role of Governance, and of the role of the Trust within a MAT context	✓		S, I
How to secure high levels of performance by teachers and leaders	✓		S, I
How to inspire and engage students fully with school life	✓		S, I
How to improve outcomes for students on a range of fronts	✓		S, I
Sound understanding of the role of the Headteacher enabling this vital supportive role to be undertaken effectively	✓		S, I
The implications of the OFSTED framework for inclusive practice and how to secure exemplary practice	✓		S, I
Thorough knowledge and understanding of current national education issues and the direction of travel	✓		I
Experience of relevant aspects of school improvement planning	✓		S, I
Experience of monitoring, evaluation and review processes	✓		S, I

SKILLS, ATTRIBUTES AND CHARACTERISTICS

Ability to act as Head of School in their absence, as they would decide and act	✓		S, I
Intention to progress to headship and commitment to undertaking the necessary training and securing experience in this pursuit		✓	S, I
Ability to inspire and motivate staff and students alike to ensure that our schools will in time be recognised as exemplary	✓		S, I
Ability to articulate, secure and enhance academic and pastoral excellence and opportunity for all students	✓		S, I
Ability to innovate and to lead and deliver positive change	✓		S, I
High level of organisational skills and the ability to prioritise, delegate and manage time effectively	✓		I
Strong ability to move strategically and to advance strategic objective amidst a demanding operational role	✓		S, I
Excellent communication and presentation skills, oral and written	✓		S, I
Effective decision-making skills	✓		I
Ability to think analytically and creatively and demonstrate initiative in solving problems	✓		S, I
Demonstrate resilience, optimism and empathy	✓		I
Total commitment to the development of all staff in the school	✓		S, I
Total commitment to own professional learning and acquisition of skills necessary for the current and next level of leadership	✓		S, I
Understand and promote the distinctive ethos of Catholic education within our schools	✓		S, I
Practising Catholic	✓		A, I
Have a passion to promote standards of personal development, behaviour and welfare	✓		S, I
Vision and energy	✓		I
Sense of humour and perspective	✓		I



Thank you for your interest in our vacancy.
If you would like further information
please contact Helen Laird, School Business Manager
hlaird@ndonline.org
01752 775101
01752 779051