



CHELTENHAM
COLLEGE

Senior Deputy Head
Information for Candidates



Contents

Message from the Head

The School

Aim of the post

Person specification: Key qualities

General responsibilities

Expectations

Terms and Conditions

How to Apply

Important Information

Message from the Head of College, Nicola Huggett



I am delighted that you are considering a role here at Cheltenham College. I will be working closely with the Head Elect, Mr Chris Townsend (currently Head at Felsted School) on this vitally important appointment. Chris takes over as Head at Cheltenham in April 2026. The Senior Deputy Head will be crucial to the success and development of Cheltenham College in the years ahead.

The College itself lies in the heart of one of the country's most beautiful Regency spa towns, only a few short miles from the rural delights of the Cotswolds. This means that as a place to live and work, you truly have the best of both worlds; a cosmopolitan centre with wonderful restaurants, shops and of course, four major cultural festivals a year, in addition to easy access to walks, nature and the great outdoors.

As staff at Cheltenham, we all benefit from the very wide range of activities that our pupils enjoy, with access to wonderful sports facilities for you and your family, a beautiful Common room, full IT provision, a thriving staff consultation committee and many staff social events. You will also have a tailored professional development programme and extensive support from our dedicated HR team.

Whilst we may seem a large organisation, we operate as a close community with a family feel. I know that as a new member of staff you will find that our focus lies in developing you as an individual. Just as we expect you to go the extra mile for your pupils, we will engage with your own professional and personal development from the start. We will ensure that you enjoy and feel valued in your new role as quickly as possible.

We recognise the time and thought that goes into an application and if you have any further questions about this opportunity, the HR department via recruitment@cheltenhamcollege.org will be happy to help.



Cheltenham College

Cheltenham College is a thriving community, with over 1100 pupils from the Prep and Senior Schools combined, cared for by 700 support and academic staff.

We have high class facilities for academic development, boarding, sport, music and drama, as well as a truly awe-inspiring chapel.

We are a 24/7 operation, working a six-day week with Saturday School. With our focus on full boarding (80% of our pupils are boarders, 20% of our pupils reside overseas), we are able to get to know our pupils very well and that makes inspiring them in and outside the classroom all the more enjoyable.

Aim of the post

The Senior Deputy Head will be an integral part of the strategic vision and planning for the school and will take a leading role in the implementation of the outcomes of this process.

They will be responsible for the day to day running of College and will ensure that procedures, routines and rules are properly understood and observed by both pupils and staff. They will advise and assist the Head and have an overview of all the issues; pastoral, academic and co-curricular, that affect the life of Cheltenham College.

He / she will lead on school organisation, act as a point of reference for the Head, SLT and Common Room, attend all major College events and will be a part of the College Executive Committee, attending all Council and Council committee meetings (except Audit and Membership/Governance).



Key Qualities of a Senior Leadership Team member:

- A proven track-record of leading teams at a senior level
- A proven track-record of high-quality record-keeping and administration
- Experience of Boarding
- Experience of chairing meetings effectively
- A highly credible academic teacher
- A proven track record in managing difficult conversations and complaints from parents
- Proven ability to work under pressure
- Excellent oral and written communication skills, and a confident public speaker
- Capable of taking the initiative, challenging unsatisfactory conduct or performance and leading and managing change
- Ability to think and plan strategically
- Has initiative, imagination, energy, enthusiasm, optimism, resilience and commitment
- Is a skilled and sensitive communicator, capable of persuading others to accept and adopt different methods and approaches, if needed
- Be creative in resolving difficulties
- Have the inter-personal skills and values that enable them to work effectively with others and get the best from them
- Experience in educational leadership



General Responsibilities of a Member of SLT:

- Represent the agreed values and vision of the Senior Leadership Team to the school community and be seen to be translating our vision and values into practice
- Demonstrate and role model constructive leadership behaviours
- Ensure sound budgetary and broader financial management in all areas for which he/she is responsible
- Promote, contribute to, and lead any staff INSET or induction as may be required
- Provide encouragement, support and assistance to colleagues at all levels
- Lead school chapels or assemblies as required
- Organise, attend and assist with major College events as required
- Play a key part in the Crisis Management Team
- Contribute to the production of school and national publications
- Assisting with appointment of academic staff and key Pastoral staff
- Meeting prospective parents
- Performance Management of staff (leading professional reviews, capability and competency processes)
- Conducting disciplinary investigations (staff and pupils) where required
- Contributing to the school development plan, implementation and review
- Organise School holidays SLT on-call rota for coverage of school trips
- Organise Weekend SST (Senior staff cover) on-call rota
- Take part in the SST on call rota for out of hours escalation of pastoral issues
- Act as a tutor to a tutor group
- Working during school holidays as needed to fulfil the requirements of the role and be contactable at all times other than those agreed with the Head
- Prep School visits
- International recruitment
- Attendance at Alumni and Cheltonian Association events
- Attendance at as many College events (plays, concerts, matches) as possible
- Attendance at Sunday Chapels
- Chairing review groups as required
- Attendance at HMC, ISI conferences and courses
- Undertake any other duties which fall within their capabilities, and which may reasonably be required by the Head
- Oversee preparation for external inspections

Specific Responsibilities

General

- Day to day running of the school
- Deputise for the Head as necessary
- Work in close conjunction with all members of SLT

Operational Oversight

- Approve visitors invited to address College pupils
- Oversee and compile School calendar, chair calendar committee and set term dates
- Oversee critical incident planning
- Oversight of the distribution of the management of major College events amongst the senior team (e.g. Speech Day, Remembrance Sunday, Carol Services, Leavers' Ball etc.)
- Through the Deputy Head Co-curricular, via the Educational Visits Coordinators (EVCs) have oversight of tours, trips and expeditions, including health and safety and risk assessment
- Oversee the work of the Head of Community and Partnerships

Pastoral

- Work with the Pastoral team on major disciplinary issues
- To meet weekly with Assistant Head Pastoral and Assistant Head Safeguarding
- Act as a point of escalation and hold responsibility for ensuring effective delivery of pupil disciplinary investigations, parental contact and outcomes of internal and external suspension level action
- Support the Head in pupil discipline where exclusion is a possible outcome
- Deal with requests for leave of absence (pupils)



Committee Work:

- Member of College Senior Leadership Team (SLT)
- Member of the College Executive Committee
- Chair the Common Room Consultation Committee and round-up meeting (attended by Head, Bursar, CR President and Council staff liaison)
- Meet regularly with President of Common Room
- Member of the Digital Strategy Group
- A member of the Health and Safety Committee
- A member of the Compliance Committee
- Member of Admissions Management Group
- Attend all Council and Council committee meetings (except Audit and Membership/ Governance).
- Prepare necessary reports for the above Committees as required

Staff Management

- Line Management of the Chaplain
- Line management of the Director of Operations (who in turn manages College Office)
- Strategic oversight of all College pupil-facing administrative support staff structures and resource (Business Services are overseen by the Bursar)
- Working with the relevant managers including the Deputy Head (Co-curricular), oversee staff allocation to internal roles, school duties and co-curricular tariff duties, including resident tutors / matrons
- Deal with requests for leave of absence (teachers and pupil-facing staff)
- Overall responsibility for INSET and staff induction (run by Staff Development Officer)
- Overall responsibility for the PPD system (academic staff appraisal), working with the Assistant Head Academic and the HR and Training Team
- Overall responsibility for the annual staff compliance training programme working with the HR and Training Team
- Working with the Designated Safeguarding Lead and the Director of HR, have responsibility for the Low Levels Concerns process, actions and records
- Conducting staff disciplinary/capability processes and investigations where required

Expectations

Members of Common Room are expected to teach their subject[s], to act as tutors, to be attached to day or boarding Houses, to make a substantial contribution to the co-curricular programme and to support the boarding ethos of the College.

Although hours of work are not specified precisely, the working day begins with a registration period at 8.30am and will often include evening commitments during term times. Members of Common Room are expected normally to be on site throughout the working day and to be available even when they have no formal commitments. Saturdays begin at 8.30 am and all full-time members of Common Room are expected to be in College whether or not they are teaching. There are College and/or House-based activities at weekends in which they are also expected to play a part. Outside of the formal term times they are expected to be in College for College or departmental INSET and to be available to fulfil any reasonable duties.

Chapel is central to College life reflecting its Christian foundation. On weekdays members of Common Room are expected to attend the brief morning service

The College sets the highest professional standards in every respect.



Terms and Conditions

A formal contract detailing terms and conditions will be drawn up on appointment. The following notes provide guidance, without prejudice, on the likely main provisions.

General notes:

- A highly competitive remuneration package is available with, for the right candidate, a salary to match the best.
- Due to operational need, this is a resident position. A family house will form part of the remuneration package. Alternatively, the successful candidate will be required to live within a 3-mile radius of the school.
- The appointment is subject to a notice period of two terms.
- The position carries a significant reduction in teaching load in line with the demands of the role.
- Generous fees discount is available for children attending the Prep and College
- College offers a defined contribution Workplace Pension Plan plus a Flexible Benefits Pot. The scheme offered is through APTIS: Aviva Pensions Trust for Independent Schools and includes a generous College contribution.
- Subsidised Health Scheme membership.
- The candidate's performance will be subject to a regular appraisal.
- Shortlisted candidates will be asked to undertake identity and qualification checks which conform to the School's Safeguarding Policy. They must also agree to references being taken up at that stage and checks made with past employers.





How to Apply

If you are excited by the opportunity of playing such a key role at Cheltenham College, please complete the application form electronically and email it to recruitment@cheltenhamcollege.org, together with a covering letter (no CVs please) explaining your suitability for the role.

Timeline

The deadline for applications is: **10am on Monday, 16th February.**

Longlist interviews will be held via video call on **Wednesday, 25th and Thursday 26th February.**

During the weeks of **2nd and 9th of March**, shortlisted candidates will be invited to visit College (with spouses/partners). Alongside other interview-day elements, there will be the opportunity to tour the school and view accommodation.

Shortlist interviews will be held, in person, on **Thursday, 12th March.**

Important Information

Child Protection

Cheltenham College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

All applicants should read the School's Child Protection policy, which is available on the website, and are required to declare any criminal convictions or cautions, or disciplinary proceedings related to young people.

The successful candidate will be required to complete an application for Enhanced Disclosure, to initiate a Disclosure and Barring Service Check (working with children) in accordance with the School's Recruitment Policy which may be obtained from the Bursar upon request.

The School is registered for the processing of personal data in accordance with the Data Protection Act 1998.

Equal Opportunities

Cheltenham College is an equal opportunities employer. We are committed to equality of opportunity for all staff and applications from suitably qualified individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.

We encourage all candidates to ensure that College is aware of your particular requirements, should you be invited to interview.



Thank you

