



Queen  
Elizabeth's  
School

FOUNDED IN 1573

# Deputy Head (Staff)







# Welcome

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Thank you for considering an application to become Deputy Head (Staff) at Queen Elizabeth's School, Barnet. We are seeking an exceptional candidate who relishes the opportunity of playing a significant role in taking the School forward from its present strong position into an exciting future.

For more than 450 years, boys have benefited from a Queen Elizabeth's School education. We are a selective school, committed to developing pupils' intellectual abilities and to celebrating academic accomplishment. QE is, as the *Good Schools Guide's* 2025 review put it, a "traditional, well-organised state school, where all expectations are high...A unique and unashamed meritocracy in which clever, hardworking boys who like a challenge will thrive".

Proud as we are of our stellar examination results, there is much more to QE than GCSEs and A-levels, as *The Sunday Times School Guide* recognised when it awarded us its State Secondary School of the Year for 2026.

In line with our formal mission "to produce young men who are confident, able and responsible",

we nurture habits of genuine scholarship that take boys well beyond the classroom curriculum. We provide a plethora of exciting and worthwhile co-curricular activities. And we inculcate a spirit of service, encouraging Elizabethans to give time to causes greater than themselves.

At Queen Elizabeth's, we aim to provide a state education like no other. If you can assist us in this endeavour, I look forward to hearing from you.

**Neil Enright**  
Headmaster





# *The School*





# Queen Elizabeth's School

A highly successful and very well-run grammar school

QE offers a highly rewarding working environment, where staff thrive on teaching and guiding some of the most able young men in the country to fulfil their *Boundless* potential.

Our GCSE and A-level results consistently place QE among the very best schools nationally. Moreover, our QE Flourish initiative encourages boys to pursue intellectual interests through our extensive academic enrichment programme and to take up co-curricular activities in areas as diverse as music, drama, sport, chess, AI and robotics. All boys are expected to participate in the wider life of the School.

The firm foundations underpinning the School's academic and co-curricular achievements are reflected in its six consecutive "outstanding" ratings from Ofsted. QE is heavily oversubscribed; large numbers attend our annual open day and sit the entrance examination. There are presently 1,320 boys on the roll. More than 95% are from ethnic minority groups, with a high proportion being multilingual learners, reflecting the School's inclusive and socially diverse intake.

In a typical year, 90% of Year 13 leavers win places at Russell Group universities. Forty-four Elizabethans have been offered places at Oxford or Cambridge in 2026, taking the total over the past three years to 155.

We do not rest on our laurels. Through our QE Global Schools initiative, we are opening a family of schools overseas that will carry the QE name – a unique venture for a UK state school which offers great potential for international staff collaboration. Here in Barnet, our new School plan, *Boundless*, sets out how we will help our clever, multi-talented pupils thrive amid the technological and political change of an exciting but unpredictable world.

#### Further information:

- [The School brochure](#)
- [Our mission](#)
- [Boundless – Priorities for Development, 2025–2030](#)
- [School performance](#)



## *The future*

This is an exciting time to join QE! Following last year's opening of The Robert Dudley Studio, a 200-seat drama and lecture theatre, our Main Building is currently undergoing its biggest repair and upgrade programme since the 1950s. Meanwhile, our sights are set on our next major project, the construction of a new sports hall.



# *Leadership & Governance*







## The Governing Body

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Queen Elizabeth's Governing Body was established by the Charter of 1573 which founded the School. The Governing Body is ultimately responsible for the performance of the School, setting its overall strategic direction and ensuring that the highest standards of education, safeguarding and financial probity are maintained.

Our experienced and talented Governors bring to bear their considerable professional experience in business,

finance, the law, the media, and the civil service, as well as a range of educational institutions, to provide constructive support and challenge to the Headmaster and the senior leadership team.

**Further information is available from the [School website](#).**

# Senior Leadership Team



**Neil Enright** MA (Oxon), MBA, NPQH, FRSA was appointed QE's 40th **Headmaster** in 2011. He read Geography at St John's, Oxford. In 2002, two years after he started teaching, he came to QE, where he has remained. His voluntary roles include school governorships in the state and independent sectors.



**Anne Macdonald** MA, **Deputy Head (Academic) & Staff Governor**, read Geography at Cambridge and then worked for The Basic Skills Agency and the Learning and Skills Development Agency. She is responsible for curriculum development, the quality of teaching and learning, and continuing professional development.



**Tara O'Reilly** BEng, our **Deputy Head (Operations)**, and **Company Secretary** has many years' experience of managing business teams and leading digital development. Before joining the School in 2020, she spent nearly 16 years with the BBC.



**David Ryan** BA, MEd, **Deputy Head (Pastoral)**, read English and American Literature at Warwick. He took up his first teaching job at QE in 1997. He has remained here, working in various positions of increasing seniority, and is QE's Designated Safeguarding Lead.



After graduating in Classics from St Andrews, **Crispin Bonham-Carter** MA, NPQSL, **Assistant Head (Co-curricular and Partnerships)** became a well-known actor and theatre director. Before taking up his current position here in 2019, he taught for ten years at Alexandra Park School.



**Assistant Head (Destinations and Progress) James Kane** BA, PGCE, NPQSL, NPQH took his first degree at the London School of Economics. After working at schools in Lewisham, Newham, Harrow and Stratford, he joined QE in 2022. He completed his Master's degree in Education in 2024.



**Sarah Westcott** BSc, MA, PhD, **Assistant Head (Inclusion and Wellbeing)**, completed her PhD at the National Institute for Medical Research, before taking a research fellowship with Cancer Research UK. Since joining QE in 2008, she has completed an MA in Educational Leadership and a Postgraduate Diploma in SEN leadership.



**Michael Noonan**, BEd, was appointed **Head of Digital Teaching and Learning** in April 2023, having served as Head of Technology since 2017. Graduating in 2013 from Limerick, he joined QE that same year. He has been a mentor with School Direct and a mentor to ECTs.



Having read Chemical Engineering at the University of Nottingham, **Chief Finance Officer Reena Pandya** BEng, ACA, began her career in banking, then going on to qualify as a Chartered Accountant. Before taking up her current post at QE in 2022, she was Head of Finance at AIM-listed Safestay Plc.



**Matthew Rose** MA, **Head of External Relations/ Executive Assistant to the Headmaster**, the 2008 School Captain, returned here in 2016 after working as a local government political advisor. His responsibilities include School policies, governance arrangements, marketing & communications, alumni relations and emerging strategic initiatives.



# *The Role*





# Deputy Head (Staff)

## THE ROLE: INTRODUCTION

**Queen Elizabeth's** in Barnet, a dynamic and highly successful school, seeks to recruit an exceptional individual – high-performing, energetic, adaptable, and an outstanding teacher – to join its Senior Leadership Team.

The **Deputy Head (Staff)** is a senior leader responsible for the strategic leadership, development, wellbeing, performance, and compliance of all staff – teaching and support – at Queen Elizabeth's School. This person will ensure that QE attracts, develops and retains staff who embody the School's ethos of scholarship, high expectations and service. The Deputy Head (Staff) thus has a critical role in sustaining QE's culture of excellence and ensuring that the whole staff body upholds the School's mission, values, and high professional standards

**Deputy Head (Staff)** is a new and additional position on the senior team.

## REPORTING TO:

The Headmaster and Governors

## REGULAR WRITTEN AND VERBAL REPORTS ON:

- Recruitment and retention
- Workforce demographics and EDI metrics
- Performance management outcomes and trends
- Staff wellbeing, absence and professional culture
- ITT/ECT/ECF provision
- HR cases, compliance & capability processes (within confidentiality protocols)

## WORKING WITH:

The Headmaster, Senior Leadership Team and all members of staff





# *Job Description*







## THE DEPUTY HEAD (STAFF) WILL LEAD:

- A robust and consistent whole school performance management system.
- High-quality CPD, leadership development and staff culture.
- Equality, Diversity and Inclusion (EDI) across the staff body, embedding inclusive practice and ensuring compliance with legal and regulatory expectations.
- Data reporting on EDI metrics, workforce diversity, recruitment, retention, performance management and staff lifecycle trends.
- All aspects of ITT, ECTs, and the Early Career Framework (ECF).
- HR processes, disciplinary investigations, capability/support procedures, and professional standards.
- Compliance, including maintaining an accurate Single Central Record (SCR) and up to date staff-related policies.

This leadership will ensure that the School's staff culture reflects QE's mission and supports outstanding educational outcomes.



## MAIN DUTIES & RESPONSIBILITIES

### A. Strategic Leadership of Staff

- Lead QE's people strategy, ensuring alignment with the School's mission to form confident, able and responsible young men.
- Promote a professional culture of high expectations, intellectual ambition, kindness, integrity and collaboration.
- Embed Equality, Diversity and Inclusion (EDI) principles across recruitment, induction, performance, development and staff wellbeing.
- Provide regular reports to the Headmaster and Governors on workforce trends, EDI metrics, performance management outcomes, and staff cycle priorities (recruitment, retention, appraisal, promotion, wellbeing, and exit analysis).
- Contribute fully to SLT strategic planning, risk assessment, compliance oversight and whole school evaluation.

### B. Recruitment, Safer Recruitment & Induction

- Lead high quality recruitment processes for teaching and support



staff, ensuring diversity, fairness and alignment with QE values.

- Ensure all recruitment adheres to safer recruitment and statutory guidance (KCSIE).
- Oversee induction programmes that familiarise new staff with QE's academic ethos, traditions and expectations.

### C. Professional Development & Performance Management

- Lead and quality assure QE's whole school performance management system, ensuring alignment with School priorities and consistent practice across departments.
- Support, train and hold accountable line managers in conducting rigorous and developmental appraisal conversations.
- Oversee a coherent CPD strategy



promoting scholarly thinking, subject excellence and reflective professional practice.

- Lead QE's Initial Teacher Training (ITT) provision; line-manage and support the School Professional Tutor.
- Hold responsibility for all ECTs and ensure effective delivery, compliance and evaluation of the Early Career Framework (ECF).
- Maintain partnerships with Teaching School Hubs, SCITTs and university providers.

### D. Equality, Diversity & Inclusion

- Lead staff-related EDI strategy, ensuring fair, inclusive and transparent processes at every stage of the staff cycle (recruitment, induction, appraisal, promotion, wellbeing and exit).



- Analyse EDI data to identify strengths, disparities and priority areas.
- Provide scheduled reports to the Headmaster and Governors on EDI data, trends and improvements.
- Work with staff and middle leaders to promote an inclusive, respectful and equitable culture consistent with QE values.

### E. Staff Wellbeing & Culture

- Champion staff wellbeing and sustainable workload management.
- Lead staff voice mechanisms and ensure feedback informs leadership decisions.
- Promote collegiality, professional respect and effective teamwork.

### F. HR Management, Investigations & Compliance

- Oversee HR processes including absence management, capability, conduct, grievance and staff records.
- Lead HR investigations into disciplinary or conduct matters, ensuring processes are fair, timely and compliant with policy and employment law.
- Lead structured support and capability processes for staff requiring improvement, with clear objectives and monitoring.
- Ensure HR systems and workflows are streamlined and efficient.
- Maintain full operational responsibility for the Single Central Record (SCR) and safer recruitment documentation.
- Maintain, update and ensure implementation of all staff-related

policies, ensuring compliance with legal requirements, best practice and QE-specific expectations.

- Liaise with HR professionals, safeguarding staff, union representatives and Governors.

### G. Operational Leadership

- Line-manage specific staff and functions as agreed with the Headmaster.
- Support staff deployment, cover arrangements and timetabling considerations where appropriate.
- Assist in safeguarding, behaviour oversight and operational routines as part of SLT.
- Represent QE at internal and external events; deputise for the Headmaster when required.

### H. Safeguarding

- Uphold and model QE's safeguarding ethos and expectations.
- Ensure staff fully understand their safeguarding responsibilities in line with KCSIE.

### I. Whole-School Contribution

- Teach a reduced timetable as appropriate, modelling excellent subject knowledge and pedagogy.
- Contribute to whole school initiatives supporting academic excellence, pastoral strength and enrichment.

***This Job Description will be reviewed annually to reflect the needs and strategic direction of Queen Elizabeth's School.***



# *The Person*







## A. QUALIFICATIONS & EXPERIENCE

### ESSENTIAL

- Qualified Teacher Status (QTS).
- Significant senior or middle leadership experience in a high-performing secondary school.
- Proven track record of staff development, cultural leadership and raising standards.
- Experience designing or overseeing an effective performance management system.
- Experience leading HR investigations and capability/support processes.
- Strong understanding of safer recruitment and statutory compliance.
- Experience with ITT and/or early-career (ECT/ECF) provision.
- Experience working with EDI frameworks, data analysis and policy implementation.

### DESIRABLE

- NPQSL or NPQH.
- Experience in selective, academically high-achieving contexts.
- Experience with policy writing, governance reporting and compliance frameworks.

## B. KNOWLEDGE & SKILLS

### ESSENTIAL

- Detailed knowledge of effective teaching, learning, leadership and professional development.
- Strong understanding of HR procedures, employment law and compliance requirements.
- Skilled in leading disciplinary investigations with integrity.
- Advanced data analysis skills,

including using EDI, workforce and performance metrics to inform decision-making.

- Excellent communication, interpersonal and relationship building skills.
- High level of organisational skill and attention to detail.
- Commitment to safeguarding and safer recruitment.

### DESIRABLE

- Understanding of QE's ethos grounded in scholarship, meritocracy, pastoral care and responsibility.

## C. PERSONAL QUALITIES

- Warm, principled, and emotionally intelligent leader.

- Clear alignment with QE's mission and values.
- Resilient, calm and discreet when handling sensitive matters.
- Collaborative, reflective and committed to ongoing improvement.
- High expectations of self and others; models highest standards of professionalism and integrity.

## D. SAFEGUARDING & CHILD PROTECTION

- Enhanced DBS check, plus full safer recruitment checks.
- Compliance with QE safeguarding policies and KCSIE.
- Full adherence to GDPR and confidentiality expectations.





## Terms & Conditions

The seniority of the role requires the appointed person to commit to contractual terms which are common to the most senior members of staff at QE. These include an extended notice period and a requirement to be on-site during term-time (190 days per annum) from 8am until 5:30pm each day. Beyond this, senior staff are expected to undertake occasional evening and weekend work, including attendance at events and meetings.

The appointed person will also be expected to commit to some work out of term-time; this includes a requirement to be on-site for four days during the summer holidays on the day before, and day of, the publication of A-level and GCSE results.

We offer the L20–L26 Outer London salary range for Deputy Heads, plus the Teachers' Pension Scheme.

## Application & Appointment Process

To apply, you must complete the School's application form from *My New Term* available via [our website](#). This should include a supporting statement outlining: your motivation for applying; your suitability for the role; and **how you satisfy the Qualifications and Experience elements of the Person Specification**. For candidates invited to interview, these responses will be explored further, together with the other elements of the person specification. We will treat all enquiries, formal and informal, in confidence.

The closing date is 9am, **Monday 2nd March 2026**. We expect that candidates will be invited to at least two rounds of interviews and will meet with a range of stakeholders. One round may be conducted online. We shall, however, certainly require all shortlisted candidates to visit the School in person. On the final interview day, candidates will be observed teaching a sample lesson; the process will also comprise formal and informal meetings, together with a presentation task. Candidates selected for interview will be given appropriate notice of interview dates. These will follow soon after the closing

date, so that it is possible to confirm an appointment before the end of the current term on Friday 27th March.

If you have any queries, or would like a confidential discussion with the Headmaster, please contact his Personal Assistant, **Nicola Weston**, at [recruitment@qebarnet.co.uk](mailto:recruitment@qebarnet.co.uk).

*We are an equal opportunities employer. Queen Elizabeth's is a dynamic school supported by a diverse and enthusiastic community of staff, pupils, parents and alumni. It is important that our staff reflect the diversity of our community, and we therefore welcome and encourage applications from people of all genders and sexual orientation, those from Black, Asian and other minority ethnic backgrounds, and from those with disabilities.*

*The School is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure & Barring Service.*





# Queen Elizabeth's School

FOUNDED IN 1573

## Queen Elizabeth's School

Queen's Road, Barnet  
Hertfordshire EN5 4DQ



020 8441 4646



[enquiries@qebarnet.co.uk](mailto:enquiries@qebarnet.co.uk)

[qebarnet.co.uk](http://qebarnet.co.uk)