



Dear Applicant

I am delighted that you have shown an interest in the Deputy Headteacher - Curriculum role at Aylesbury High School (AHS). I look forward to receiving your application should you choose to help lead our brilliant staff in achieving our vision of developing independent young women of strength and confidence.

This is a key strategic role in embedding our Vision and Mission, along with our School Values, across all of which we place the Quality of Education, through curriculum and co-curricular, at the core.

We are proud of our excellent exam results, which empower our students to seize opportunities and make active choices for their 'next steps'. In order to thrive in these choices, we believe it is equally important to develop their emotional intelligence, strength and confidence. We celebrate that all our students are unique, and our breadth and ambition of curriculum (both within and beyond the classroom) and outstanding pastoral support, enables our students to excel, develop into lifelong learners and be active members of their communities. Dynamic personal development is key to achieving our goals for our students.

The vast majority of our students remain with us for seven years and the overwhelming majority of our Year 13 leavers go on to study at universities across the UK and further afield. This reflects the dedication and skill of our staff, the hard work of our students and our supportive parental body.

It is important that your values align with those of AHS, and that you are able to offer challenge and support to a welcoming, supportive and positive Senior Leadership Team.

We look forward to hearing from you and welcoming you to our collaborative and friendly school community, where I am sure you will get a sense of our enthusiasm and pride in what we are accomplishing.

Yours sincerely

Marieke Forster  
Headmistress

## **JOB DESCRIPTION - DEPUTY HEAD - QUALITY OF EDUCATION**

### **Salary Leadership Range 21-26**

The purpose of this job description is to outline the generic professional responsibilities associated with this post. Securing the right person is our primary objective and this will be tailored to both the skills and expertise of the successful candidate and to offer further professional development.

#### **THE SCHOOL**

Aylesbury High School (AHS) is a forward-thinking girls' grammar school that values both academic and pastoral excellence and co-curricular opportunities with the vision of developing uniquely talented young adults, who are independent, strong and confident

We create a welcoming environment which draws the very best from all in our community. Achieved by providing an ambitious education that stimulates creative and critical thinking, values diversity and facilitates dynamic personal development.

The AHS values are Boundless Aspiration, Curious Engagement, Resilient Bravery and Selfless Generosity and we want all our community to experience, develop and demonstrate these characteristics both within the curriculum and through our extensive co-curricular offering.

#### **PURPOSE OF THE JOB**

The Deputy Head reports directly to the Headmistress

- To deputise for the Headmistress, in conjunction with the Deputy Head - Pastoral
- To take the lead responsibility for the day-to-day running of all academic elements of the school
- As part of the Leadership Team, to lead the Assistant Heads in the strategic leadership and management of the school
- As part of the Leadership Team, to continue to develop and communicate the School's Vision, Mission and Values

#### **AIMS OF THE POST**

##### **1. Student Experience and Outcomes**

- Cultivate a love of learning across the student body, fostering engagement and curiosity.
- Ensure highly effective transition and progress for all students between every Key Stage.
- Guarantee high-quality education for all, with a specific focus on robust provision and equity for disadvantaged students.
- Implement highly effective tracking and intervention systems across KS3, KS4, and KS5 to secure student success.

##### **2. Pedagogical Excellence and Innovation**

- Embed core Teaching and Learning (T&L) expectations as the primary focus of professional dialogue and classroom practice.
- Drive pedagogical mastery with a focus on metacognition and the development of essential employment skills, including critical and creative thinking.
- Empower students to transfer learning, ensuring they can confidently apply academic concepts to novel, real-life situations.

- Support staff in delivering consistently high-quality T&L, integrating IT and AI where appropriate to enhance the curriculum.
- Review and embed key academic initiatives, specifically ensuring the continued impact of "Mastery in Maths" and advanced reading strategies for engaging with complex texts.

### **3. Strategic Leadership and Accountability**

- Support the Headmistress strategically in driving the school towards 'Strong' and 'Exceptional' outcomes in future Ofsted inspections.
- Engage with external benchmarks and scrutiny to ensure the school remains at the forefront of educational best practice.

## **AREAS OF RESPONSIBILITY**

### **1. Strategic School Leadership & Ethos**

- Deputise for the Headmistress as required and provide effective professional challenge and support in the strategic running of the school.
- Serve as a core member of the Senior Leadership Team (SLT), contributing to management decisions on all aspects of policy, development, and organisation.
- Drive the School's Vision and Mission, ensuring they are understood and acted upon by the entire community through your everyday practice.
- Support in the preparation and monitoring of the relevant sections of key strategic documents, including the School Evaluation Form (SEF), the School Development Plan (SDP), and the School Improvement Plan (SIP).
- Liaise with Governors and Trustees, preparing documentation and attending committee and board meetings to facilitate effective governance.

### **2. Excellence in Teaching, Learning & Curriculum**

- Take overall responsibility for curriculum content and delivery, ensuring continuous improvement in student outcomes across all Key Stages.
- Set ambitious standards for all students, proactively overcoming disadvantage and advancing inclusion through a culture of high accountability.
- Establish and oversee a clear curriculum strategy—including AI integration, Reading, Writing, Oracy, and Maths Mastery—ensuring consistency with school policy.
- Secure excellent teaching through an analytical understanding of learning science, ensuring students can apply their learning to real-life situations.
- Lead the Performance Development Review (PDR) process for teaching staff, encouraging creativity, innovation, and the use of new technologies.

### **3. Quality Assurance & Inspection Readiness**

- Strategically support the Headmistress in achieving 'Strong' and 'Exceptional' outcomes in inspections, particularly regarding Inclusion, Curriculum, and Attainment.
- Monitor teaching quality across the school, utilising data analysis, classroom observations, and subject quality assurance.
- Co-ordinate external reviews and audits, such as those with the School Improvement Partner, to benchmark school performance.
- Oversee a robust suite of academic policies, including ensuring the Curriculum Statement, T&L, Appraisal, and Assessment policies are regularly reviewed and implemented.

### **4. Professional Development & Staff Leadership**

- Line manage and provide oversight for Assistant Heads, nominated Middle Leaders, and relevant non-teaching staff (e.g., Exams Officer).
- Lead by example as a teacher and leader, modelling the highest standards of professional conduct and pedagogy.
- Oversee the professional development framework, including coaching, mentoring, 'open classrooms', and the effective delivery of ECT, ITT, and induction programmes.
- Support the Headmistress in staff recruitment and deployment, ensuring all staff have a clear understanding of their roles and responsibilities.

## 5. Data Management & Academic Operations

- Lead the school's data strategy, ensuring the implementation, monitoring, and evaluation of data processes to promote student outcomes and effective reporting.
- Maintain complete oversight of the academic arm of the school, including the effective running of the timetable, options, and exams.
- Oversee day-to-day operations as they relate to the academic arm, including the school calendar, cover, and admissions-related events like open mornings.
- Co-ordinate with the Pastoral Team to ensure a holistic approach to student achievement and well-being.

*The role requires flexibility and adaptability as the demands of the Governors/Trustees and the needs of the school change*

## HOW TO APPLY FOR THE ROLE

Please complete the AHS application form and include a covering letter

Application forms and covering letter can be:

- e-mailed to: HR@ahs.bucks.sch.uk or
- posted to: Marieke Forster, Headmistress, Aylesbury High School, Walton Road, Aylesbury, Bucks, HP217SX

Closing date: Sunday 1st February 2026

Interviews: Thursday 5th February 2026

## SAFEGUARDING STATEMENT

CVs alone cannot be accepted for safeguarding reasons

*If you are shortlisted for this post, you will also be required to complete a self-disclosure form as part of the recruitment process; this will not be used for shortlisting purposes.*

*The School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Our Safeguarding Statement is [here](#). The appointment will be subject to references which are satisfactory for the advertised post, an enhanced DBS check with a Child Barred List check, identity checks, prohibition orders and qualification checks as appropriate.*

*AHS is an equal opportunities employer*

*We encourage early applications for all vacancies and reserve the right to close our vacancies at any time should the right candidates be found.*