



GREYFRIARS
CATHOLIC SCHOOL



**Deputy Head of KS4
(Non teaching)**



Deputy Head of KS4 (non-teaching)

Thank you for your interest in the role of Deputy Head of Key Stage 4 at Greyfriars Catholic School, part of The Pope Francis Multi Academy Company (PFMAC) within the Archdiocese of Birmingham. We are seeking an exceptional individual to join our pastoral leadership team at an exciting point in the school's development. This is a role for someone who believes that relationships matter, that education changes lives and that every student deserves to be known, challenged and supported to achieve their very best.



As a Catholic school, our mission is to champion every student so that they can flourish individually and collectively. We know that students thrive when they feel safe, valued and understood, and this role is central to making that vision a reality for our Key Stage 4 students.

The Deputy Head of Key Stage 4 will play a pivotal role in ensuring that students are able to engage successfully with their education by leading on behaviour, safeguarding, family engagement and operational pastoral support. Working closely with the Head of Key Stage 4 and senior leaders, the successful candidate will provide calm, visible and proactive leadership, ensuring that barriers to learning are identified early and addressed effectively.

This is much more than an administrative role. It is an opportunity to build meaningful relationships with young people and their families, working alongside colleagues and external agencies to ensure that students attend well, behave well and feel that they belong. Every conversation has the potential to change the trajectory of a young person's life.

We are looking for someone who combines warmth with high expectations, who is highly organised and resilient, and who understands the importance of working collaboratively with families and professionals to secure the very best outcomes for students.

At Greyfriars, we are ambitious for our young people and for our staff. As a growing school, there are significant opportunities to shape systems, contribute to school improvement and develop professionally within a supportive and values-driven community. If you share our belief that working hard and being kind changes lives, and you are passionate about ensuring that every student is able to flourish, we would be delighted to hear from you.

Please do not hesitate to contact us should you wish to seek further information. I would be delighted to personally show you around our wonderful school and discuss this exciting opportunity in more detail.

Yours faithfully

Ms Lyndsey Caldwell

Headteacher

Application Details

To apply for the post of **Deputy Head of KS4 (non-teaching)**, please fully complete the application forms, ensuring all details are accurate and all declarations are signed. Please ensure you include details of two professional referees with one being your current employer (with email addresses).

For further information please contact the School Business Manager Sophie Upellini as follows: Email: s.upellini@gfcs.uk Tel: 01865 749933

We do reserve the right to close this advertisement early if we receive a high volume of suitable applications.

Interview date: Friday 3rd July

Job start: September 2026

As we are a Catholic school, applicants must complete the CES application form in order to be considered for an interview. There is no requirement to be Catholic in order to be successful at an interview. We are committed to equal opportunities.

To comply with the Asylum and Immigration Act 1998 (as amended by S147 of the Nationality and Immigration and Asylum Act 2002) all prospective employees will be required to supply evidence of eligibility to work in the UK.

Greyfriars Catholic School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant for any position will be required to undertake an enhanced disclosure via the DBS (disclosure and barring system) and appropriate Right to Work clearances and our recruitment and selection practices.

Job Description: Deputy Head of KS4

Reporting to: Head of Year

Salary: Grade 8, Point 18-23 £31537 **FTE**

Contract: Permanent 37 hours per week

Working Pattern: Term Time only plus three INSET days

Disclosure Level: Enhanced DBS

Overview of Pope Francis MAC

The Pope Francis Catholic Multi Academy Company (PFMAC) is a family of Catholic schools in Oxfordshire, who work together to promote the teaching of Christ and the Catholic faith.

PFMAC comprises nine Catholic primary schools and two Catholic secondary schools and is an integral part of the Catholic Archdiocese of Birmingham ensuring that the Church's educative mission is fulfilled.

We believe each person is a unique creation made in the image of and likeness of God, called by name, with a special vocation and gifts to bring to the world. We seek to develop these talents in each individual by being a beacon for Catholic education in Oxfordshire.

Purpose of the Role

The Deputy Head of Key Stage 4 plays a central role in ensuring that students are able to thrive both personally and academically by providing high-quality pastoral leadership, operational support and family engagement across Key Stage 4.

Working closely with the Head of Key Stage 4, safeguarding team and senior leaders, the postholder will lead early intervention, promote excellent behaviour and attendance, coordinate support for vulnerable students and build strong relationships with families and external agencies.

The role is fundamental to creating a calm, safe and purposeful environment where students are able to achieve their potential and flourish as members of the Greyfriars community.

Core Responsibilities

Pastoral Leadership

- Support the strategic and operational leadership of Key Stage 4.
- Promote a culture of high expectations, belonging and inclusion.
- Maintain a highly visible presence throughout the school day.
- Support students in overcoming barriers to learning through proactive intervention.
- Lead restorative conversations and reintegration meetings where appropriate.

Behaviour and Culture

- Lead on the day-to-day management of behaviour within Key Stage 4.
- Monitor behaviour trends and identify students requiring additional support.
- Coordinate appropriate interventions and behaviour plans.
- Work alongside staff to promote consistent implementation of school routines and expectations.
- Contribute to the school's positive culture through visible leadership and relationship-building.

Student Support

- Coordinate support for students with complex pastoral needs.
- Work closely with SEND, attendance and safeguarding teams to ensure joined-up provision.
- Support transition into and through Key Stage 4.
- Promote student well-being, resilience and engagement.

Safeguarding

- Work closely with the DSL team to identify and support vulnerable students.
- Maintain accurate safeguarding records and ensure timely referrals.
- Attend multi-agency meetings where required.
- Promote a culture where safeguarding is everyone's responsibility.

Attendance and Student Engagement

- Monitor attendance and punctuality across Key Stage 4.
- Work proactively with families to improve attendance.
- Coordinate interventions for students at risk of persistent absence.
- Analyse attendance data and evaluate the impact of interventions.
- Work alongside the Attendance Officer and external agencies to reduce barriers to attendance.

Family Engagement

- Build strong and productive relationships with parents and carers.

- Act as a first point of contact for families requiring pastoral support.
- Facilitate meetings with parents, external professionals and school staff.
- Support families in accessing early help and wider services where appropriate.
- Promote positive communication between home and school.

Multi-Agency Working

- Liaise with Children's Services, Early Help, CAMHS, Youth Justice and other external agencies.
- Coordinate support plans and monitor agreed actions.
- Ensure effective information sharing in line with safeguarding procedures.
- Represent the school professionally at multi-agency meetings.

Operational Leadership

- Support the daily organisation and smooth running of Key Stage 4.
- Maintain accurate pastoral records and documentation.
- Coordinate key pastoral events and meetings.
- Produce reports and analysis to inform leadership decision-making.

Professional Responsibilities

- Uphold the Catholic ethos and values of the school.
- Maintain confidentiality and professional integrity.
- Participate fully in training and professional development.
- Undertake any other duties commensurate with the level of the post.

General

- To participate fully in the school ethos, expectations and play a full part in the life of the school community, supporting its distinctive mission and ethos, and encouraging and ensuring staff, pupils and students adhere to school expectations.
- Other duties may be reasonably allocated by your line manager or Headteacher.

Key Contacts

- Daily involvement with the pastoral team, the senior team, and the SEND team.
- Regular contact with parents and families to support improvements in behaviour.

Safeguarding Children

The school is committed to safeguarding children and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to an enhanced Disclosure & Barring check along with other relevant employment checks.

Other job requirements

The school prioritises the continuing professional development of all staff to ensure that their expertise is being kept up to date.

Person Specification: Deputy Head of KS4 (non teaching)

Experience

- Demonstrable experience of working with children
- Experience in a similar role, preferably within a school setting
- Experience of working with external and multidisciplinary agencies

Education and Qualification

- 4 GCSEs at C or 4 and above (or equivalent), including English and Maths Relevant Safeguarding Qualifications

Skills and Knowledge

- Ability to think operationally and strategically
- Commitment to improving the life chances of students
- Commitment to establishing high and rigorous standards of discipline
- An understanding of kindness and how high expectations and kindness are linked
- An up-to-date and thorough working knowledge KCSIE
- Ability to manage complex and personal issues
- Effective time-management

Interpersonal skills

- To be a positive, solution-focused member of the Greyfriars team
- Ability to relate to teachers, other professionals, families and students
- Good listening and de-escalation skills
- Ability to work as a member of a team, be flexible, solution-focused and work on own initiative

Other

- Ability to relate to and promote the ethos of the school
- Willingness to undertake training as required
- Optimistic outlook that recognises the complexity of working in schools but the joy that is at the centre of such important work

How this is identified

- Application form/supporting statement
- Interview/presentation
- Review of interview tasks
- References

School Ethos

In addition to the specific responsibilities of this post, every member of staff at the Greyfriars Catholic School will commit to:

- Promoting courteous and respectful relationships with students at all times
- Using their influence with other staff and students to promote high standards of behaviour and order within the school
- Working to maintain the School at the forefront of educational practice
- To support the Catholic ethos of the PFMAC
- To play a full part in the PPMAC's school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example
- To support the MAC in meeting its legal requirements for worship
- To continue personal development as agreed

Notes:

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers. The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employees who develop a disabling condition.

This job description is current at the date shown, but in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.



Print Name:

Signed:

Date:.....

Line Manager: