



Deputy Head (Culture, Community and Boarding) - September 2026

***Following the re-structuring of the Senior Leadership Team, the School is seeking an exceptional Deputy Head (Culture, Community and Boarding) to lead and continue evolving our boarding provision, while strengthening the many communities that make St Catherine's unique. This role places community at its heart: connecting pupils, staff, families, alumnae, and external partners, ensuring that the warmth and diversity of boarding life enriches the whole school.***

***This is a significant senior leadership role, central to shaping the future of the school and enhancing the lived experience of every pupil. The postholder will foster a culture where boarders feel deeply known and supported, where day pupils benefit from the vibrancy of boarding life, and where the relationships formed within our houses contribute meaningfully to the ethos and strategic direction of the school.***

***Beyond boarding, the postholder will champion initiatives that deepen community engagement both within and beyond the school gates. They will lead efforts to strengthen partnerships that reflect our values, helping to grow the school's outreach work, and ensuring that St Catherine's remains an outward-looking, socially responsible, and connected community. In doing so, they will ensure that the richness of boarding life is shared widely—and that boarders are fully integrated into the broader rhythms and relationships of school life.***

## About St Catherine's School

St Catherine's was founded in 1885 and in 2025 celebrated 140 years of successful education for girls. The School is an Independent Church of England Day and Boarding School, in membership of the Girls' Schools' Association and the International Coalition of Girls' Schools, with 820 pupils aged between 3 and 18. The Prep School has 220 pupils aged 3 to 11 and the Senior School 550 pupils aged 11 to 18, of whom some 165 are in the Sixth Form and 150 are boarders aged 11 to 18. The School is situated in a 25-acre site in the village of Bramley, three miles south of Guildford off the main Horsham Road (A281) and on the edge of the Surrey Hills Area of Outstanding Natural Beauty. St Catherine's is a selective academic girls' school which prides itself on its excellent A Level results and the university places which all its leavers secure, including good numbers at Oxbridge. However, this is not at the expense of our commitment to the broader ideal of an all-round education for all our pupils, which will prepare them for full and happy lives as well as successful careers.

The School underwent a full ISI Inspection under their new framework in October 2023 and the Inspectorate's report along with an Executive Summary from St Catherine's may be viewed [here](#). Our Good Schools Guide Reviews can be found [here](#) along with Parent Testimonials which can be found [here](#).





## Key Responsibilities

### Leadership & Management

- Provide strategic leadership, development and operational oversight of the boarding provision in line with modern boarding practices school ethos and regulatory standards. Ensuring boarding relevant and attractive in the future.
- Champion outreach, partnership, and community engagement initiatives that reflect the school's values, including philanthropic and bursary-related programmes
- Line manage a small team of Boarding House Managers (BHM's), ensuring effective leadership within each house.
- Oversee recruitment, induction, training, and professional development of boarding staff.
- Support the nursing team in providing exceptional standards of medical care for day girls and boarders.
- Work with the chaplaincy team, ensuring pastoral and spiritual support is integrated into whole school and boarding life.
- Involvement in boarding marketing and recruitment of boarding locally and overseas.
- Ensure the broader school community benefits from the resources and warmth of the boarding community and vice versa.
- Play an active role in the recruitment of boarders – across the boarding spectrum – from flexi to full – local and overseas.
- Champion outreach and community partnerships that align with the school's values and strategic priorities, including philanthropic and bursary initiatives.
- Play an active role in the school's commercial development along with the Head and Senior Deputy Head.

### Safeguarding & Compliance

- Act as Deputy Designated Safeguarding Lead (DDSL) for boarding, ensuring compliance with statutory safeguarding requirements. Training and certification will be provided.
- Ensure adherence to National Minimum Standards (NMS) for boarding schools.
- Maintain accurate records and reporting for safeguarding, welfare, and compliance audits.
- Maintain oversight and of UKVI regulations and practice.
- Own, maintain and enhance policies and Risk Assessments related to boarding.

## **Operational Oversight**

- Develop and manage the boarding rota, including duty nights and weekend coverage.
- Liaise with catering services to ensure all pupils and especially boarders' dietary needs and preferences are met.
- Oversee budgets and resource allocation in collaboration with finance and operations teams.
- Act as cover for boarding on occasion.

## **Student Welfare & Experience**

- Promote a safe, caring, and inclusive environment for all boarders.
- Ensure effective communication with parents and guardians regarding student welfare and boarding matters.
- Ensure Pupil Voice is used effectively to support best boarding practice and experience of students.
- Support development 4th term activity relating to boarding facilities, enhancing commercial opportunities for the school outside the school day and outside term time.
- Ensure increased integration between boarders and day pupils.
- Building the warmth and connection between boarder parents and the school.

## **Quality Assurance & Development**

- Monitor and evaluate boarding provision, implementing improvements where necessary.
- Lead initiatives to enhance the boarding experience, including extra-curricular and pastoral programs.
- Prepare and present reports to senior leadership and governors on boarding performance and compliance.

## **Essential Skills & Attributes**

- Strong leadership and people management skills.
- In-depth knowledge of safeguarding and boarding regulations.
- Excellent communication and interpersonal skills.
- Ability to work collaboratively across departments.
- Resilient, organised, and proactive approach to problem-solving.
- Some out of term commitment may be required to liaise with potential commercial partners, although it is envisaged that this will be flexible to postholder commitments.



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Whilst every effort has been made to outline the main duties, responsibilities and requirements of the post, the list is not exhaustive.

It is understood that areas of responsibility are from time to time subject to review and change in light of the changing needs of the school environment and the professional development of the staff. This job description may therefore be amended from time to time.

### Other Benefits

Lunch is provided daily and all staff enjoy access to the School's leisure facilities for a small one-off joining fee: pool, tennis courts, squash court, fitness suite - when these are not in use by the girls or other visiting courses. Other meals will be provided if staff are required to work during the evenings. Other meals such as breakfast and supper may be taken regularly for a very modest charge, payable in advance.

A fee concession is offered for the education of daughters of staff at St Catherine's, if a place is available and the girl passes the entrance examination. For part-time staff any fee concession is calculated on a pro rata basis.

St Catherine's offers a health cash plan, which covers an individual employee and their family members. The plan provides cash to pay for a range of services including dental, optician, physio, hospital, prescription services, 24 hour GP and personal accident to name a few, and is a taxable expense. This benefit is reviewed annually.

The school offers a cycle to work salary sacrifice scheme, and generous pension scheme.





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## Applications

The application should be completed on My New Term using the link to job opportunities below by 12 noon on Monday 9<sup>th</sup> March and should take the form of:

- a letter of application relating to the specific job description for the post
- the completed Application Form found on My New Term via [www.stcatherines.info/welcome/job-opportunities](http://www.stcatherines.info/welcome/job-opportunities)
- a curriculum vitae if you wish to submit one to complement the above documents

Candidates will have their applications acknowledged and if you do not hear from us after a few days, please contact the HR Administrator by email on [jobapplications@stcatherines.info](mailto:jobapplications@stcatherines.info).

Applications will be assessed in order of receipt and interviews are currently planned for 12th/13th March. Please apply as soon as possible.

Thank you for your interest in St Catherine's School.

Emma Watson, Head  
February 2026



# St Catherine's School

## BRAMLEY

St Catherine's School  
Station Road, Bramley, Guildford, Surrey, GU5 0DF  
01483 893363 | [jobapplications@stcatherines.info](mailto:jobapplications@stcatherines.info)  
[www.stcatherines.info](http://www.stcatherines.info)

Patron: Her Majesty The Queen  
Registered Charity Number: 1070858