



Hollygirt
SCHOOL

Hollygirt seeks a
Deputy Head

About the School

Hollygirt School is a small independent school near Nottingham city centre for children aged 3 to 16.

Hollygirt is a warm and friendly school with small class sizes. We have high expectations that each and every one of our pupils will achieve their very best and be given lots of opportunity to shine. We provide a broad curriculum and a thriving extra curricular programme.

Being a small school, we pride ourselves on knowing each pupil as an individual – their personalities, interests and what makes them tick - and providing a bespoke education. As a non selective school, we accept pupils with a wide range of academic aptitude and attainment.



“The school successfully achieves its aims and enables pupils to thrive and fulfil their academic potential.”

Independent Schools Inspectorate



With numerous opportunities to go on trips, get involved in charity work, sporting competitions and shows, there is something for everyone.

Our strong pastoral provision is as important as academic achievement and we place supporting our pupils emotional and social wellbeing at the very heart of everything we do.

Our flexibility and willingness to adapt is second to none, which is key to forging close relationships with parents and all within the community as we strive to offer the best possible care.

One of the key benefits of a small all-through school is the deep and close sense of community that gives pupils and staff a sense of belonging.



Why live in Nottingham

A green city with a legendary past, a vibrant and dynamic culture and a bright future, Nottingham is a destination of rebels and pioneers, and home to Robin Hood.

One of the UK's most thriving and creative cities, Nottingham provides a fascinating place to explore, whatever your interests.

A major sporting centre, Nottingham was named 'Home of English Sport' in October 2015. The National Ice Centre, Holme Pierrepont National Watersports Centre and Trent Bridge international cricket ground are all based in or around the city, which is also the home of two professional football teams: Notts County, recognised as the world's oldest professional league club, and Nottingham Forest.

Visit the enchanting Sherwood Forest to walk amongst the royal hunting grounds of its centuries-old Major Oak, learn of castles torn apart by civil war, or trace the daring footsteps of the Mayflower Pilgrims from Nottinghamshire to the Americas.

In December 2015, Nottingham was named a 'City of Literature' by UNESCO, joining a list of 20 Cities of Literature. The title reflects Nottingham's literary heritage and thriving poetry scene.

About the Role

We are seeking to appoint a Deputy Head to join the Senior Leadership Team at Hollygirt School.

As Deputy Head you will be a member of the Senior Leadership Team contributing significantly to the management and leadership of the school. The Deputy Head role has a strong pastoral focus taking responsibility for the day-to-day wellbeing, child protection, safeguarding and pastoral care of pupils in the school. Additionally, the Deputy Head is responsible for the leadership and management of the school's pastoral teams and ensuring the day to day operation of the school is conducive to the overall wellbeing of pupils and staff. The Deputy Head is also the school's Designated Safeguarding Lead.

We would like to hear from experienced or aspiring leaders who have strong pastoral instincts, and a collaborative and enabling leadership approach. The ability to work successfully within a team and independently is essential for this role.

We would love to hear from you if you feel you have the skills and attributes to fulfil this role at Hollygirt School.



“The teachers are so friendly and always able to support you. They make lessons extremely fun and every lesson memorable.”

Year 7 student

Job Description

- Deputise for the Head in School and outside of School as required
- Have oversight of the day-to-day operations of the whole school
- Work with the Head in leading on culture, strategy, standards and compliance
- Lead the wider Safeguarding Team
- Ensure the safeguarding, child protection, wellbeing and pastoral care of all pupils, line managing relevant individuals and overseeing relevant policies.
- Perform wider duties expected of the Senior Leadership Team

Job Descriptions are not exclusive or exhaustive and the nature of the position entails that the postholder may be required to carry out additional duties as reasonably required.



“You have the opportunity to do and achieve anything here, from the finest art to the most advanced maths.”

Year 10 student

- Ensure that the school’s pastoral provision is fully compliant with ISI regulations and standards, as well as making sure that preparation for ISI inspections is thorough
- Chair pastoral meetings as appropriate
- Attending trustee committee meetings as required
- Engage in all expected line management activities for direct reports and their teams, and carry out induction, probation and senior reviews as required
- Support school events, recruitment processes and undertake school duties
- Teach a reduced timetable in the candidate’s specialist subject and/or PSHE, as required by the school timetable
- Oversee the development and delivery of the PSHE programme to ensure that the school offers an excellent PSHE programme throughout the school
- Oversee a productive programme of house and form time activities.

Responsibilities

- Oversee the induction of pupils to the school, to help pupils swiftly feel settled in a welcoming and nurturing environment where they feel that they belong
- As appropriate, work with pupils and their families on the most sensitive and serious pastoral and disciplinary matters
- Working closely with the DDSL team as DSL on safeguarding matters
- Oversee pupil attendance and the system for tracking this, ensuring that there is appropriate follow up and intervention for all pupils with concerning attendance
- Promote a positive, inclusive, orderly and respectful environment, in which the importance attached to the school’s values, including kindness, is reflected in pupils’ everyday actions
- Take responsibility for upholding the highest standards of day-to-day pupil conduct, bringing an approach to pupil conduct which reflects the school’s aims and values, and overseeing effective systems connected with pupil conduct, routines, and reward
- Ensure that the school’s pastoral provision is fully compliant with ISI regulations and standards, as well as making sure that preparation for ISI inspections is thorough
- Working with other staff, maintain relevant whole school logs, analysing trends and co-ordinating follow up action (e.g. serious sanctions, bullying)
- Oversee the assemblies programme, ensuring that the programme is engaging, and effectively embeds the school’s values
- Play a key and active role in engaging with pupils and promoting the school’s values and expectations through assemblies, workshops, and in other ways, maintaining a high level of visibility for staff and pupils, especially at key times during the school day
- Working with the other staff, ensure that all school policies and procedures relating to pastoral care and pupil conduct, including the school rules, are relevant, up-to-date, reflective of the appropriate statutory framework and clearly understood
- Undertake any other reasonable duties as requested by the Head

Person Specification



Qualifications

Essential

Are qualified to at least degree level in any subject with QTS/PGCE status

Experience and Knowledge

Essential

Have significant experience of line management in secondary education

Possess excellent teaching experience

Be a strategic thinker, with the ability to see how details sit within the bigger picture

Have a clear vision on how to develop and maintain excellent pastoral care

A 'can do' attitude, and a positive approach to failure as a learning opportunity

Have strong collaborative and interpersonal skills, with a good sense of humour

Desirable

Have experience serving and leading as part of a Senior Leadership Team

Have a good understanding of relational practice as a behaviour management tool

Application Process

Candidates should submit an application by **8am on Friday 21 March 2025**, via [tes.com](https://www.tes.com). To apply, please complete an application form and include a covering letter outlining your suitability for the role.

Successful candidates will be invited to attend interview on **Tuesday 25 March 2025**.

If you would like to discuss the role and find out more about the school before applying, please contact the school via info@hollygirt.co.uk to arrange a call.

We reserve the right to close this vacancy earlier than the date advertised.

Remuneration

£52,000 - £56,000

Salary commensurate with the importance of the role and experience of the candidate.

Benefits

- A contributory pension scheme
- A generous fee discount for children of staff who attend Hollygirt
- Cycle to work scheme
- Complimentary lunch is provided
- CPD, training and development opportunities





“I came to work at Hollygirt as cover for one year and 12 years later, I’m still here. I can’t imagine working at any other school. It’s a special place to be.”

Member of staff



Safeguarding and Equal Opportunities

Hollygirt School is committed to safeguarding the welfare of all children and young people and expects all staff and volunteers to share this commitment.

As part of the recruitment process, all staff and volunteers who work within the School will have their suitability to work with children assessed and any offer of employment will be subject to successfully completing pre-employment checks, including an enhanced DBS disclosure and the receipt of satisfactory references.

The post is exempt from the Rehabilitation of Offenders Act 1974 and the School is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are ‘spent’ unless they are ‘protected’ under the DBS filtering rules) in order to assess their suitability to work with children.

Please see our [Safeguarding Policy](#) on our website for further information.



Interested?

Contact Us
Tel: 0115 958 0596
Email: info@hollygirt.co.uk

We look forward to meeting you soon.

Hollygirt School
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www.hollygirt.co.uk