



St Hilda's School

HARPENDEN

Caring, Curious & Confident

Deputy Headteacher

Applicant Information Pack

October 2025

An Independent day school for girls aged 4 to 11

And a Nursery for boys and girls from 2 years



Welcome to St Hilda's Prep and Nursery School

St Hilda's School was founded in 1891 and has been on the current site for over a hundred years. It is an integral part of the Harpenden community and is widely respected for its high standards and nurturing atmosphere. It is nestled in a beautiful locally listed residential area, 0.8 miles from Harpenden train station and a short walk into the 'village'. Harpenden is characterised by Church Green, Leyton Green and the High Street Greens, which give the town its provincial feel. Just to the south of the town centre is Harpenden Common, stretching from the shops in the town centre for more than a mile to the south, encompassing a total of 238 acres. Harpenden is well noted for its fast train service to St. Pancras International, and for the motorist, junction 9 of the M1 motorway is just 3 miles distant.

Recent developments to St Hilda's have included the integration of outdoor learning into the curriculum, an extended sports programme as well as a strong focus on wellbeing. The building has been substantially extended over the years with new teaching areas together with existing classrooms being enhanced and adapted, including a new STEM Lab, Art Room and a Performing Arts Studio. The School was most recently inspected by ISI in February 2024 and passed in all areas, with glowing comments from the inspectors. The pandemic has not diminished the School's ability to adapt and thrive in different circumstances, during which it has gone from strength to strength.

St Hilda's has approximately 140 girls aged 2½ – 11 years, with boys also in the Nursery, and each class (one class per year group) has a maximum class size of 22. From St Hilda's, girls move on to the major independent schools in the area, including Haberdashers, St Albans High School, Berkhamsted and Abbot's Hill. Some girls also board at Queenswood, Haileybury or sometimes further afield, and to some of the very successful local state sector schools. Scholarships are achieved each year across all disciplines.

The school is a member of the Independent Schools Association and the Girls' Schools Association.



Caring, Curious and Confident

Our core value is to produce caring, curious and confident young people. St Hilda's pupils flourish because they feel secure and happy at school.

To ensure that parents are welcomed at the school and that their views are encouraged and acknowledged.

Our aims are to:

Nurture and celebrate the individual

Foster an inclusive and welcoming school community where mental health and well-being are at its heart

Engage each child in a challenging and diverse range of learning opportunities

Inspire each child to realise their unique talents and reach their full potential

Pastoral Care

The wellbeing of pupils is our top priority. We continually strive to ensure that our children feel cared for and supported. All teaching staff are involved in pastoral care, and we encourage strong communication with parents throughout the children's journey with us.

Our mentor system is an important feature and allows close collaboration between pupils and staff. The Playground Squad enables our older girls to inspire confidence and provide support to pupils at break times.

Our School Council provides a forum for pupils to give their opinions, members being elected from Form III upwards.



Person Specification

We are seeking to appoint a highly motivated, dynamic and inspirational Deputy Headteacher with strong leadership skills, vision and energy to join this thriving, caring school in the centre of Harpenden.

A key adviser to the Headmaster on matters of strategy, discipline and pastoral issues, who sustains a vision for the operations of the whole School, the Deputy Head will possess the necessary skills and experience to ensure that every pupil has the opportunity to thrive and to make a positive contribution to their School community.

This is an exciting Senior Management Team post with some curriculum and teaching responsibility.

The successful applicant will ideally be a well-qualified graduate, who is an experienced teacher with some current or previous management experience, and should be sympathetic to the Christian ethos of St Hilda's School. Applications are welcome from the state and independent sectors. The Deputy Headteacher is required to support the Headmaster in ensuring the care and nurture of each pupil, for maintaining good academic and disciplinary standards within the School and being fully committed to the wider life of St Hilda's.

We are renowned for our caring, family atmosphere where each pupil is respected for their individuality, and all are encouraged to develop confidence at every opportunity. We have an experienced and dedicated team of staff who seek to bring the best out of everyone.

The successful candidate will be expected to show initiative in promoting existing activities as well as encouraging new ideas and will work as part of the teaching team in setting, nurturing, promoting, and maintaining a very high standard of behaviour and mutual respect throughout the school, ensuring that all staff play an active role in the pursuit of these standards.



JOB DESCRIPTION

Job title: Deputy Headteacher – full time

Responsible to: Headmaster

Professional Duties

The following duties are the professional duties which all teaching staff may be required to perform:

- All staff are expected to be an integral part of a team that accepts the collective responsibility for the health, education and welfare of the pupils in the school.
- All staff are expected to assist in the implementation of the aims of the school, which are based upon developing each pupil's natural ability to the full.
- All staff are expected to play as full a part as possible in the corporate life of the school, as reasonably required by the Headmaster, and take a fair share of the supervisory duties in the school.
- All staff are expected to provide a differentiated curriculum that ensures that all reasonable adjustments are made to enable every individual pupil to access the curriculum and to make optimum progress.
- All staff are expected to play as full a part as possible in the corporate life of the school, and to take a fair share of supervisory duties and extra-curricular activities.
- All staff are expected to attend the annual Sports Day in June and at least one Saturday open morning a year.
- All staff are expected to contribute to the school ethos by upholding discipline and standards of general behaviour around the school.
- All staff are expected to attend parents' meetings and major functions, when required by the Headmaster, to include support staff as required. Staff are expected to assist in one evening performance each year.
- All staff are expected to contribute to the school ethos by upholding discipline and standards of general behaviour around the school.
- All staff are expected to cover for absent colleagues and, when absent themselves, set appropriate work if possible.
- All staff are expected to maintain good order and discipline among the pupils and safeguard their health and safety, both when they are at school and when they are engaged in authorised school activities elsewhere.
- All staff are expected to attend CPD training on a regular basis.
- All staff are expected to take part in the Staff Appraisal scheme.

General Duties

The principal role of the Deputy Headteacher is to support the Headmaster in the running of the School, either alongside him or in his absence, and when necessary to act as a liaison between him and the staff. This may occasionally involve dealing with disciplinary or pastoral issues, and at times when he is not able to do so, manage any parental concerns requiring an immediate response. With the Headmaster and Business Manager, the Deputy Head is part of the Senior Management Team and attends weekly meetings.

In addition the Deputy Head is responsible for a number of other duties:

- Form V form teacher, including leading the residential trip;
- Keeping a close oversight of all pupils academic progress and pastoral concerns.
- Supporting the Headmaster at meetings with parents and at all special events, concerts and shows.
- Creating, amending and disseminating the School timetable, plus associated Cover and Duty timetables.
- Oversee the curriculum across the School, in conjunction with the Director of Studies.
- Taking assembly once a week, and on other occasions, including in the Headmaster's absence.
- Managing students on Work Experience.
- Managing Volunteers.
- Ordering and managing the supply of stationery - exercise books, etc (with assistance from other staff, where appropriate).
- Collecting and communicating school house points.
- Coordinating and facilitating school outings and special events, including Activity Week and St Hilda's Day (17th November).
- Ensuring completion/monitoring of Risk Assessments for all outings and special events.
- Preparing for and coordinating Sports Day (in conjunction with the Headmaster & Director of Studies), appropriating prizes and cups, and providing commentary throughout the event. This is on the last Saturday in June.
- Attending conferences and training as and when appropriate to maintain current research and practice.
- Supervising the Summer Reporting procedure, in liaison with the Business Manager and the Headmaster.
- Assisting the Headmaster, as necessary, in the provision of interview preparation for Senior Schools.
- To support the Compliance Officer in the monitoring of regulatory/statutory requirements and ensuring that the school is fully compliant (in conjunction with the Headmaster, the Business Manager & the Director of Studies).
- Assisting the Headmaster with Staff Appraisal/Observations and Peer Observations.
- Assistance with marketing strategies for the School, including the organisation of Open Days.
- Assisting the Headmaster in organising and leading of Parent Forum meetings each term.
- To undertake a late duty once per week, in a rota with other senior staff.

Essential Criteria

In addition to the attached job description, the Deputy Headteacher is also expected to lead the Maths Department, with a reduced teaching commitment. The current post holder is Head of Maths and the Gifted and Talented programme, teaching these subjects to Year 5 and Year 6, including preparing pupils for Common Entrance and Senior School entrance examinations. Candidates with other subject specialisms are also welcome to apply and will be given due consideration.

It should be noted that a job description is not an exhaustive list of tasks, and employees may be asked to carry out other duties commensurate with the responsibility and seniority of the post. The job description may also be amended to take account of changed circumstances, and employees will be consulted if this is necessary. Please note that whilst the job description covers the anticipated role, it is expected that it will be tailored to suit the strengths of the successful applicant.



Remuneration and Benefits

The Deputy Headteacher's salary will be commensurate with experience.

St Hilda's has its own salary scale and mostly follows the Herts Teaching Scale, our academic year lasts for 34 weeks per academic year only. The post will be remunerated in the main or upper pay range and will be commensurate with experience.

- The school offers a fee remission of 30% for children of members of full-time staff educated at St Hilda's
- Scottish Widow pension scheme
- 34-week academic term
- Complimentary working lunch /tea/ coffee / biscuits
- Cycle to Work and Tech Schemes
- Plenty of on street parking
- Access to use of confidential counselling help line
- Laptop with Microsoft 365 for school use
- Support with continuing professional development

Work with us

St Hilda's School is committed to safeguarding 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 Disclosure and Barring checks along with other relevant employment checks.

For an application form and further information, please contact the Head's PA via

You should email your covering letter and completed job application form should be sent to the Head's PA Liz Madden at EMadden@sthildasharpenden.co.uk or call 01582 712307 to discuss further.

Application Process

Closing date: 10am on **Monday 3rd November 2025**.

Interviews: **w/c 10th November 2025**

Successful applicants will be called for interview in the same week. Early applications are encouraged as we reserve the right to call suitable candidates to interview prior to the closing date.



"We love the supportive ethos of the school.
The pupils are always overjoyed when one of their
classmates achieves something extra special.
We are so pleased we chose St Hilda's".



St Hilda's School

HARPENDEN

Caring, Curious & Confident

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Headmaster: Mr Daniel Sayers