



Deputy Head Teacher Job Description

The English School Nicosia

Position	Deputy Head Teacher
Reports to	Headmaster
Accountable to	Headmaster and Board of Management, through the Headmaster
Leadership status	Member of the Senior Leadership Team
Place of work	The English School, Nicosia, and other locations reasonably required for School business
Employment terms	As stated in the employment contract, applicable collective arrangements and School policies
Date effective	2027

Role purpose

The Deputy Head Teacher is a senior leader who supports the Headmaster in the strategic and operational leadership of the School. The post holder helps translate the School's mission, values and strategic priorities into consistently high standards of education, conduct, safeguarding and organisational practice. The Deputy Head Teacher deputises for the Headmaster when required and exercises delegated authority with sound judgement, integrity and discretion.

Key accountabilities

Strategic leadership and governance

- Support the Headmaster in shaping, implementing and evaluating the School's strategy, School Action Plan and annual priorities, using clear objectives, evidence and measurable outcomes.
- Contribute to whole-school planning, policy development, risk management, quality assurance and reporting to the Board of Management and its committees.
- Provide timely, accurate and balanced advice to the Headmaster, and carry out delegated decisions within the authority of the role.
- Promote effective collaboration across academic, pastoral and administrative functions and contribute to the efficient use of School resources.

Teaching learning curriculum and assessment

- Provide visible leadership for high-quality teaching, learning, curriculum design and assessment across the School.
- Help ensure that the curriculum is ambitious, coherent, inclusive and appropriately aligned with GCSE/IGCSE, A Level, Apolytirion and other applicable requirements.
- Oversee agreed quality-assurance activities, including learning reviews, use of assessment information, reporting, intervention and follow-up action.
- Work with leaders and departments to identify underperformance, improve consistency and ensure appropriate academic support, challenge and extension.
- Support super-curricular provision, independent learning, external examination preparation, sixth-form pathways and university preparation.





School culture behaviour and student wellbeing

- Lead and model a calm, respectful and ambitious school culture in which expectations are understood and applied consistently.
- Oversee or support agreed systems for behaviour, attendance, punctuality, uniform, mobile-phone use, classroom routines and student conduct.
- Ensure decisions affecting students are fair, proportionate, properly recorded and consistent with School policy and applicable law.
- Work closely with pastoral and safeguarding leaders to promote student welfare, inclusion, dignity, voice and belonging.

Safeguarding and child protection

- Uphold the School's safeguarding and child-protection policies and maintain a culture in which concerns are recognised, reported and acted upon promptly.
- Work with the Designated Safeguarding Lead and relevant authorities, within delegated responsibilities, and ensure secure, need-to-know handling of safeguarding information.
- Complete required safeguarding training and ensure that recruitment, supervision, educational visits, activities and daily practice reflect safer-working expectations.
- Report any concern or allegation concerning a child or adult in accordance with School procedures and Cypriot legal requirements.

People leadership performance and development

- Line manage designated senior leaders, middle leaders, departments or functions, setting clear expectations and reviewing progress.
- Contribute to objective setting, appraisal, professional learning, coaching, succession planning and leadership development.
- Address performance, conduct and attendance matters fairly, promptly and confidentially in consultation with the Headmaster and HR, following applicable procedures.
- Support equitable, merit-based employment practice and reasonable workplace adjustments in line with School policy and applicable law.

Operations compliance and information governance

- Support the safe and effective day-to-day operation of the School, including emergency response, duty arrangements, events and business continuity, as delegated.
- Ensure that records, reports, certification processes and academic systems within the role's remit are accurate, secure, auditable and completed on time.
- Oversee designated academic certification processes, which may include the Apolytirion, ensuring accuracy, fairness, compliance and clear communication.
- Handle personal, educational, medical, safeguarding and employment information lawfully, confidentially and only for authorised School purposes.
- Comply with applicable Cyprus and European Union legislation, health and safety requirements, data-protection obligations, School policies and lawful instructions.

Parents community and external relations

- Communicate clearly, respectfully and professionally with parents and carers, listening carefully, explaining decisions and resolving concerns at the appropriate level.
- Represent the School credibly at events, meetings and in communications with external bodies, partners and the wider community.
- Maintain appropriate professional boundaries and protect the reputation and legitimate interests of the School.

Deputising and professional responsibilities

- Deputise for the Headmaster when requested and exercise delegated authority in accordance with School governance and policy.



- Maintain a visible presence during the School day and at reasonable out-of-hours School events, as required by the role and employment terms.
- Undertake an appropriate teaching commitment and other duties agreed with the Headmaster.
- Maintain professional competence through relevant continuing professional development and model the standards expected of all staff.

Authority and working relationships

The Deputy Head Teacher acts within authority delegated by the Headmaster and the School's governance framework. The post holder will work closely with the Headmaster, Senior Leadership Team, Board of Management, Heads of Department, pastoral and safeguarding teams, HR, administrative colleagues, students, parents and external agencies. Matters reserved to the Headmaster or Board of Management must be referred appropriately.

Person specification

Area	Requirement	Status
Qualifications and professional standing	Recognised degree and appropriate teaching qualification; eligibility to work and, where applicable, teach in Cyprus; evidence of relevant continuing professional development.	Essential
Teaching experience	Substantial successful teaching experience and a strong understanding of high-quality classroom practice.	Essential
Leadership experience	Successful senior leadership or substantial whole-school middle-leadership experience, including responsibility for people, improvement and implementation.	Essential
Curriculum knowledge	Strong knowledge of British-style education and GCSE/IGCSE and A Level pathways.	Essential
School improvement	Evidence of improving standards, systems, culture, teaching or student outcomes through disciplined follow-through.	Essential
People development	Experience of appraisal, professional learning, coaching, quality assurance or curriculum leadership.	Essential
Safeguarding	Current understanding of safeguarding and child-protection responsibilities and a demonstrable commitment to student welfare.	Essential
Communication and judgement	Excellent written and spoken communication; sound judgement in complex academic, pastoral, parental, staffing and operational matters.	Essential
Leadership behaviours	Integrity, discretion, resilience, emotional intelligence, accountability and the capacity to combine warmth with authority.	Essential
Relevant context	Leadership in an HMC, COBIS, British international, selective or multicultural school.	Desirable
Wider expertise	Experience of inspection or accreditation, academic strategy, behaviour and culture, digital learning or AI policy, Board work, and/or university preparation.	Desirable



Performance and review

Performance will be reviewed through the School's appraisal arrangements against agreed annual objectives and the effective discharge of this job description. Evidence may include progress against the School Action Plan, quality of teaching and learning, student outcomes and welfare, consistency of systems, staff development, stakeholder confidence, compliance and the timely completion of delegated responsibilities.

Safeguarding vetting and legal compliance

Appointment and continued employment are subject to the checks, declarations and evidence required by applicable Cypriot law and School policy, including identity and qualification checks, satisfactory references, criminal-record screening and relevant certificates concerning sexual offences against children. The post holder must immediately disclose any matter that the law, contract or School policy requires to be disclosed.

The School is committed to equal opportunity and to safeguarding and promoting the welfare, safety and dignity of children and young people. Selection and employment decisions will be made on objective, role-related criteria, subject to lawful safeguarding requirements.

Scope and variation

This job description describes the principal responsibilities of the role and is not exhaustive. The post holder may be required to undertake other duties that are reasonable, lawful, commensurate with the seniority of the position and consistent with the employment contract. The School may review this job description to meet changing educational, operational or legal requirements following consultation with the post holder. Any material change to contractual terms will be addressed through the applicable contractual and legal process.

Acknowledgement

This job description should be read together with the employment contract, staff handbook, safeguarding procedures and other applicable School policies. It does not of itself replace or vary the employment contract.