

# **Fettes College**

**Deputy Head (School Life)**  
**Start date: September 2025**



Fettes College is a leading HMC co-educational boarding and day school close to the heart of Edinburgh. It has a strong tradition of academic, sporting and cultural excellence underpinned by outstanding pastoral care.

Fettes opened its doors in 1870 and became fully co-educational in 1980: it is now an independent school of some 730+ students. There are 560 students in the Senior School (13-18 years) and 170 students in the Preparatory School (7-13 years). The academic staff in the College consists of the Head and 85 full-time members of the Common Room. Our Prep School shares the same site and consists of a further 28 teaching staff. September 2025 will herald a new chapter for Fettes College with the opening of a Pre-Prep School within the Prep School.

The school stands on a magnificent site of approximately 100 acres but is still within walking distance of Edinburgh's city centre. The historic main building holds the Chapel, Library, the English, Classics and History Departments as well as the Medical Centre and two boarding houses. A large purpose-built teaching block (the Spens Building) houses Art, Modern Languages, Mathematics, Economics, Geography and Music. The Theatre, Science Laboratories and Dining Hall are adjacent. The Preparatory School and nine further boarding houses (including Craighleith, our U6th House, specifically designed to prepare students for university) are also on the campus. Our sports facilities (including extensive playing fields, two all-weather pitches and a private Health Club) are excellent.

As well as our teaching staff, we employ over 200 operational staff across the many departments, including Estates, Security, Housekeeping, Finance, HR, Admissions and Marketing with a pervading sense of community amongst staff, students and parents alike.



## The Aims of the College

Fettes College aims to nurture the individual while fostering a happy, well-ordered and caring community with strong family values at its core. To this end, we will do our utmost to ensure our students:

- Receive the highest possible quality of education within a boarding environment
- Feel safe, valued, have a sense of personal worth, are thoughtful and considerate of the needs of others, possessing a willingness to take on responsibility
- Develop their self-confidence, integrity, emotional resilience, loyalty, good manners and humour, leadership skills and teamwork
- Value a sense of community and service, and develop a clear sense of right and wrong, equipping them for life beyond Fettes
- Are provided with equal opportunities regardless of gender and identity, sexual orientation, disability, ethnicity or religion
- Are encouraged to stretch and challenge themselves in everything they undertake



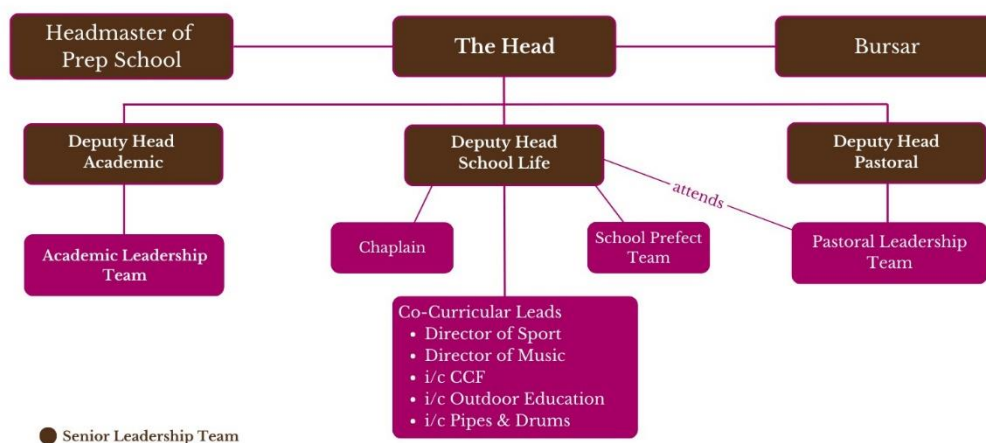


The Deputy Head reports to the Head and is a member of the College Senior Leadership Team and, as such, will assist in developing a shared vision and strategic plan for the College in accordance with its aims and ethos.

## Key Responsibilities

- Day-to-day running of the school
- Visible, positive presence around school
- Member of Senior Leadership Team and, in conjunction with the other Deputy Heads, deputising for the Head in her absence
- Co-curricular programme
- School Calendar
- Organisation of whole school events
- Oversight of trips and visits
- Behaviour and standards as part of the Deputy Heads' Team
- Theme 3 in our School Improvement Plan - Our People

## Senior Leadership Team





More specifically, the responsibilities of this important role include:

## School Administration

- Take ultimate responsibility for the smooth day-to-day running of the school
- Act as a key point of contact with the Bursar and other Operational Staff managers (eg Catering, Housekeeping, Estates) in any matters relating to the organisation and administration of the school
- Be responsible for co-ordinating whole school events in conjunction with College management and administrative teams
- In conjunction with the Senior Leadership Team, ensure school-wide compliance and understanding of all policies

## Co-Curricular Activities

- Oversee the timetable of co-curricular activities and school trips
- Facilitate all co-curricular activities, including line management of key staff
- Oversee all aspects of weekend activities, ensuring a varied programme of adequately supervised events





## Staff

- Work with the Head and other Deputy Heads to support and manage teaching staff to ensure staff welfare is a strong focus
- Take an active role in teaching staff appointments
- Ensure parity of workload of teaching staff in conjunction with Deputy Head (Academic)
- Line manage, including regular meetings with all co-curricular managers: Director of Music, Director of Sport, person i/c CCF and outdoor education, person i/c Pipe Band
- Line manage the school Chaplain including supporting the smooth running of Chapel services

## Students

- In conjunction with other Deputy Heads, be responsible for the upholding of standards and good behaviour throughout the school
- Facilitate school prefect selection, training and supervision, including chairing of weekly school prefect meetings
- Oversee student, staff and parent consultation
- Fulfil the requirements of a teacher on a significantly reduced timetable





## The Ideal Candidate

The successful candidate for this post is likely to have the following qualifications, experience and characteristics.

### Qualifications

- Have a degree and a PGCE or equivalent
- GTCS registration is essential

### Experience

- Have a proven track record of outstanding middle or senior leadership within a school context
- Understand and have experience of a boarding environment
- Be an experienced and successful classroom teacher

### Characteristics

- Be a strong, visible presence around campus, seeing the value of immersing themselves in the full life of this boarding school
- Demonstrate an ability to build positive relationships with colleagues, students, parents and alumni of the school
- Display excellent leadership skills with the capability to manage and inspire both staff and pupils
- Possess exemplary communication skills with a wide range of stakeholders and strong IT literacy
- Be a dynamic and enthusiastic individual with the vision and ability to develop and implement strategic goals
- Be capable of identifying problems and solving them creatively
- Have an ability and willingness to have difficult conversations when necessary
- Possess excellent organisational skills and adhere to deadlines
- Show a commitment to equality and diversity
- Maintain a commitment to sustaining the sector-leading pastoral care in the school



## Terms of the Appointment

- The appointment will begin at the start of the Autumn Term 2025
- Salary will be by negotiation and will depend on the qualifications and experience of the successful candidate
- This role includes remission for any children attending Fettes as day students
- A four-bedroom modern house close to campus is available
- Employment will be subject to two terms' notice on either side. Other details and conditions of service will be discussed at interview

## Application Process

The closing date for applications for this role is midnight on **Wednesday 29th January 2025**.

To apply, please go to our website and follow the link for this vacancy: [www.fettes.com](http://www.fettes.com)  
All applicants are asked to provide, as well as a CV, a covering letter, including the names and addresses of three referees. Our Human Resources Manager, Wendy Davidson, or our Head, Helen Harrison, are available to have an informal conversation with any potential candidate prior to applying. If this is of interest to you, please contact [recruitment@fettes.com](mailto:recruitment@fettes.com) to arrange a time to speak with the Head or Human Resources Manager.

A shortlist of candidates will be invited to visit the school, meet the Head and members of the Senior Leadership Team on Wednesday 5<sup>th</sup> February 2025.

We are committed to creating a diverse workforce and welcome applications from under-represented communities. We particularly encourage applications from Black, Asian, and Minority Ethnic (BAME) candidates. If you would like to have an informal chat about the inclusive culture at Fettes College, or have any questions about how this might work for you, please contact Sadia Hussain-Savuk (DEI Lead) at [S.Hussain-Savuk@fettes.com](mailto:S.Hussain-Savuk@fettes.com).

