



REPTON

**DEPUTY HEAD OPERATIONS AND
BEHAVIOUR**

Full Time

September 2026



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Welcome from the Headmaster

Repton is a wonderful and inspiring place to work: one of the UK's foremost co-educational boarding and day schools. Set in the heart of the English countryside, yet within easy reach of major cities, the School is strengthened by a history that stretches back over a thousand years, while remaining firmly focused on meeting the challenges and opportunities of the twenty-first century.

We are seeking an outstanding Deputy Head Operations and Behaviour, to join the Senior Management Team and help shape the daily experience of Repton pupils and staff alike. Working closely with the Principal Deputy Head, the successful candidate will play a central role in the smooth and effective operational running of the School.

This high-profile leadership position offers a genuinely exciting opportunity to set the tone of the School through oversight of operations, behaviour and discipline. It is a role that will suit current members of senior leadership teams and ambitious middle leaders seeking a purposeful next step. It is also an ideal springboard for those aspiring to headship.

Repton has undergone a significant programme of investment and expansion across both the Senior and Preparatory Schools in recent years. The Repton Family of Schools now includes 11 schools across the UK and internationally - in Dubai, Abu Dhabi, China, and Egypt - with further developments on the horizon.

These connections not only enhance our global outlook but offer staff professional opportunities well beyond the Derbyshire campus.

We are a school with ambition and purpose, and we seek to appoint leaders and teachers who share our values. Staff at Repton benefit from excellent working conditions, housing, a generous fee-remission scheme, option to remain in the TPS or join our defined contribution scheme (Aviva APTIS) with a 22% contribution, and a strong culture of professional development.

From pioneering pastoral care to nurturing excellence across academic, sporting and creative domains, Repton is a community that thrives on shared endeavour and the belief that education should be both rigorous and joyful.

I very much hope that you will read this document with interest, and I warmly encourage you to apply.



Mark Semmence
Headmaster



An Introduction to Repton

Repton is a school rooted in heritage and shaped by ambition. Founded in 1557 by Sir John Port of Etwall, the School stands on the site of a 7th-century Anglo-Saxon Benedictine abbey and, later, a 12th-century Augustinian priory. The ancient village of Repton, once the capital of the Kingdom of Mercia, has been a centre of learning for over a thousand years, and continues to inspire a rich educational tradition.

Today, many of the School's original buildings remain central to daily life. The Guest Chamber, Prior's Lodging, Overton's Tower, Tithe Barn and the iconic Arch - all part of the original monastic estate - provide a distinctive architectural setting that blends seamlessly with state-of-the-art modern facilities. The Arch, once the gatehouse to the Priory, now stands as a symbol of welcome and integrity, echoed in the School's motto: *porta vacat culpa* - "the gate is free from blame."

Repton educates over one thousand pupils across its Prep and Senior Schools. It is a school large enough to achieve excellence in every sphere (academic, pastoral, sporting and creative) yet small enough to ensure every pupil is known, nurtured and given the opportunity to flourish. At Repton, all pupils - whether day or boarding - belong to one of ten Houses (six for boys, four for girls), each providing a strong sense of identity, belonging, and pastoral care.





Academic standards are high and creative activities, including music, art, drama and design, flourish. The School has a national profile in sport, in particular in football, hockey, cricket and swimming. Our pupils thrive both in and out of the classroom and they develop the skills, qualities and values that will lead to a successful life.

We were delighted that the most recent ISI inspection (March 2024) found Repton to have met *all* standards, and highlighted sport as a significant strength of the school. The inspectors praised the inclusive, expert-led provision and its contribution to pupils' physical and personal development, noting that our approach cultivates "self-confidence, self-esteem and resilience to prepare them well for later life." The ISI inspection praised the School's "knowledgeable and skilled teachers" who deliver "carefully planned lessons that support and challenge pupils of all abilities." Inspectors noted that pupils are "thoroughly prepared for public examinations and achieve well," with teaching that actively encourages intellectual curiosity and independent thinking .

Whilst Repton is undoubtedly modern in terms of practice and outlook, the traditional values of encouraging pupils to aim high whilst showing respect for all are still of utmost importance. The School continues its strong educational vision, recognising the importance of being able to offer a Repton education to potential pupils from all backgrounds by providing scholarships and bursaries in a wide range of subjects.

Repton Prep, located on its own beautiful campus nearby, is an integral part of the Repton educational journey and a key member of the Repton Family of Schools. It shares our values, ambition and standards, and offers a seamless transition for many pupils into the Senior School. Alongside Repton Prep, the School has developed strong relationships with a growing number of other preparatory schools within the Repton Family of Schools, as well as with a wide range of leading feeder schools locally, regionally and internationally. These relationships are carefully cultivated and mutually valued, enriching our intake and creating opportunities for collaboration and shared development.





A Global Family of Schools

The Repton Family of Schools represents a bold and ambitious extension of Repton's educational vision, combining tradition and innovation to create a global network of schools committed to excellence. The first international school, Repton Dubai, opened in 2007, making Repton one of the earliest British schools to establish an overseas campus. Since then, the family has grown to include schools in Dubai (2), Abu Dhabi (2), China, and Egypt, with a further four international openings planned in the years ahead.

Repton also currently has five schools in the UK: Repton, Repton Prep, Marlborough House Vinehall, St Hugh's, and St Wystan's - each one offering a distinctive local experience while sharing the core values and educational ethos of the wider group. There is a clear ambition to expand this UK family of schools, increasing access to a Repton education within the UK as well as overseas.

This growth is central to Repton's strategic development. The additional income and intellectual capital generated by the Repton Family of Schools (RFS) directly support the School's aim to widen access through bursaries, invest in outstanding facilities, and strengthen staff development. Furthermore, the group enables Reptonians and staff to participate in collaborative and cultural exchange opportunities across continents, deepening Repton's global perspective and reach.

The Headmaster of Repton School also serves as CEO of the Repton Family of Schools, ensuring strategic alignment, educational quality and a consistent commitment to values across the group. RFS provides a wide range of expertise - from governance and school design to teacher development and quality assurance - supporting both the integrity and ambition of Repton's global brand.





Teaching at Repton

At the heart of Repton's success is the calibre and commitment of its teachers. The School places great value on its staff and the essential role they play in shaping pupils' academic and personal development. As such, Repton is deeply committed to the professional growth of its staff and invests significantly in their ongoing development as teachers and educators.

Full-time teachers also benefit from

- Option to remain in the TPS or join our defined contribution scheme (Aviva APTIS) with a 22% contribution;
- Housing
- An attractive fee-remission scheme
- Free membership of Repton's Sport Centre
- Health insurance for teaching staff with the ability to extend to immediate family
- Cycle to work scheme
- Electric car lease scheme

Repton combines the historic and the modern with exceptional teaching facilities across its beautiful campus. The heart of the School is a 12th-century Augustinian Priory, but following a major investment programme, teaching now takes place in outstanding, purpose-built environments - including a new Science Priory, the School Theatre, a Mathematics and PE block, the Digital Priory and our new DT and MFL classrooms.

"Repton is the first school I've worked at where I've felt genuinely supported to grow professionally while also making a real difference to pupils' lives."

- Current SMT Member

The School also benefits from a world-class Sports Centre, featuring two full sports halls, a strength and conditioning suite, gym, swimming pool, café and hospitality areas - opened in 2019 by Olympic gold medalist Adam Peaty.

Teachers at Repton work in well-equipped, spacious classrooms and benefit from a collaborative and supportive staff culture. All are actively involved in boarding and co-curricular life, contributing to the strong sense of purpose and community that defines the School.

In its most recent inspection in March 2024, the ISI inspection praised the School's "knowledgeable and skilled teachers" who deliver "carefully planned lessons that support and challenge pupils of all abilities." Inspectors noted that pupils are "thoroughly prepared for public examinations and achieve well," with teaching that actively encourages intellectual curiosity and independent thinking





The Role

The Deputy Head School Operations and Behaviour (DHOB) reports to the Headmaster, working on a daily basis to the Principal Deputy Head (PDH) in all aspects of the role.

Along with the Principal Deputy Head, the DHOB will have responsibility for the operational running of the school, as well as leading on discipline and behaviour. The DHOB is central to maintaining an ordered, productive and safe school in which the well-being of the pupils is of paramount importance.

The DHOB will play an important role in setting the tone for the school, ensuring that the highest standards of conduct and safety are delivered consistently both on and off the School site, including during trips and expeditions. The DHOB will also have oversight of all School events, including pupil and parent-facing events.

The DHOB is key to ensuring that staff within their control are motivated, engaged, trained, and competent, and feel supported in the delivery of their accountabilities.

There is a procedural element to the role. The DHOB needs to ensure the School is compliant with educational visits and security regulations, manage risk effectively, including the oversight of logistics and risk management for whole-school events as required, and contribute to outstanding results in inspections.

The DHOB is also a part of the Wellbeing and Pastoral Team, assuming responsibility for all pupil disciplinary matters, as directed by the PDH.

The DHOB is a member of the Senior Management Team (SMT) and the Health and Safety Committee and will also be expected to contribute to wider School matters. As a member of the SMT, the DHOB will be available for School Detention and Saturday Night Duties.

The DHOB is expected to teach a reduced timetable within an academic department. He or she is expected to make a full contribution to the pastoral and extra-curricular life of this busy boarding and day School. He or she will regularly attend School-wide events in the evening and at weekends.

This job description provides a guide to, and general description of, the duties and responsibilities of the DHOB and may be amended. It is not exhaustive, and therefore the DHOB should be willing to undertake any other related tasks, as may be reasonably required by the Headmaster/Principal Deputy Head (PDH).



Key areas of responsibility

Operations

- In collaboration with the Principal Deputy Head, to lead on the operational running of the School
- Be responsible for the management of all trips, including the Educational Visits Policy
- Be available as the Base Contact for educational visits
- Advise the Principal Deputy Head/Headmaster and the SMT on developments and risk in educational visit matters
- Ensure in advance the proper recording of details and responsibilities for each such event on the appropriate forms and in the School Calendar, working with the Estates Team and others as required to ensure efficient delivery

Pupil Behaviour

- In conjunction with the Principal Deputy Head, ensure the highest standards of pupil behaviour, with operational disciplinary judgement up to but not including exclusion
- Take responsibility for all aspects of pupil discipline, including the recording and analysis of sanctions and be a visible, pro-active presence around the school site, ensuring high standards of behaviour and appearance
- Model and uphold the very highest standards of uniform
- Be a regular and visible presence around the school site and village
- Conduct disciplinary investigations and produce the REC 1 summative form following the generation of the INT1 and INT2 records
- Take responsibility for and maintain the Bullying Log, oversee the Discipline and Rewards and Conduct modules on iSAMS, the weekly operation of school sanctions and the identification of any trends in behaviour and sanctions

Events

- Work proactively, under the direction of the Principal Deputy Head, to ensure the successful planning and execution of all School events held on site - whether pupil, staff, or parent related. This includes oversight of logistics, communication, and health and safety for occasions such as assemblies, parents' meetings, open days, Chapel services, Speech Day, Leavers Ball, pupil photographs, and other public or ad hoc events.



Regulatory Compliance

- Ensure compliance in all areas of educational visit provision
- Take responsibility for the Bullying Log
- Take responsibility for the Educational Visits Policy and all attendant records and documentation pertaining to trips, visits and tours
- Take responsibility for the Security Policy, Behaviour Management Policy and Anti-Bullying Policy
- Work in conjunction with the Estates Team on the Security Policy

Staffing

- Be responsible for the organisation and monitoring of the staff duty rota
- Line manage School security staff in conjunction with the Director of Facilities
- Ensure that a register is maintained of staff capabilities, qualifications and training in relation to outward-bound activities and First Aid
- Ensure that staff receive the appropriate training to enable them to drive school vehicles
- Be the first point of contact for the Contingent Commander of the CCF, the Master i/c the Duke of Edinburgh scheme and the Master i/c the Community Service Programme in terms of Educational Visits admin and associated compliance
- Lead on risk assessment and facilitating the reporting of health and safety issues and improvements to the Director of Facilities
- Undertake staff appraisal as required

Safeguarding

- Ensure that safeguarding issues are addressed as an integral part of the Educational Visit Policy in order to maintain consistency of approach outside the School as within
 - Ensure all staff involved in trips (including outward bound/CCF activities) access professional development opportunities and attend appropriate courses organised by the relevant bodies and institutions in order to drive a behaviour of continual improvement and high performance and facilitate succession planning
 - Working to the PDH, assume day-to-day responsibility for matters of pupil safety around the School site. In particular, this will entail: working with the school security staff to ensure pupil awareness of road safety matters, working with the Estates Team on site-specific health and safety matters and being the first point of contact for teaching staff on all matters of pupil and site security
 - Be the School liaison with any private security company employed by the School
 - Maintain close links with the local community and the Police
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School Allergy Lead

As part of their safeguarding responsibilities, the Deputy Head Operations and Behaviour will act as the School's Allergy Lead, in line with the Department for Education's guidance. This includes oversight of allergy policy and practice, staff training, emergency response protocols, and close liaison with the Lead School Nurse, catering teams, parents and healthcare professionals to ensure that allergy risks are properly managed and pupils with allergies are kept safe. They are responsible for:

- Ensuring the safety, inclusion and wellbeing of pupils and staff with an allergy
- Taking decisions on allergy management across the school
- Championing and practising allergy awareness across the school
- Being the overarching point of contact for staff, pupils and parents with concerns or questions about allergy management
- Working closely with the Health and Wellbeing Team to ensure allergy information is recorded, up-to-date and communicated to all staff
- Making sure all staff are appropriately trained, have good allergy awareness and realise their role in allergy management (including what activities need an allergy risk assessment)
- Ensuring staff, pupils and parents have a good awareness of the school's Allergy and Anaphylaxis Policy, and other related procedures
- Working with the Health and Wellbeing Team, review the stock of the school's spare adrenaline pens (check the school has enough and the locations are correct) and ensuring staff know where they are
- Working with the Health and Wellbeing Team, keep a record of any allergic reactions or near-misses and ensure an investigation is held as to the cause and put in place any learnings
- Regularly reviewing and updating the Allergy and Anaphylaxis Policy with the Lead School Nurse
- Ensuring there is an Anaphylaxis Drill once a year
- Work in close partnership with the Prep School Allergy Lead, the Lead School Nurse and the wider Health and Wellbeing Team to form an integrated Allergy Team, ensuring a consistent, well-informed, and proactive approach to allergy management across both the Senior and Prep Schools.



Candidate Qualities

Skills required	
Previous experience and/or demonstrable skills which will inspire confidence in staff, pupils, parents and the wider community	<i>Essential</i>
Ability to lead others effectively with intelligence, wisdom and energy, and to work well as a member of the SMT	<i>Essential</i>
Gravitas, trustworthiness and an unwavering commitment and loyalty to the future direction of the School	<i>Essential</i>
Excellent interpersonal skills including the ability to relate well to people on all levels, to resolve conflicts in a sensitive manner, to encourage and motivate	<i>Essential</i>
Ambition for the School in both every day and strategic matters	<i>Essential</i>
Initiative and imagination, with the vision and ability to inspire others	<i>Essential</i>
Ability to take tough decisions and communicate them effectively	<i>Essential</i>
First class organisational and administrative skills, with the ability to remain calm under pressure and work to tight deadlines, managing competing priorities	<i>Essential</i>
Strong analytical and problem-solving skills, combined with a proactive and positive approach to change management	<i>Essential</i>
Effectiveness and energy in instigating and implementing change	<i>Essential</i>
Able to see through complex strategies from concept to conclusion	<i>Essential</i>
Able to maintain a high work rate, thrive under pressure, and to juggle a range of tasks and issues at the same time	<i>Essential</i>
Excellent written and spoken English	<i>Essential</i>
Sufficient numeracy to interpret statistical data, and manage budgets	<i>Essential</i>
An eye for detail and an appreciation of the legislative and compliance framework for independent schools	<i>Essential</i>

**Qualifications/Attainment**

An honours degree from a good university	<i>Essential</i>
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Knowledge Base

A solid understanding of UK independent schools and expectations of these schools by their key stakeholders	<i>Essential</i>
An awareness of recent important national educational developments	<i>Essential</i>
A clear understanding of recent developments in academic, safeguarding and pastoral provision in schools	<i>Essential</i>

Experience

Successful teaching experience at secondary level	<i>Essential</i>
Successful boarding experience	<i>Essential</i>
Some experience of managing a range of different stakeholder groups	<i>Desirable</i>

Attitude/Approach

A sensitivity to the needs of young people, staff and parents	<i>Essential</i>
Personal integrity, honesty, energy, stamina, enthusiasm	<i>Essential</i>
A willingness to give generously of their time to support School events and activities	<i>Essential</i>
Commitment to personal development and life-long learning	<i>Essential</i>



Information for Candidates

Candidates should apply through the Repton Recruitment Hub. To submit your application please upload your documents by visiting <https://jobsearch.repton.org.uk/>

Your application should be accompanied by a covering letter and include the names and addresses of two professional referees. The closing date for applications is 5 pm on Friday 10 October 2025.

Long-list interviews will take place during the week commencing Monday 13 October. Final interviews will take place, in person, week commencing Monday 3 November 2025.

If you would like to have an informal conversation about the role please contact Dr Gavin Turner, Principal Deputy Head, via gturner@repton.org.uk.





In and around Repton

The Repton Village Community

Repton village itself is a thriving community. The village contains a number of shops, pubs, restaurants and takeaways. It also has its own Post Office and a butcher's shop. There is an active village hall community which has its own community run café. In addition, Repton School has its own café at the School Sports Centre.



Places of Interest

Repton is situated in the heart of Derbyshire on the northern edge of the National Forest area in rolling countryside. There are many places for walking locally and the Peak District and White Peak area are within easy reach of the village. There are also a number of National Trust properties close by. Places of National interest, such as Chatsworth House, are less than an hour away by car.



Transport Links

Both Derby and Burton-on-Trent have train stations which allow for fast connections to major cities. This includes direct trains from Derby to London. Lichfield Trent Valley also has a direct line to London.

There are also excellent links to local airports, including East Midlands and Birmingham.

Close to Major Cities

Repton is within easy reach of a number of major cities. These include Birmingham, Derby, Nottingham and Leicester.





Our commitment to safeguarding

In accordance with the Children Act any appointment to the Repton staff is conditional on criminal records clearance and the successful candidate will be required to supply the necessary information and documentary evidence. References will be obtained on all candidates called for interview and applicants should be aware that the interview will contain questions relating to the candidates' suitability to working in a post involving children.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment, therefore the following shall be deemed to be included, in addition to the duties that you may be required to perform:

- ***Promoting and safeguarding the welfare of children and young persons for whom you are responsible and with whom you come into contact.***
 - Under the Sexual Offences Act 2003 it is a criminal offence for a person over 18 (e.g. teacher, matron, sports coach) to have a sexual relationship with a child under 18 where that person is in a position of trust in respect of that child, even if the relationship is consensual.
 - This applies where the child is in full-time education and the person works in the same establishment as the child, even if s/he does not teach the child. Moreover, whatever the age of the pupil, a sexual relationship between an employee and a pupil will be considered an abuse of a position of trust and gross misconduct, likely to result in dismissal.





REPTON

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