

# ELIZABETH COLLEGE

GUERNSEY ♦ FOUNDED 1563

## PARTICULARS OF VACANCY

### ELIZABETH COLLEGE JUNIOR SCHOOL DEPUTY HEADTEACHER (ACORN HOUSE SITE)

September 2026



[www.elizabethcollege.gg](http://www.elizabethcollege.gg)  
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## **DEPUTY HEADTEACHER (ACORN HOUSE SITE)**

### **September 2026**

Elizabeth College Junior School is seeking to appoint a Deputy Headteacher (Acorn House Site) to join its Senior Leadership Team, from September 2026.

The Deputy Headteacher will play a significant role in the leadership of Elizabeth College Junior School in its commitment to achieve and embed excellence in all areas, managing and overseeing all activities and operations at the Acorn House site.

This post is likely to suit an aspirational leader who can provide collaborative and inspiring leadership, combining Aim High, Be Kind, Be Brave - qualities that are central to the ethos at Elizabeth College Junior School.

Information and full details of the post are included in the following documents, which are attached to and form part of these Particulars:

- ✓ Job Description
- ✓ Person Specification

### **ELIZABETH COLLEGE**

Elizabeth College, founded in 1563 by Queen Elizabeth I, is a broadly selective day school. One of the earliest members of the Headmasters' and Headmistresses' Conference (HMC), the College provides a challenging, broad and stimulating academic and extracurricular programme for children between the ages of 2½ and 18.

### **ELIZABETH COLLEGE JUNIOR SCHOOL**

Elizabeth College Junior School is co-educational. The infant department at the Acorn House site, King's Road, provides a pre-school and pre-prep education for children aged 2½ through to 7 (Key Stage 1). The Junior department, at the Beechwood site, Queen's Road, provides an education for children aged 7 through to 10 (Key Stage 2) and prepares boys and girls for entry to secondary education at the age of 11. Both Junior School sites are co-located approximately half a mile away from the Upper School.

Elizabeth College Junior School provides an excellent all-round education. Our pupils have access to the best educational opportunities within a secure and caring environment and are nurtured to develop their individual talents with appropriate stretch and challenge.

Appreciating that happy children do well at school helps us to focus on what is important, and that is the educational experience for all our Junior School pupils.

Although every pupil has different abilities, talents and levels of confidence, we ask each individual to aspire to the highest standards to which he or she is capable. Every child is a born learner, designed to absorb knowledge and skills at a fast rate. It is our role, as a school, to foster and encourage this innate curiosity and make sure that all of the children in our care reach their full potential. We are ambitious for every single one of them, encouraging a growth mindset in all pupils and ensuring that they are taught the skills and dispositions that will lead to a lifelong love of learning.

## OUR VALUES

Everything we do at Elizabeth College is centred around our students and living to our core values. They help steer how we behave, learn and treat one another, and they are embedded in and reflected upon in all aspects of school life.

An Elizabeth College education is designed to create well-rounded, resilient young people who have the skills, attitudes and values to be successful and to make a positive contribution to society. This focus begins right at the start of the Junior School with a simple set of easy to follow core values. Our youngest children are taught to: Aim High, Be Kind, and Be Brave. Providing this toolkit for school life, ensures we encourage them to develop self-confidence and a love of learning, while being sensitive to the feelings of others.

As students move up through the years and into the Upper School we actively use our core values of Curiosity, Compassion and Courage to guide our daily interactions with one another and our approach to learning.

## THE LEADERSHIP and GOVERNANCE OF THE COLLEGE

The Board of Directors of Elizabeth College is made up of a maximum of 12 directors, which includes an ex-officio role for the Dean of Guernsey. Two of its members are also appointed in consultation with the Lieutenant-Governor of Guernsey. The Board works closely with members of the Senior Leadership Team on sub-committees and directors hold Faculty link roles as well as other significant responsibilities such as Safeguarding, GDPR and Cyber Security, Health and Safety, Staff Representative, Co-curricular and PSHE. The Principal and Vice-Principals attend full board meetings with other senior staff contributing by invitation.

Elizabeth College's Senior Leadership Team plays a core role in supporting the Principal in the overall leadership and management of the College. The Leadership team brings together a diverse range of expertise and experience, currently comprising two Vice-Principals, three Assistant Principals, the Bursar, the Headteacher of Elizabeth College Junior School (ECJS) and the Head of Development and Marketing.

## GUERNSEY

The beautiful island of Guernsey is situated approximately 70 miles south of Weymouth and 30 miles west of the French coast. It is the second largest of the Channel Islands and the east coast enjoys views of Alderney, Herm, Sark and Jersey, which are between 3 and 15 miles away. Roughly triangular in shape, the island has an area of 24 square miles and a population of around 63,000. The clear Atlantic air and average 7.5 hours of sunshine per day from May to September provide a very pleasant and refreshing climate. Winters are mild, whilst summer daytime temperatures are usually above 20°C.

Guernsey is part of the British Isles by virtue of its links with the Crown going back to William the Conqueror. We govern our own affairs through our own parliament called the 'States of Deliberation', setting our own taxes, customs duties etc, and we have no direct contact with either the UK Parliament or any UK political parties. We speak English, drive on the left, watch British TV and read British newspapers. Apart from the French house and place names, Guernsey could be a small corner of Britain.

The capital, St Peter Port, is a delightful harbour town with neat rows of Regency and Victorian buildings descending via cobbled streets to the busy and attractive seafront and marinas. The town prides itself on a number of excellent restaurants and contains the wide variety of shops and services you would expect to find in any British market town. Whilst the town has succeeded in fighting off many of the exterior signs of modernity, many of the historic buildings are occupied by the offshore

banks, investment houses and legal companies, which ensure the island has the very latest telecommunications technology.

Beyond St Peter Port and the other sizeable town of St Sampson to the north, Guernsey has a much more rural feel and is not dissimilar to many parts of south-west England. Amongst the island's greatest assets are its wonderful beaches; secluded, rocky coves along the stunning south coast and wide, sandy bays to the west. Guernsey people are very much into their water-sports and other healthy activities, for which there is much opportunity. Whilst traditionally hard-working, the majority of people on Guernsey find an excellent work-life balance with all that is available to them at such close quarters. It is also an ideal place to raise children, especially given the community feel of the island and absence of serious crime.

Numerous flights link the island directly to Gatwick (45 minutes), Southampton, Exeter, Manchester, Bristol and Birmingham. There are also direct flights to Grenoble, as well as the other Channel Islands and many UK destinations. Car and passenger ferries operate regularly to St Malo and various ports along the south UK coast.

### **Employment on Guernsey**

*Salary, Taxation and Pensions (as of 2026):* Pay scales on Guernsey are higher than the UK Inner London Salary Scales. From the point of view of taxation, personal allowances are roughly equivalent to the UK (currently £15,200 pa personal allowance) and there is a flat rate of income tax of 20% above this, with allowances withdrawn for higher earners above £85,000. Social Insurance contributions by employees are set at 7.5% (the UK National Insurance contribution for employees is currently 8%). The post is pensionable, and staff are members of the States of Guernsey Superannuation Scheme for Teachers and Civil Servants. Staff can transfer their pension rights into (and out of) the Guernsey scheme, subject to the Scheme Rules.

**ECTs:** Teachers relocating from the UK having completed a PGCE can complete their Early Career Teacher years in Guernsey, which is recognised by the DfE. On occasion, graduates have been employed who are not teacher trained. Such staff have been supported by the College in gaining QTS through the University of Buckingham.

*Residency & Relocation:* Whilst there are restrictions upon residency in Guernsey, the appointee would automatically qualify for a Long-Term Employment Permit, allowing them to purchase a house or rent property in the cheaper 'local' market and which, subject to completion of the qualifying period. For those considering buying property on the island, there is currently tax relief on mortgage interest payments (with a cap on the mortgage interest allowable of £3,500 per person currently).

With effect from 1st January 2021 all EU nationals, other than British or Irish nationals, travelling for anything other than visitor purposes, are required to apply for a visa to enter the UK, Bailiwick of Guernsey, Jersey or the Isle of Man, prior to travel. Those coming for employment to Guernsey require a Visa AND a Population Management document. Further information for EU nationals wishing to live an/or work in Guernsey can be found via the following link: <https://gov.gg/eunationalsbexit>.

Applicants with a partner should note that your partner would automatically be granted the right to work, though there is still a process required to apply for the right to work via the Population Management Department.

The College provides a comprehensive support package for appointees relocating to Guernsey. This includes removal expenses from the UK and the cost of an island visit, from the UK, prior to taking up the post. Please note that subsidised College accommodation may be available on one of the College-owned sites for the first year in post for those relocating to the island.



## OUR SAFER RECRUITMENT PROCEDURE

All candidates who apply for a role within Elizabeth College will be subject to a safer recruitment process, including a disclosure of criminal records and other vetting checks. The interview will include questions about safeguarding and the protection of children and young people.

All information provided on the application form by candidates will be shared only with HR and the interview panel and processed for recruitment purposes only. All information will be stored in accordance with our data protection policy.

Applicants who meet the shortlisting criteria will be contacted by the HR Team to request consent from to contact the nominated referees, ideally in advance of interview. The following information is requested from the referee:

- Applicant details including dates of employment, how long they have known the individual and if they would re-employ
- The applicant's qualities and achievements
- Areas of development
- Reason for leaving
- Current salary
- Suitability for the role
- Safeguarding
- A personal evaluation
- The opportunity to provide further comments

***Interviews will be held in the week commencing 9 March 2026.***

*Please visit our website at [www.elizabethcollege.gg](http://www.elizabethcollege.gg) for further information about Elizabeth College. If you have any questions about the post, please do not hesitate to contact us.*

**Applications for this position must be submitted on the Elizabeth College application form available on our website ([www.elizabethcollege.gg](http://www.elizabethcollege.gg)) or on request from:**

The HR Team E: [HR@elizabethcollege.gg](mailto:HR@elizabethcollege.gg)  
The Bursary, Elizabeth College, The Grange, St Peter Port, Guernsey, GY1 2PY

***Please do not submit supplementary information by CV or letter. All relevant information must be included in the application form.***

*Potential candidates who may be unable to complete the application form but whose qualifications and/or experience meet the requirements of the role should contact the HR Team as above.*

*Elizabeth College is committed to safeguarding and promoting the welfare of young people. The successful applicant will be required to satisfy our standard employment checks, including the completion of a DBS Enhanced Disclosure check. It is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children.*

*Online and Social Media checks will be conducted for all successful candidates.*

*All applications are welcome and will be considered in line with the Guernsey Discrimination Ordinance.*

The closing date for applications for this post is **noon on Friday 27 February 2026.**



## Job Description

### Deputy Headteacher (Acorn House Site)

<b>Place of work:</b>	Elizabeth College Junior School
<b>Responsible to:</b>	Headteacher
<b>Purpose of Position:</b>	Play a significant role in the leadership of the Elizabeth College Junior School in its commitment to achieve and embed excellence in all areas, managing and overseeing all activities and operations at the Acorn House site.
<b>Remuneration:</b>	Leadership Scale L8 – L10

*Elizabeth College is committed to safeguarding and promoting the welfare of young people. The successful applicant will be required to satisfy our standard employment checks, including the completion of a DBS Enhanced Disclosure check.*

### Principal Responsibilities

As a member of the Elizabeth College Junior School Senior Leadership Team, the DH (AH) will help to lead the school in its commitment to achieve and embed excellence in all areas, ensuring high standards of learning and achieving, as well as promoting the values and ethos of Elizabeth College Junior School. The postholder will assist in devising and implementing Junior School policies and play a significant role in the strategic development of the school. This will involve liaison with the Headteacher, Senior Leadership Team and with Phase Leaders, specialist and class teachers and support staff.

Attendance at weekly Senior Leadership Team (SLT) Meetings and Phase Leader meetings are part of this role. The Senior Leadership Team consists of the Headteacher, Deputy Headteacher (DH) (Pastoral), DH (Academic) and DH (Acorn House site). The DH (AH) will be expected to support the evening and occasional weekend events as necessary.

### ECJS Management

- Assist and support the Headteacher in the day-to-day running of the school.
- Responsibility, with the Senior Leadership Team for the production and regular updating of School Policies.
- Work with the SLT to deliver INSET at start of each term.
- Lead the development and operation of the ECJS Wraparound Care Facility
- Coordinate 'extra-ordinary' whole school events; anniversaries, Royal visits etc

### Acorn House Site Management

- Have responsibility for the day-to-day running of the Acorn House site.
- Organise duty rotas and activity sessions for the Acorn House site.
- Arrange the necessary cover when Acorn House colleagues are absent through illness or for training;
- Conduct Acorn House site staff meetings;
- Lead and organise the Acorn House site assembly programme;



- Coordinate the programme for work experience students at the Acorn House site, in liaison with staff from outside organisations and agencies;
- Ensure that staff are aware of their duties and responsibilities both during school hours and in activity sessions;
- Take a lead in organising all public school events such as Open Days, Sports Days, visiting speakers, theatre or music groups and Parents' Evenings, liaising with the Acorn House site Secretary as required;

## **Pastoral (Acorn House site)**

- Direct and oversee the pastoral care of the children including liaison and meeting with parents/ guardians;
- Oversee the well-being of staff and pupils;
- Ensure that pupils' needs are met at Acorn House playtimes;
- Develop trusting relationships with colleagues;
- Establish a climate in which children, parents, staff and Directors feel valued and have the confidence to share concerns and problems;
- Promote good relationships between all teaching and support staff;
- Encourage both staff and pupils to be innovative, have good interpersonal skills and be able to initiate and manage change;

## **Learning and Teaching (Acorn House site)**

- Promote effective Learning & Teaching through example;
- Support the DH (A) to lead colleagues in matters of Learning & Teaching;
- Promote and utilise the Read Write Inc. literacy programme for students.

## **Personnel (ECJS)**

- Take a key role in the appointment of staff;
- Have responsibility for the induction of new Acorn House site staff;
- Support newly qualified teachers to ensure they fulfil the requirements to meet the standards to obtain their qualified teacher status;
- Take a key role in the Professional Review process;
- Ensure the support and welfare of staff.

## **Marketing (ECJS)**

- Tour prospective parents/ guardians;
- Contribute to Junior School marketing and have a willingness to represent the Junior School at public events;
- Liaise with the Development and Marketing team to coordinate and oversee contributions for social media, marketing materials, and the annually published Elizabethan Magazine, ensuring timely, high-quality content that reflects the school's values and achievements.



# ELIZABETH COLLEGE JUNIOR SCHOOL

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## **Curriculum (ECJS)**

- Contribute to the effective monitoring and evaluation of the quality of Teaching and Learning throughout the school;
- Contribute to the monitoring and evaluation of the delivery of the curriculum.

## **Assessment and Reporting (ECJS)**

- Support Curriculum Leaders in the monitoring of standards of pupils' work and marking;
- Have involvement in decisions regarding the assessment of prospective pupils.

The above list of duties is not exhaustive, and the post holder may be required to undertake tasks, roles and responsibilities reasonably assigned to them by the Headteacher.

Job descriptions may be reviewed and subsequently amended or modified to reflect the changing needs of the school.



<b>Person Specification: Deputy Headteacher (Acorn House Site)</b>		
	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications and Training:</b>		
Be educated to degree level or equivalent	✓	
Qualified Teacher Status	✓	
Completion of the NPQSL/ MA leadership or other similar level postgraduate training		✓
Evidence of engagement with ongoing and relevant CPD	✓	
<b>Experience and Knowledge:</b>		
Successful experience in a current/recent Middle Leadership or Whole-School role and proven track record of raising standards.	✓	
Evidence of a clear commitment to the co-curricular life of a school/college and a willingness to seek out and provide new opportunities	✓	
Proven ability to manage a diverse range of activities while providing a clear focus and direction for each of them	✓	
An excellent classroom teacher with the ability to motivate and enthuse students	✓	
Experience of creating risk assessments and coordinating and running trips, tours and external visits		✓
Excellent organisational skills with an eye for detail	✓	
Experience of the safer recruitment process		✓
Ability to use ICT to support effective organisation, teaching and learning, monitoring participation and administration	✓	
<b>Personal and Professional Skills and Attributes:</b>		
Willingness to train as, and subsume the role of Deputy Designated Safeguarding Lead	✓	
Able to communicate very effectively with students, parents and staff, at all levels	✓	
Able to reflect and live the values of the school and to promote them	✓	
Highly motivated and enthusiastic with a positive, "can do" attitude	✓	
Strong self-awareness, emotional intelligence with the ability to be reflective	✓	
A commitment to very high standards, expectations, achievement and attainment	✓	
Adaptable and focused on finding solutions. Able to work flexibly as some earlier starts, evenings and weekends may be required	✓	
Able to manage and resolve conflict effectively and transparently	✓	
Able to work collaboratively with a wide variety of different people	✓	
Committed to continual personal, professional development	✓	