# Job Details

Job title: Deputy Headteacher

**Salary:** LDH 10 to 14

Contract type: full time permanent

Reporting to: Headteacher and Governors

Responsible for: Contributing to strong and effective leadership, including a specific focus on the quality and impact of teaching and learning.

# Main purpose

The deputy headteacher, working in partnership with the headteacher, will take a major role in:

* Formulating the aims and objectives of the school
* Establishing policies for achieving these aims and objectives
* Managing staff and resources to that end
* Monitoring progress towards the achievement of the school’s aims and objectives

The deputy headteacher will deputise for the Headteacher in her absence as set out in the School Teachers’ Pay and Conditions Document (STPCD)

# Duties and responsibilities

Qualities and knowledge

* Support with the day-to-day management of the school
* Communicate the school’s vision compellingly and support strategic leadership
* Lead by example, holding and articulating clear values and moral purpose, and focusing on providing excellent education for all pupils
* Build positive relationships with all members of the school community, showing positive attitudes to them
* Keep up to date with developments in education, and have a good knowledge of education systems locally, nationally and globally
* Work with political and financial astuteness, translating policy into the school’s context
* Seek training and continuing professional development to meet own needs

Pupils and staff

* Demand ambitious standards for all pupils, instilling a strong sense of accountability in staff for the impact of their work on pupil outcomes
* Ensure excellent teaching in the school, including through training and development for staff
* Establish a culture of ‘open classrooms’ as a basis for sharing best practice
* Create an ethos within which all staff are motivated and supported to develop their skills and knowledge
* Identify emerging talents, coaching current and aspiring leaders
* Hold all staff to account for their professional conduct and practice

Systems and processes

* Ensure that the school’s systems, organisation and processes are well considered, efficient and fit for purpose
* Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing exemplary behaviour
* Implement systems for managing the performance of all staff, addressing any underperformance, supporting staff to improve and valuing excellent practice
* Work with the governing board as appropriate
* Support strategic, curriculum-led financial planning to ensure effective use of budgets and resources
* Support distribution of leadership throughout the school

The self-improving school system

Under the direction of the headteacher:

* Create an outward-facing school which works collaboratively with other schools and organisations to secure excellent outcomes for all pupils
* Develop effective relationships with fellow professionals
* Model entrepreneurial and innovative approaches to school improvement and leadership
* Inspire and influence others to believe in the fundamental importance of education in young people’s lives and to promote the value of education

Other areas of responsibility

The deputy headteacher will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the deputy headteacher will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher.

# Person Specification

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| Criteria | Qualities |
| **Qualifications** | * Qualified teacher status * Degree * Professional development in preparation for a leadership role |
| **Experience** | * Successful leadership and management experience in a school * Teaching experience in primary schools * Experience in leading and motivating staff * A proven track record of raising achievement * Involvement in school self-evaluation and development planning * Line management experience * Experience of improving the quality of teaching and learning through processes of monitoring and support * Experience of observing lessons and giving feedback |
| **Skills and knowledge** | * Excellent understanding of assessment, data analysis and target setting for improvement * Understanding of high-quality teaching, and the ability to model this for others and support others to improve in Early Years, KS1 and KS2 * Understanding of school finances and financial management * Effective communication and interpersonal skills * Ability to communicate a vision and inspire others * Ability to build effective working relationships * Good understanding of effective strategies for establishing and maintaining high standards of behavior * Knowledge of more able provision * Awareness of SEND and learning needs |
| **Personal qualities** | * Commitment to safeguarding, equality and promoting the welfare of children * Ability and commitment to develop and maintain the ethos of the school in partnership with the headteacher * Ability to work under pressure, prioritise effectively and meet deadlines * Commitment to maintaining confidentiality at all times * Think creatively to solve problems and identify opportunities * Demonstrate energy and resilience in a range of situations * Ability to deal sensitively with people, pre-empting and resolving conflict * To aid the headteacher to initiate and manage change * To delegate and monitor effectively |

# Notes:

This job description may be amended at any time in consultation with the postholder.