

### Job details

Salary: Inner London Leadership Scale 13-17 (£76,331 to £83,236)

Contract type: Full Time Permanent

Reporting to: Headteacher

Responsible for: Quality of Education, Personal Development and Behaviour

### Main purpose

The Deputy Headteacher, under the direction of the Headteacher, will take a major role in:

- Communicating the school's vision compellingly and supporting the Headteacher's strategic leadership
- The day-to-day management of the school
- Having a pastoral oversight of the school
- 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
- To work closely with teachers and curriculum leaders to make sure that the curriculum is relevant, accessible and engaging for all pupils and is achieving the goals set out by the 2014 national curriculum

The Deputy Headteacher will also be expected to deputise for the Headteacher in their absence and to fulfil the professional responsibilities of a Headteacher, as set out in the School Teachers' Pay and Conditions Document (STPCD).

The Deputy Headteacher will also have a timetabled teaching commitment of up to 20%, complying with the Teachers' Standards and modelling best practice for others.

They may also be required to undertake any other duties delegated from the Headteacher.

### Qualities

The Deputy Headteacher, under the direction of the Headteacher, will:

- Uphold public trust in school leadership and maintain high standards of ethics, behaviour and professional conduct
- Build positive and respectful relationships across the school community
- Serve in the best interests of the school's pupils
- Demonstrate the school's values

### Duties and responsibilities

**School culture and behaviour**

Under the direction of the Headteacher, the Deputy Headteacher will:

- Embody the Cayley school vision and value setting a high standard for all pupils, staff and families
- Create a culture where pupils experience a positive and enriching school life
- Lead the pastoral team to ensure all children are supported regardless of need
- Uphold educational standards in order to prepare pupils from all backgrounds for their next phase of education and life
- Ensure a culture of staff professionalism
- Encourage high standards of behaviour from pupils, built on rules and routines that are understood by staff and pupils and clearly demonstrated by all adults in school
- Model consistent and fair approaches to managing behaviour, in line with the school's behaviour policy

### **Quality of Education**

Under the direction of the Headteacher the Deputy Headteacher will:

- Develop a high-quality curriculum with particular focus on disciplinary and substantive knowledge
- Establish and sustain high-quality teaching across subjects and phases, based on evidence
- Ensure the teaching of a broad, structured and coherent curriculum
- Establish curriculum leadership, including subject leaders with relevant expertise and access to professional networks and communities
- Use valid, reliable and proportionate approaches to assessing pupils' knowledge and understanding of the curriculum
- To maintain good partnerships between parents and school and liaise effectively with external agencies to promote and secure maximum support for pupil learning.
- Ensure the accurate monitoring of teaching and learning standards within the school
- Ensure the use of evidence-informed approaches to reading so that all pupils are taught to read

### **Additional and special educational needs and disabilities**

Under the direction of the Headteacher, the Deputy Headteacher will:

- Promote a culture and practices that enables all pupils to access the curriculum
- Have ambitious expectations for all pupils with SEN and disabilities
- Make sure the school works effectively with parents, carers and professionals to identify additional needs and provide support and adaptation where appropriate
- Develop, support and work with the inclusion team to help them support all children and young people with additional needs
- Make sure the school fulfils statutory duties regarding the [SEND Code of Practice](#).

### **Organisational management and school improvement**

Under the direction of the Headteacher, the Deputy Headteacher will:

- Establish and sustain the school's ethos and strategic direction together with the governing board and through consultation with the school community

- Establish and oversee systems, processes and policies so the school can operate effectively
- Ensure staff and pupils' safety and welfare through effective approaches to safeguarding, as part of duty of care
- Manage staff well with due attention to workload
- Ensure rigorous approaches to identifying, managing and mitigating risk
- Allocate financial resources appropriately, efficiently and effectively
- Identify problems and barriers to school effectiveness, and develop strategies for school improvement that are realistic, timely and suited to the school's context
- Make sure these school improvement strategies are effectively implemented

### **Staff management and professional development**

Under the direction of the Headteacher, the Deputy Headteacher, will:

- Performance manage middle leaders/class teachers, including carrying out appraisals and holding staff to account to their performance
- Performance manage support staff including carrying out appraisals and holding staff to account to their performance
- Manage staff wellbeing with due attention to workload and lead the school wellbeing team
- Ensure staff have access to appropriate, high-standard professional development opportunities
- Keep up to date with developments in education
- Seek training and continuing professional development to meet their own needs
- Oversee and mentor Early Career Teachers in line with school induction processes
- Develop and implement induction processes for all new teachers and support staff

### **Governance, accountability and working in partnership**

Under the direction of the Headteacher, the Deputy Headteacher will:

- Work with the governing board as appropriate
- Understand and welcome the role of effective governance, including accepting responsibility
- Ensure that staff understand their professional responsibilities and are held to account
- Ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties
- Work successfully with other schools and organisations
- Maintain working relationships with fellow professionals and colleagues to improve educational outcomes for all pupils

## Other areas of responsibility

## Deputy Headteacher Job Description

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.