



Oakbridge Federation

Deputy Headteacher Job Description

Line Manager: Head of School, Executive Headteacher

Job title: Deputy Headteacher, responsible for Assessment, Safeguarding and Curriculum

Salary: L8 – L12

Hours: Full time

Contract type: Permanent

Reporting to: Head of School

Responsible for: Phase Leaders

Main purpose

The deputy headteacher, under the direction of the Head of School and Executive 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

If the Head of School is absent, the deputy headteacher will deputise, as directed by the Executive Headteacher.

The deputy headteacher will also be expected to fulfil the professional responsibilities of a headteacher, as set out in the School Teachers' Pay and Conditions Document (STPCD).

Duties and responsibilities

Qualities and knowledge

Under the direction of the Head of School: (As part of a federation)

- 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
- Lead and model the high standards of behaviour and professionalism to all members of staff that the Oakbridge Federation expect
- 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
- Keep up to date with changes in assessment nationally and locally
- Ensure that the curriculum is developed and kept up to date with any national changes
- Have an in depth knowledge of the school/national assessment systems, to lead the whole school staff in this area
- Lead in the expectations for procedures of national assessments and hold staff to account when implementing systems
- Keep Governors informed through link roles in Assessment/Safeguarding and Curriculum
- Demonstrate to the community how their voice is heard and listened to, leading to changes for improvement

Pupils and staff

Under the direction of the Head of School: (As part of a federation)

- 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
- Create an ethos, whereby all staff are modelling the high standards of behaviour that are expected and that respect for everyone is shared
- Ensure that staff are following assessment procedures and supporting staff in the analysis of their pupils in order to fill gaps in their knowledge and understanding
- Identify emerging talents, coaching current and aspiring leaders
- Hold all staff to account for their professional conduct and practice
- As Designated Safeguarding Lead, ensure that staff are trained and use correct procedures to keep all staff and children safe in school
- Work with partner DH in federation school, to implement improvements

Systems and processes

Under the direction of the Head of School: (As part of a federation)

- Ensure that the school's systems, organisation and processes are well considered, efficient and fit for purpose as part of a federation
- Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing exemplary behaviour
- Ensure that parents are kept well informed and have a voice within the school community
- Model to parents the expected standard of behaviour in school
- 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
- As Designated Safeguarding Lead, ensure that training is delivered to existing and new members of staff as required and at least annually.
- Ensure as Designated Safeguarding lead that the correct procedures are followed at all times in a timely manner, keeping our children safe at all times.
- Ensure that assessment systems are clear and up to date, in order to inform the Head of School, Executive Headteacher and Governors in a timely manner

The self-improving school system

Under the direction of the Head of School (As part of a federation)

- Create an outward-facing school which works as part of the Oakbridge Federation and with other schools alongside the Federation to secure excellent outcomes for all pupils
- Develop effective relationships with fellow professionals, particularly cross federation
- Model entrepreneurial and innovative approaches to school improvement and leadership through working as a federation to have an impact on a wider scale
- Inspire and influence others to believe in the fundamental importance of education in young people's lives and to promote the value of education

The deputy headteacher will be required to safeguard and promote the welfare of children and young people, and follow the federation 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 Head of School or Executive Headteacher.