### Job Profile

### Job Title: Deputy Headteacher

### Grade: Leadership Spine Points 19 - 23

### Reports to: The Headteacher

# Job Purpose and Content

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

* Developing excellent teaching and learning across the school
* Promoting excellent pupil progress
* Leading on school improvement
* Leading CPD across the school

If the Headteacher is absent, the Deputy Headteacher will deputise, as directed by the governing board.

# Principal Duties and Responsibilities

* Support the day-to-day management of the school
* Lead on developing and monitoring Teaching and Learning
* Ensure students make excellent progress
* Demand ambitious standards for all pupils, instilling a strong sense of accountability in staff for the impact of their work on pupil outcomes
* Create an ethos within which all staff are motivated and supported to develop their skills and knowledge
* Hold all staff to account for their professional conduct and practice
* Lead the school’s CPD programme
* Create an outward-facing school which works with other schools and organisations to secure excellent outcomes for all pupils
* Build positive relationships with all members of the school community
* Work with the governing body as appropriate

**Other Responsibilities**

* Communicate the school’s vision compellingly
* Take a major role on school improvement in all areas
* 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
* Support strategic, curriculum-led financial planning to ensure effective use of budgets and resources
* Inspire and influence others to believe in the fundamental importance of education in young people’s lives and to promote the value of education
* Working in accordance with the values, culture, ethos, equal opportunities and inclusion policies of the school proactively promoting anti-racist, anti-sexist and anti-discriminatory behaviours
* Taking appropriate action to identify, analyse, minimise and manage any risks to health, safety and security in the working environment and in off-site school activities

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 - Deputy Headteacher

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| **Skills and Abilities** |
| The ability to lead and manage the school effectively and efficiently and work with other professionals and agencies |
| The ability to lead and manage strategic change across the school |
| The ability to hold staff to account |
| Good communication skills, both oral and written |
| The ability to deliver well planned, organised and innovative lessons |
| The ability to lead, model and manage positive behaviour, good order and assertive discipline in the school |
| The ability to manage school information and data for recording, monitoring, evaluation and reporting |
| Display commitment to the protection and safeguarding of children and young people |
| Be a Team player |
| Be self-motivated and driven |
| Have a sense of humour |
| Knowledge |
| Relevant (to be agreed) subject and/or curriculum expertise |
| Be aware of recent pedagogical research and debate |
| How to lead curriculum development and manage innovation and change |
| Know how to use information and data to facilitate excellent progress |
| Know how to plan, deliver, monitor and evaluate schemes of work |
| Have up-to-date knowledge of relevant legislation and guidance in relation to working with, and the protection of, children and young people |
| Qualifications and Experience |
| Qualified Teacher Status |
| Experience of school leadership (at Assistant Headteacher level or above) |
| Demonstrable experience of school improvement |
| Experience of managing CPD and or teaching and learning, at school-wide level |
| Experience of analysing and using data to promote school improvement |
| Evidence of relevant continuing professional development, including for example Future Leaders, NPQH |

# Note:

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