

Post title: Deputy headteacher
Pay range: Leadership scale – L18-L22
Line manager: Headteacher

Main purpose of the job

The deputy head teacher, under the direction of the head teacher, 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 teacher is absent, the deputy head teacher will deputise, as directed by the governing board. The deputy head teacher will also be expected to fulfil the professional responsibilities of a head teacher, as set out in the School Teachers' Pay and Conditions Document (STPCD).

Qualities

The deputy 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

Duties and responsibilities

School culture and behaviour

Under the direction of the head teacher, the deputy head teacher will:

- Create a culture where pupils experience a positive and enriching school life
- 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
- Use consistent and fair approaches to managing behaviour, in line with the school's behaviour policy

Teaching, curriculum and assessment

Under the direction of the head teacher, the deputy head teacher will:

- Establish and sustain high-quality teaching across all subjects and phases, based on evidence
- Ensure teaching is underpinned by subject expertise
- Effectively use formative assessment to inform strategy and decisions
- 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

Additional and special educational needs (SEN) and disabilities

Under the direction of the head teacher, the deputy head teacher 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
- Make sure the school fulfils statutory duties regarding the SEND Code of Practice

Organisational management and school improvement

Under the direction of the head teacher, the deputy head teacher 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

Professional development

Under the direction of the head teacher, the deputy head teacher will:

- 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 needs

Governance, accountability and working in partnership

Under the direction of the head teacher, the deputy head teacher will:

- 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

- Other areas of responsibility will be tailored to the successful candidate's experience and expertise

School ethos and employee expectations

- Support the aims and ethos of the school as defined in the staff handbook and school prospectus
- Set a good example in terms of conduct, professional appearance, punctuality and attendance
- Take responsibility for personal development making full use of the school's professional development opportunities and training
- Treat pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to your professional position as an adult working in a school
- Work proactively and effectively in collaboration and partnership with teachers, learners, parents/ carers, governors, other staff and external agencies in the best interests of pupils
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Any other reasonable duties which the head teacher might request, in regard to the nature of the responsibilities of the post as defined
- To proactively support and embed the school ethos: 'Share, Care, Believe, Achieve'

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 head teacher will carry out. The postholder may be required to do other duties appropriate to the level of the role.

This job description is not necessarily an exhaustive list of duties but is intended to reflect the range of duties the postholder will perform. The job description will be reviewed regularly and may be changed in the light of experience and in consultation with the post holder.

This post is subject to an enhanced DBS criminal record check and an online search.

Person specification – deputy headteacher

	Essential	Desirable
Qualifications and Training		
Qualified teacher status	✓	
Degree educated	✓	
First aid training		✓
Vision and Strategy		
Clear understanding of strategies to establish and maintain a strong culture and ethos amongst staff and students	✓	
Use of data to inform and diagnose weaknesses in teaching and learning that need addressing	✓	
Understands what outstanding teaching practice looks like, and how to diagnose and implement effective strategies to raise learning standards	✓	
Leadership		
Able to work closely with colleagues within the senior leadership team	✓	
Able to keep up to date with national developments and pedagogical advances	✓	
Effective leadership style that encourages participation, innovation and confidence	✓	
Ability to lead and motivate staff within a performance management framework, including professional development and effective management of underperformance	✓	
The ability to coach, mentor and support staff to work to the best of their ability	✓	
Ability to develop the leadership skills of others	✓	
Strong interpersonal, written and verbal communication skills	✓	
Able to take personal responsibility for own actions	✓	
Resilience and motivation to lead the school through day-to-day operation while maintaining a clear, strategic vision and direction	✓	
Commitment to equality of opportunity and the safeguarding and welfare of all pupils	✓	
Genuine passion and a belief in the potential of every student	✓	
Highly organised and able to delegate	✓	
Leading External Relationships		
Can skilfully manage and maintain effective working relationships with parents and other stakeholders	✓	
Develop effective partnerships and liaison with key stakeholders	✓	
Build productive relationships with nationally recognised staff development organisations	✓	
Experience		
Successful leadership and management in a school – minimum of 5 years' experience		✓
Teaching experience – minimum of 5 years' experience	✓	
Involvement in school self-evaluation and development planning		✓
Demonstrable experience of successful line management and staff development	✓	
Experience of liaising with parents and outside agencies	✓	
Skills and Knowledge		
Data analysis skills, and the ability to use data to set targets and identify weaknesses	✓	

Understanding of high-quality teaching, and the ability to model this for others and support others to improve	✓	
Understanding of school finances, and financial management		✓
Effective communication and interpersonal skills to ensure relationships are professional and supportive, and a sense of teamwork is developed	✓	
Ability to communicate a vision and inspire others	✓	
Ability to build effective working relationships	✓	
Must be well organised and well presented	✓	
Ability to work hard under pressure while maintaining a positive, professional attitude	✓	
Good, creative and positive approach to solving challenges	✓	
Ability to work in collaboration with staff, students, parents and other professionals	✓	
Personal Qualities		
A commitment to getting the best outcomes for all pupils, and promoting the ethos and values of the school	✓	
Ability to work under pressure and prioritise effectively	✓	
Commitment to maintaining confidentiality at all times	✓	
Commitment to safeguarding and equality, ensuring that personal beliefs are not expressed in ways that exploit the position	✓	
Equal Opportunities		
Understanding of different social backgrounds of pupils	✓	
Understanding the needs of pupils and appropriate strategies to support them	✓	
Full commitment to community cohesion and inclusion	✓	