



Deputy Headteacher Job Description

Title: Deputy Headteacher

Accountable to: Headteacher

Job Purpose

- Provide professional leadership and management in partnership with the Headteacher in all aspects of the school's work.
- Promote a secure foundation from which to achieve high standards in all areas of the school's work.
- Promote a culture that promotes excellence, equality and high expectations of all children.
- Provide professional leadership and management in the school.
- Promote a rich curriculum that inspires, motivates and challenges all children.

Key accountabilities

In Partnership with the Headteacher:

Shaping the future

- To develop a curriculum that is rich, broad, memorable and inspirational which meets all statutory requirements
- To work with the Governing Body, Headteacher and others to create a shared vision and Strategic Plan which inspires and motivates children, staff and all other members of the school community.
- To support the implementation of the Strategic Plan in order to sustain school improvement, and ensuring that the school moves forward for the benefit of its children.
- To support the leadership of the curriculum to secure a coherent, sequenced and progressive curriculum.

Leading Learning, Teaching and the Curriculum

- To raise the quality of teaching and learning and children's achievement by setting high expectations and monitoring and evaluating the effectiveness of learning outcomes with the Headteacher.
- To support the creation of successful learning culture which enables all children to become effective, enthusiastic, independent learners committed to life-long learning.
- To ensure all subjects of the National Curriculum and RE are well-planned, assessed and taught to a high standard.
- To ensure progress information is used to inform planning
- To ensure adult engagement is effective to maximise learning for all children

Developing Self and Working with Others

- To establish and maintain effective relationships and communication with and through others.
- To manage themselves and relationships well.
- To ensure wellbeing is given a high priority: managing workload, monitoring self and sharing concerns.
- Keep an overview of staff workload addressing any concerns and showing an interest in their wellbeing.
- To build a professional learning community which enables others to achieve.
- To support all staff to achieve high standards through performance management and effective continuing professional development.
- To be committed to their own continuing professional development to equip themselves with the capacity to deal with the complexity of the role and the range of leadership skills and actions required of them.

Managing the organisation

- To work with the Headteacher to provide an effective organisation and management of the school and seek ways to improve organisational structures and functions based on rigorous self evaluation.
- To ensure that the school and the people and resources within it are organised and managed to provide an efficient and safe learning environment.
- To re-examine with the headteacher, the roles and responsibilities of those adults working in the school to build capacity across the workforce and ensure resources are deployed to achieve value for money.
- To build a successful organisation through effective collaborations with others.

Securing accountability

- To have a responsibility to the whole school community (children, staff, parents, governors and LA) with the Headteacher for the work of the school.
- To be accountable, in conjunction with the Headteacher, for ensuring that children enjoy and benefit from a high quality education, for promoting collective responsibility within the whole school community and for contributing to the education service more widely.

Strengthening Community

- To engage fully with parents and assist their understanding of the curriculum and involvement with it, through home-learning, project outcomes, school events and trips.
- To be committed to engaging with the internal and external school community to secure equity and entitlement.

- To collaborate with other schools through networks and partnership working, in order to share expertise and bring positive benefits to this and other schools.
- To work collaboratively at both strategic and operational levels with parents and carers and across multiple agencies for the wellbeing of children.
- To be aware that school improvement and community development are interdependent.

Job Context

This job profile recognises the requirements of the current 'School teachers pay and conditions document 2022', and 'Headteachers Standards 2020' document and also conditions of employment and reflects the vision, aims, strategic plan and policies of the school.

<https://www.gov.uk/government/publications/school-teachers-pay-and-conditions>
<https://www.gov.uk/government/publications/national-standards-of-excellence-forheadteachers>

Key Tasks

Shaping the future

- Hold and articulate clear values and moral purpose focused on providing an exceptional education for the children they serve.
- Ensures the vision for the school is clearly articulated, shared, understood and acted upon by all.
- Works within the school community to translate the vision into agreed objectives and operational plans which will promote and sustain school improvement.
- Demonstrates compellingly the vision and values into everyday work and practice.
- Motivates and works with others to create a shared culture and positive climate where staff and children are supported to develop their own skills and subject knowledge.
- Promotes creativity, innovation and the use of appropriate new technologies to achieve excellence.
- Through strategic planning, takes account of the diversity, values and experience of the school and wider community.
- Inspire and influence others to believe in the importance of ambitious standards for all, overcoming disadvantage and advancing equality.

Leading Learning, Teaching and the Curriculum

- Take a key role in leadership of the curriculum and demonstrate an enthusiasm and passion for achieving a unique and exceptional curriculum for all children.
- Ensures that learning is at the centre of strategic planning and resource management.
- Have high expectations for all children's achievement seeking ways to continuously improve performance.
- Secure excellent teaching through analytical understanding of how s learn and of the core features of successful classroom practice.

- With the Headteacher, lead on curriculum design, achieve a rich curriculum and an effective assessment framework.
- Oversees creative, responsive and effective approaches to learning and teaching.
- Ensures a culture and ethos of challenge and support where all children can achieve success and become engaged in their own learning.
- Demonstrates and articulates high expectations for the whole school community. Lead by example with integrity, creativity, resilience and clarity – drawing on own scholarship expertise, skills and that of those around them.
- Implements strategies which secure high standards of behaviour and attendance.
- Provide a safe, calm and well-ordered environment for all children and staff, focused on safeguarding children and developing their exemplary behaviour in school and in the wider society.
- Monitors, evaluates and reviews classroom practice and promotes improvement strategies.
- Challenges underperformance at all levels, and ensures effective corrective action and follow up.

Developing Self and Working with Others

- Contributes to a high quality training and sustained professional development for all staff.
- Treats people fairly, equitably and with dignity and respect to create and maintain a positive school culture.
- Builds a collaborative learning culture within the school and actively engages with other schools to build effective learning communities.
- Maintains effective strategies and procedures for staff induction, professional development and performance review.
- Sustains wide, current knowledge and understanding of education curriculum and school systems locally, nationally and globally and pursue continuous professional development.
- Ensures effective planning, support and evaluation of work undertaken by teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities.
- Acknowledges the responsibilities and celebrates the achievements of individuals and teams.
- Identifies emerging talents, coaching current and aspiring leaders in a climate where excellence is standard.
- Develops and maintains a culture of high expectations for self and for others and takes appropriate action when performance is unsatisfactory.
- Regularly reviews own practice, sets personal targets and takes responsibility for own personal development.
- Monitors own workload and seeks help to manage it when necessary.
- Advises staff on strategies to manage their work/life balance, as appropriate.
- Distribute leadership, forging teams of colleagues who have distinct roles and responsibilities and hold each other to account for decision-making.

Managing the organisation

- Contributes to an organisational structure which reflects the school's values, and enables the management systems, structures and processes to work effectively in line with legal requirements.
- Produces reports and implements improvement plans and policies for the development of aspects of the school and its facilities.
- Takes account of national and local circumstances in drawing up policies and taking on initiatives.
- Deploys and inducts staff appropriately to achieve the vision, values and goals of the school.
- Implements successful performance management processes with key staff across different teams.
- In conjunction with the Headteacher, ensures that the range and quality of resources are monitored, evaluated and reviewed to improve the quality of education for all children and to provide value for money.
- Effectively uses technology to contribute to efficient management of the school.

Securing Accountability

- Fulfils contractual and statutory responsibilities.
- Fosters a school ethos which enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes.
- Presents an accurate account of the school's performance to a range of audiences including governors, parents and carers.
- In conjunction with the Headteacher, ensures individual staff accountabilities are clearly defined, understood and agreed and are subject to review and evaluation.
- Manages the performance of staff, addressing any underperformance, supporting staff to improve and valuing excellent practice.
- Holds all staff to account for their professional conduct and practice.
- Works with the Governing Body to enable it to meet its responsibilities.
- Reflects on personal contribution to school achievements and takes account of feedback from others

Strengthening Community

- Assists in building a school culture and curriculum which takes account of the richness and diversity of the school's communities.
- Creates and promotes positive strategies for challenging racial stereotyping and other prejudice and dealing with racial harassment.
- Provides learning experiences for children which are linked into and integrated with the wider community.
- Collaborates with other agencies in providing for the academic, spiritual, moral social, emotional and cultural well-being of children.
- Creates and maintains an effective partnership with parents and carers to support pupil achievement and development.
- Seeks opportunities to invite parents, carers, community figures, businesses and organisations into the school to enhance and enrich the school and curriculum.
- Develops effective relationships with fellow professionals and colleagues in other public services to improve academic and social outcomes and protect and safeguard all children.

- Contributes to educational development and the curriculum by sharing best practice within school and working in partnership with other schools.

Deputy Headteacher Duties

- Teaching duties (specified time)
- Subject Leader
- Leader for teaching and learning and evidence based learning
- Behaviour Management, including learning behaviours, across school
- Performance Management Team Leader
- Analysing data, collating information and writing reports
- ITT and Work Experience Manager
- Line manager for middle leaders, Pastoral Support Team, part-time staff and lunchtime staff
- Teaching Staff Induction Manager
- Induction Manager for ECTs
- Be responsible for and oversee lunchtime arrangements
- Responsibility for organisational timetables and rotas e.g., Staff Meeting Schedules, Assembly/Break Rotas
- Communicating information to staff e.g. taking minutes of meetings, where necessary, distributing circulars and minutes, updating staff notice board and circulating memos
- Providing examples and offering advice e.g. on report writing
- Leader for Pupil Premium, disadvantaged and vulnerable children, academically more able
- Deputy Designated Safeguarding Lead, Child Protection
- Parent liaison, communicating with Parents/Carers who are hard-to-reach, for the benefit of child

Promoting and Safeguarding Welfare of Children

- Maintain excellent safeguarding practice and pastoral care for children