



Samuel Pepys School, Deputy Head Teacher Job Description-October 2025

Key Role and Purpose

As Deputy Head Teacher you will work closely with the Head Teacher, School Business Manager and other members of the senior leadership, management and teaching team to lead on the operational day-to-day leadership of the school in addition to other specific senior leadership responsibilities, promoting the positive ethos, vision and values of Samuel Pepys School

Specific Duties and Responsibilities

Strategic Direction and Development

- Contribute to strategic decision making as part of the school's senior leadership team
- Support the development of the School Self Evaluation (SEF) and School Improvement Plan (SIP)
- Lead, plan, manage and monitor change in accordance with the School Improvement Plan
- Work in partnership with the Head Teacher, School Business Manager and Governors to plan, implement, monitor and review standards of education and leadership across the school

Leadership and Management

- Ensure effective communication within the school, to ensure the smooth day to day operational running of the school
- Lead, manage and support Assistant Head Teachers (or similar roles), Teachers and Teaching Assistants
- Conduct appraisals for the staff team, in partnership with the Head Teacher
- Promote positive conduct from staff and support staff well being and attendance, in line with school personnel policies
- Liaise with families and key professionals, such as colleagues in health and social care, as part of a multi-disciplinary team working to co-produce and support pupil outcomes
- Review the quality of teaching and learning in school, conduct monitoring activities in collaboration with the Senior Leadership Team
- Co-ordinate how pupil premium funding is used to maximise pupil achievement, access and progression
- Represent Samuel Pepys School as an ambassador at local, regional and national SEND events
- Deputise for the Head Teacher when necessary

Teaching and Learning

- Ensure high quality teaching and learning is taking place across the school through monitoring and evaluation activities, coaching and mentoring, including induction and support for new teachers and ECTs
- Model high quality teaching and demonstrate the ability to enhance pupil progress by meeting and exceeding Teachers' Standards

- Monitor and review the effectiveness of the school curriculum, in line with the schools documentation and agreed practice
- Co-ordinate the schedule for review of EHCPs and liaise with the LA Statutory Assessment Team
- Monitor and chair Education, Health and Care Plan reviews for allocated pupils

Effective Deployment of Staff and Resources

- Support the Head Teacher and School Business Manager in the recruitment, development and deployment of staff. Make effective use of staff skills, experience and professional learning opportunities
- Ensure that staff are effectively deployed to meet the needs of pupils, on a daily basis
- Support the Head Teacher and Senior Leadership Team to organise pupil groupings, rotas and timetables to ensure that effective teaching and learning takes place
- Work with the Head Teacher, School Business Manager and Governors to establish priorities for expenditure. Monitor the effectiveness of spending and the use of resources, ensure value for money, including the use of pupil premium funding

Keeping pupils safe

- Fulfil the role of Deputy Designated Safeguarding Lead
- Contribute to the safety and well-being of our pupils, staff and families and to work collaboratively with other agencies to protect children and share information where appropriate.
- Ensure the welfare and safeguarding of pupils across the whole school through rigorous application of the school child protection, supporting behaviour and pupil well-being policies.
- Ensure that all safeguarding procedures are followed including maintenance of safeguarding records (CPOMS), sharing information where necessary, ensuring attendance at key meetings, such as CIN or Core Groups, and relevant training and supervision
- Lead on the schools responsibilities for looked after children
- Be a Therapeutic Thinking trainer and work in partnership with families, staff and other agencies to draft and review therapeutic plans
- Ensure that pupils with health and medical needs have their needs safely met within school, in line with school, local and national policy.

Other duties

- Promote accessibility, diversity and equal opportunities throughout the school and ensure the application of the school equal opportunities policy
- Be part of the schools offer for advice and support with local mainstream schools, for example hosting in-reach visits
- Participate in the design and delivery of training sessions for other schools or organisations

These duties and responsibilities should be regarded as neither exhaustive nor exclusive as the post holder may be required to undertake other reasonably determined duties and responsibilities commensurate with the grading of the post.

The post holder will represent Samuel Pepys School at a senior level, which may involve attending meetings outside of school working hours to support school governance and other school functions, such as school family social events and fundraising activities.