



## **Job Description – Deputy Headteacher**

**Pay Range – Leadership Scale 13 – 17**

### **Main Purpose**

The Deputy Headteacher will:

- In partnership with the Headteacher and the Board of Trustees, contribute to the vision of the school and provide strategic leadership of an outstanding school
- Establish policies for achieving the school's aims and ensuring the continued growth of the school
- Be an authentic leader - holding and articulating clear values and moral purpose
- Provide strategic direction and leadership for teaching and learning, curriculum and assessment
- Support the Headteacher to develop and manage staff and resources to that end
- Monitor progress towards the achievement of the school's aims and objectives and keep the Headteacher and Trustees informed
- Lead by example and model best practice regarding professional conduct, workload and personal development
- Impact positively on the wider community
- Deputise for the Headteacher

### **Duties and Responsibilities**

- Communicate the school's vision compellingly and drive strategic leadership
- Lead the day-to-day management of the school to ensure a high quality education for all pupils
- Build effective relationships with all members of the school community, showing positive attitudes to them
- Keep up to date with developments in education, and have a good knowledge of education systems locally, nationally and globally
- Keep up to date with changes in assessment nationally and locally
- Lead by example and model best practice regarding professional conduct, workload and personal development
- Be proactive in seeking training and continuing professional development to meet own needs
- Keep the Headteacher and Trustees informed of standards of teaching and learning across the school, curriculum development and assessment information

## **Pupils and staff**

- Demand ambitious standards for all pupils, instilling a strong sense of accountability in staff for the impact of their work on pupil outcomes
- Support staff's understanding of assessment and the impact of effective feedback, help them analyse data and hold them to account for pupil progress
- Ensure excellent teaching in the school, including through training and development for staff
- With the Headteacher, continue to promote a coaching culture that encourages risk taking, reflection and the sharing of best practice and challenge
- Create an ethos within which all staff are motivated and supported to develop their skills and knowledge
- Identify emerging talents, coaching current and aspiring leaders
- Hold all staff to account for their professional practice and promote the staff standards
- Ensure an empathetic ethos for the well-being of staff and pupils

## **Systems and processes**

- Ensure that the school's systems, organisation and processes are well considered, efficient and fit for purpose
- Provide a safe, calm and inclusive environment for all pupils and staff, focused on safeguarding pupils and developing exemplary behavior
- Ensure the curriculum is clear, well planned and effectively used by staff to provide a stimulating, broad and quality education for pupils
- Support strategic, curriculum-led financial planning to ensure effective use of budgets and resources
- Ensure all assessment deadlines are met, data is analysed and benchmarked and information shared with the appropriate parties
- Support distribution of leadership throughout the school
- With the Headteacher, implement systems for managing the appraisal of all staff, addressing any underperformance, supporting staff to improve and valuing excellent practice
- Support the Headteacher to provide the board of Trustees with the information and guidance it needs to govern effectively

## **Strategic School Improvement**

- Sustain a culture of continual improvement and be an inspirational leader, committed to excellent outcomes for all pupils
- With the Headteacher and SLT ensure robust school self-evaluation and identification of school priorities, using a 'know not think' evidence based philosophy
- Work with the Headteacher and SLT to define the pedagogical principles and practices needed to ensure learning is highly inclusive and effective
- Ensure that the feedback loop drives high-quality teaching and learning
- Continue to develop the school's enquiry based curriculum and independent learning environments
- Develop effective relationships and networks with fellow professionals
- Model innovative approaches to school improvement and leadership
- Inspire and influence others to believe in the fundamental importance of education in young people's lives and to promote the value of education
- Promote and develop the school's high performing people model

## Other areas of responsibility

- To fully support the Headteacher to lead the school effectively and maintain the highest standards
- Safeguard and promote the welfare of children and young people

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 headteacher will carry out. The potholder will be required to do other duties appropriate to the level of the role.

## Person Specification

Criteria	Qualities
<b>Qualifications</b>	<ul style="list-style-type: none"><li>• Qualified teacher status</li><li>• Degree</li><li>• Professional development in preparation for a leadership role</li></ul>
<b>Experience</b>	<ul style="list-style-type: none"><li>• A successful track record of senior leadership and management in a school</li><li>• Experience of leading innovation within school</li><li>• Involvement in school self-evaluation and development planning</li><li>• Demonstrable experience of successful line management and staff development</li><li>• Experience in assessment systems and knowledge of national requirements</li></ul>
<b>Skills and knowledge</b>	<ul style="list-style-type: none"><li>• Data analysis skills, and the ability to use data to set targets and identify strengths and weaknesses</li><li>• Understanding of high quality teaching, and the ability to model this for others and support others to improve</li><li>• Have a clear understanding of the pedagogy which supports independent learning through continuous provision and enquiry based learning.</li><li>• Effective communication with all stakeholders</li><li>• Strong interpersonal skills</li><li>• Ability to communicate a vision and inspire others</li><li>• Ability to develop strong relationships built upon achieving results</li><li>• Ability to effect change through staff development</li></ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"><li>• A commitment to achieving the best outcomes for all pupils and promoting the ethos and values of the school</li><li>• Ability to make effective and timely decisions</li><li>• A growth mindset and ability to reflect on challenge</li><li>• Ability to take initiative and work within the 'stretch' zone</li><li>• Ability to work under pressure and prioritise effectively</li><li>• Commitment to safeguarding and equality</li><li>• Commitment to maintaining confidentiality at all times</li></ul>

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