



## Job Description for Deputy Headteacher

### 1.0 Job Purpose and Core Requirements

The deputy headteacher, under the direction of the headteacher, shall play a major role in:

- (a) formulating the aims and objectives of the school.
- (b) establishing the policies through which they shall be achieved.
- (c) Communicating the school's vision compellingly and supporting and contributing to the headteacher's strategic leadership
- (d) The day-to-day management of the school
- (e) managing staff and resources effectively in line with school requirements.
- (f) monitoring progress towards the achievement of the school's aims and objectives
- (g) Teach and lead the improvement of teaching in collaboration with other teachers and senior leaders as required.
- (h) Carry out the professional duties of a schoolteacher as provided for under the relevant sections of the School Teachers' Pay and Conditions Document and Teachers' Standards.
- (i) Ensure that arrangements are in place for all staff to report any concerns relating to the welfare and safety of children to the designated person, the headteacher, or, if unavailable, the designated safeguarding governor or a member of the senior leadership team.

To undertake any professional duties reasonably delegated by the headteacher.

**If the headteacher is absent, the deputy headteacher will deputise, as directed by the governing body, and fulfil the professional responsibilities of a headteacher, as set out in the School Teachers' Pay and Conditions Document (STPCD).**

### 2.0 Qualities

The deputy headteacher will:

- Uphold public trust in school leadership and maintain high standards of ethics, behaviour and professional conduct, as outlined in section 1 *Ethics and professional conduct* of the headteacher's standards
- Build positive and respectful relationships within the school and across the school community
- Serve in the best interests of the school's pupils
- Carry out duties in line with the stated ethos, policies, procedures and principles of the school
- Promote and safeguard the welfare of children and young persons for whom they are responsible for or come into contact with.

### 3.0 Key responsibilities

#### School culture and behaviour

In partnership with the headteacher and other leaders, the deputy headteacher will:

- Create a culture where pupils experience a positive and enriching school life
- Uphold and contribute to the improvement of educational standards in order to prepare pupils from all backgrounds for their next phase of education and life
- Ensure a culture of staff professionalism in accordance with the Teachers' Standards, the School Teachers Pay and Conditions Document and the School Employee Code of Conduct



- Encourage high standards of behaviour from pupils, built on rules and routines that are understood by both staff and pupils and clearly demonstrated by all adults in the school.
- Use and ensure consistent and fair approaches are in place to manage behaviour in line with the school's behaviour policy

#### **Teaching, curriculum, and assessment**

In partnership with the headteacher and other leaders, the deputy headteacher will:

- Establish and sustain high-quality teaching across all subjects and phases based on research 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.
- Ensure the use of evidence-informed approaches to reading so that all pupils are taught to read

#### **Additional and special educational needs (SEN) and disabilities**

In partnership with the headteacher and other leaders, the deputy headteacher will:

- Promote a culture and practice 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
- Ensure the school fulfils statutory duties regarding the current [SEND Code of Practice](#).

#### **Organisational management and school improvement**

In partnership with the headteacher and other leaders, the deputy headteacher 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 all school-based policies so the school can operate effectively
- Ensure staff and pupils' safety and welfare through effective approaches to safeguarding as part of the duty of care
- 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.

#### **Staff management and professional development**

In partnership with the headteacher and other leaders, the deputy headteacher will:

- Performance manage middle leaders and teachers as directed, including carrying out appraisals and holding staff to account for their performance
- Manage staff effectively with due attention to their role, workload and staff wellbeing issues



- Ensure staff have access to appropriate, high-standard professional development opportunities
- Keep up to date with developments in education and prioritise continuing professional development for all staff

#### **Governance, accountability and working in partnership**

In partnership with the headteacher and other leaders, the deputy headteacher will:

- Understand and welcome the importance and requirement of effective governance, including accepting responsibility and working with the governing board as appropriate
- 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 professional and effective working relationships with fellow professionals, colleagues and governors to improve educational outcomes for all pupils

Please note that this is an illustrative example of the general nature and level of responsibility associated with the role. This is not an exhaustive list of all tasks that the deputy headteacher will undertake. The postholder may be required to perform other duties commensurate with the role's level.

#### **4.0 Particular Additional Responsibilities Attached to the post**

- Perform the role of Deputy Designated Safeguarding Lead (DDSL) and support the Designated Safeguarding Lead (DSL) in all matters related to safeguarding and child protection across the school. They may participate in strategy discussions and inter-agency meetings and contribute to the assessment of children. They will advise and support other staff members on child welfare and child protection matters and liaise with relevant agencies, such as the local authority and the police.
- Act as the Senior Mental Health Lead in school. Taking a coordinated and evidence-informed approach to mental health and wellbeing in school. As a school committed to the well-being of its staff and pupils, the aim is to maintain a whole school approach to mental health and well-being.