

## Deputy Headteacher Job Description

This appointment is with the Governing Board of the school under the terms of the National Society contract signed with the Governors as employers.

This job description reflects the **National Standards of Excellence for Headteachers** (2020). These standards are built upon The Teaching Standards (2011) which apply to all teachers, including headteachers and other senior leaders.

The appointment is subject to the current conditions of employment of senior leaders, contained in the **School Teachers' Pay and Conditions** document, other current educational and employment legislation including that of the Department for Education, and the terms of the National Society contract.

**JOB TITLE:** Deputy Headteacher  
**ACCOUNTABLE TO:** The Headteacher

**MAIN PURPOSE:** To work with the headteacher in creating, inspiring and embodying the Christian ethos and culture of this Church school, securing its Vision Statement with all members of the school community and ensuring an environment for teaching and learning that empowers both staff and students to achieve their highest potential.

### To this end the Deputy Headteacher will:

- Undertake the normal responsibilities of the class teacher
- Be an active participant of the Senior Leadership Team
- Assist the Headteacher in the strategic leadership and management of the school
- Assist the Headteacher in the day-to-day organisation and management of the school
- Support and/or represent the Headteacher at meetings as and when required
- If the Headteacher is absent from the school a Deputy Headteacher must undertake their professional duties to the extent required by the Headteacher and the governing body.
- Undertake such duties as are delegated by the Headteacher
- Play a major role, under the overall direction of the Headteacher, in formulating and reviewing the School Improvement Plan, aims and objectives of the school by:
  - (a) formulating the aims and objectives of the school;
  - (b) establishing the policies through which they are to be achieved;
  - (c) managing staff and resources to that end;
  - (d) Monitoring progress towards their achievement.
- Fulfil the role of Designated Safeguarding Lead within the school
- In conjunction with the school's Worship Lead oversee the further development of the school's Distinctly Christian ethos

- Fulfil the role of Educational Visits Co-ordinator within the school
- Assist and lead in the delivery of high quality Collective Worship
- Be initial point of contact with regard to school and wider community links:
  - (a) Social and Community Services
  - (b) Looked After Children
  - (c) Alternative Provision
  - (d) Hutton Grammar School Association
- Take overall responsibility for the support and development of student Mental Health and Wellbeing
- Take overall responsibility for the support and development of student attendance and punctuality
- Take overall responsibility for the support and development of positive student behaviour and relationships
- Be SLT Link to the Governing Body's Ethos and Wellbeing Committee

## **B. The Ten Domains of Headship related to the role of Deputy Headteacher**

### **Domain One: School culture**

In a Church school, the relationship between the mission statement and the provision of effective governance, organisation and management should reflect the school's Christian aims. The Deputy Headteacher, will work with the Headteacher to ensure that his/her leadership demonstrates commitment to promoting and developing the school's distinctive Anglican identity through the search for excellence in all areas of this work. In order to provide an efficient, effective and safe Christian learning environment, the Deputy Headteacher will work with senior colleagues and staff to:

1. establish and sustain the school's distinctively Christian ethos and strategic direction in partnership with those responsible for governance and through consultation with the school community
2. create a culture where pupils experience a positive and enriching school life reflecting the Anglican foundation of the school
3. uphold ambitious educational standards which prepare pupils from all backgrounds for their next phase of education and life
4. promote positive and respectful relationships across the school community and a safe, orderly and inclusive environment
5. ensure a culture of high staff professionalism

### **Domain Two: Teaching**

In an Anglican school the Headteacher leads a learning community rooted in the belief and principles of the Established Church. The search for excellence is given expression in a vision for learning and teaching which recognises pupils' individual worth and enables them to flourish 'I have come so that they may have life and have it abundantly.' John 10:10 LEB

Within the school's Christian ethos and senior leadership team the Deputy Headteacher will:

1. establish and sustain high-quality, expert teaching across all subjects and phases, build on an evidence-informed understanding of effective teaching and how pupils learn, taking full account of the school's Church of England foundation.
2. ensure teaching is underpinned by high levels of subject expertise and approaches which respect the distinct nature of subject disciplines or specialist domains
3. ensure effective use is made of formative assessment

### **Domain 3. Curriculum and assessment**

Acknowledging the richness and diversity of the school's communities, its Christian ethos, the curriculum will be based on Gospel values, the teaching of Jesus Christ and the vision of the Established Church, the Deputy Headteacher will work under the direction of the Headteacher to:

1. ensure a broad, structured and coherent curriculum entitlement reflecting the Church foundation of the school which sets out the knowledge, skills and values that will be taught, makes secure arrangements for the daily Act of Collective Worship, the spiritual life of implementation of the diocesan policy for Religious Education
2. establish effective curricular leadership, developing subject leaders with high levels of relevant expertise with access to professional networks and communities
3. ensure that all pupils are taught to read through the provision of evidence-informed approaches to reading, particularly the use of systematic synthetic phonics in schools that teach early reading
4. ensure valid, reliable and proportionate approaches are used when assessing pupils' knowledge and understanding of the curriculum

### **Domain 4. Behaviour**

Within the school's Christian ethos which embraces differences and provides dignity and respect for all, the Deputy Headteacher will:

1. establish and sustain high expectations of behaviour for all pupils, built upon relationships, rules and routines, which are understood clearly by all staff and pupils
2. ensure high standards of pupil behaviour and courteous conduct in accordance with the school's behaviour policy
3. implement consistent, fair and respectful approaches to managing behaviour
4. ensure that adults within the school model and teach the behaviour of a good citizen

### **Domain 5. Additional and special educational needs and disabilities**

Working in a spirit of collaboration to secure Christian principles of equity and entitlement and the school's Christian ethos, under the direction of the Headteacher the Deputy Headteacher will:

1. ensure the school holds ambitious expectations for all pupils with additional and special educational needs and disabilities
2. establish and sustain culture and practices that enable pupils to access the curriculum and learn effectively

3. ensure the school works effectively in partnership with parents, carers and professionals, to identify the additional need and special educational needs and disabilities of pupils, providing support and adaptation where appropriate
4. ensure the school fulfils its statutory duties with regard to the SEND code of practice

## **Domain 6. Professional development**

Within the school's Christian ethos, the Deputy Headteacher will support the Headteacher to:

1. ensure staff have access to high-quality, sustained professional development opportunities, aligned to balance the priorities of whole-school improvement, team and individual needs
2. prioritise the professional development of staff, ensuring effective planning, delivery and evaluation which is consistent with the approaches laid out in the standard for teachers' professional development
3. ensure that professional development opportunities draw on expert provision from beyond the school, as well as within it, including nationally and diocesan recognised career and professional frameworks and programmes to build capacity and support succession planning

## **Domain 7. Organisational management**

Working within the school's Christian ethos, under the direction of the Headteacher, the Deputy Headteacher will:

1. ensure the protection and safety of pupils and staff through effective approaches to safeguarding as part of the duty of care
2. prioritise and allocate financial resources appropriately, ensuring efficiency, effectiveness and probity in the use of public funds, the school's sustainability and its Christian character
3. ensure staff are deployed and managed well with due attention paid to workload
4. establish and oversee systems, processes and policies that enable the school to operate effectively and efficiently
5. ensure rigorous approaches to identifying, managing and mitigating risk

## **Domain 8. Continuous school improvement**

Within the context of ambitious expectations, developing resilience the school's Christian ethos, and progressive strategies the Deputy Headteacher will work with the Headteacher to:

1. make use of effective and proportional processes of evaluation to identify and analyse complex or persistent problems and barriers which limit school effectiveness, and identify priority areas for improvement
2. develop appropriate evidence-informed strategies for improvement as part of well-targeted plans which are realistic, timely, appropriately sequenced and suited to the school's context
3. ensure careful and effective implementation of improvement strategies, which lead to sustained school improvement over time

## **Domain 9. Working in partnership**

Working in partnership with others the Headteacher is responsible for the mission of the school in service to those of all faiths and none. The Deputy Headteacher will build relationships rooted in mutual respect, and at all times observe proper boundaries within the school's Christian ethos to:

1. forge constructive relationships beyond the school, working in partnership with parents, carers and the local, parish and Diocesan communities
2. commit to this outward facing school, working successfully with other schools and organisations in a climate of mutual challenge and support, to champion best practice and secure excellent achievements for all pupils.
3. establish and maintain working relationships with fellow professionals and colleagues across other public services to improve educational outcomes for all pupils

## **Domain 10. Governance and accountability**

Critical to the role of headship is working with the governing body and others to create a shared Christian vision and strategic plan which inspires and motivates pupils, staff and all other members of the school community. This vision should express core educational values and moral purpose and be inclusive of stakeholders' values and beliefs. As a member of the senior leadership team the Deputy Headteacher will:

1. understand and welcome the role of effective governance, upholding their obligation to give account and accept responsibility
2. establish and sustain professional working relationship with those responsible for governance
3. ensure that staff know and understand their professional responsibilities and are held to account
4. ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties

***The applicant will be required to safeguard and promote the welfare of children and young people. The Deputy Headteacher is expected to demonstrate this commitment to safeguarding and promoting the welfare of children and young people and is expected to hold all staff and volunteers accountable for their contribution to the safeguarding regulations.***

*This job description forms part of the contract of employment of the person appointed to the post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. The appointment is subject to the current conditions of employment in the School Teachers' Pay and Conditions Document as they relate to senior leaders.*