

Job Description

Job Title: Deputy Headteacher (Primary) Teaching Commitment 0.6	School: HMFA – Lord Scudamore Academy	Salary: Leadership Scale – L7 £60,145
Main Purpose of Job:		
<p>To support the headteacher in providing professional leadership and management of the school, securing high quality teaching, effective use of resources, and improve standards of learning and achievement for all pupils.</p> <p>If the Headteacher is absent, the Deputy Headteacher will deputise, as directed by the Headteacher/HMFA Trustees. The Deputy Headteacher will also be expected to fulfil the professional responsibilities of a Headteacher, as set out in the School Teachers’ Pay and Conditions Document (STPCD).</p>		
Qualities:		
<p>The Deputy Headteacher will:</p> <ul style="list-style-type: none"> • Uphold public trust in school leadership and maintain high standards of ethics, behaviour and professional conduct • Build positive and respectful relationships across the school community • Serve in the best interests of the school’s pupils • Commit to achieving the best outcomes for all pupils and promote the ethos of the school 		
Professional Duties:		
<ul style="list-style-type: none"> • Uphold the Teachers’ Standards & fulfil responsibilities in line with the School Teachers Pay & Conditions Document • Lead on curriculum development including reviewing impact with subject leads • Lead on effective assessment and data analysis • Safeguard and promote the welfare of children as a DDSL, supporting the DSL • Designated Teacher for CLA • Attendance Lead – tracking, analysis, communication • Pupil Premium – provisions, tracking impact and reporting 		
Teaching and Learning		
<ul style="list-style-type: none"> • Be an inspiring professional role model of classroom teaching and lead by motivating others • Drive curriculum development to ensure it is ambitious, well-sequenced and inclusive • Support staff to raise standards and strengthen provision through a coaching model • Ensure the use of evidence-informed practices to deliver a broad, structured and ambitious curriculum for all pupils • Use valid, reliable and proportionate approaches to assessing pupils’ knowledge and understanding of the curriculum and analyse to identify trends to inform strategy and decisions 		
Inclusion and Pupil Outcomes		
<p>Under the direction of the Headteacher and Director of SEND, the Deputy Headteacher will:</p> <ul style="list-style-type: none"> • Promote adaptive teaching to meet the needs of all learners, including SEND and disadvantaged pupils • Have an overview of progress and standards of attainment of cohorts of vulnerable groups and individual pupils across the school • Lead pupil progress meetings and ensure accountability for outcomes • 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 • Make sure the school fulfils statutory duties regarding the SEND Code of Practice. 		

<p>School culture and behaviour</p> <ul style="list-style-type: none"> • Promote a positive, inclusive and respectful culture, where pupils experience an enriching school life • Lead restorative and relational approaches through consistent implementation of our Positive Relationships and Behaviour Regulation Policy • Ensure a culture of staff professionalism
<p>Strategic Leadership and School Improvement</p> <ul style="list-style-type: none"> • Assist the Headteacher in school self-review and evaluation and in the effective planning and management of resources to secure improvements. • Assist the Headteacher in shaping a vision and direction for the school, setting out very high expectations and with a clear focus on pupil outcomes. • Play a significant role in setting the aims and objectives for the school and in formulating the School Development Plan along with the Headteacher, Senior Leadership Team and Governors. • Take responsibility for developing and monitoring policy and practice as laid down in the School Development Plan, and in agreement with the Headteacher • Establish and oversee systems, processes and policies so the school can operate effectively • Ensure staff and pupils' safety and welfare through effective approaches to safeguarding, as part of duty of care • 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 • Keep up to date with developments in education • Seek training and continuing professional development to meet needs
<p>Leading and Managing Staff</p> <ul style="list-style-type: none"> • Lead, motivate, support, challenge and develop all staff to secure continual improvement including his/her own continual professional development. • Hold people to account for what they have agreed to deliver. • Be an exemplar of all school policies and practices. • Support the appraisal process for staff. • Deliver an appropriate programme of professional development for all staff including quality coaching and mentoring, in line with the School Development Plan and Professional Growth Appraisals. • Support the school ethos which enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes. • Support any early career and student teachers in their training and induction as school mentor and lead.
<p>Community & Partnerships</p> <ul style="list-style-type: none"> • Engage positively with parents and all members of the school community • Support partnership work within the trust/ federation • Represent the school and develop links within the wider community • Maintain working relationships with fellow professionals and colleagues to improve educational outcomes for all pupils
<p>Governance & Accountability</p> <ul style="list-style-type: none"> • Understand and welcome the role of effective governance, including accepting responsibility • 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
<p>Other areas of responsibility: 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 Deputy Headteacher will carry out. The post holder may be required to do other duties appropriate to the level of the role.</p>

Person specification

Job Title: Deputy Headteacher (with teaching commitments)	School: HMFA – Lord Scudamore Academy	Salary: – L7 £60,145
Experience	<ul style="list-style-type: none"> • A thorough understanding of curriculum development • Successful leadership and management experience in a school (including subject leadership) • Substantial teaching experience (primary) • Awareness of school self-evaluation and development planning • Experience of monitoring the quality of teaching and learning using a variety of techniques • Demonstrable experience of successful line management and staff development 	
Skills and Knowledge	<ul style="list-style-type: none"> • Data analysis skills, and the ability to use data to set targets and identify areas of development • Understanding of high-quality teaching, and the ability to model this for others and support others to improve • Effective communication and interpersonal skills • Ability to communicate a vision and inspire others • Ability to build effective working relationships • Embraces change, thinks innovatively and motivates others to improve 	
Qualifications and Training	<ul style="list-style-type: none"> • Qualified teacher status • Degree • Professional development in preparation for leadership - desirable 	
Professional Attitudes	<ul style="list-style-type: none"> • High expectations, reflective with integrity and moral purpose • A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school • Ability to work under pressure and prioritise effectively • Commitment to maintaining confidentiality at all times • Commitment to safeguarding and equality, ensuring that personal beliefs are not expressed in ways that exploit the position • Highly organised and resilient • Desire to work collaboratively with a range of professionals and with colleagues across the trust • Determination to overcome all barriers in order to be fully inclusive • Committed to upholding the 7 principles of public life (the Nolan Principles) at all times • Enthusiastic, energetic and supportive with a good sense of humour and sensitivity to others 	

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

Last review date: May 2026

Line Manager’s signature:

Date:

Postholder’s signature:

Date: