



Deputy Headteacher Job Description

Role purpose

- To assume the duties of the headteacher in their absence.
- To provide strategic leadership for the quality of education i.e. teaching, learning, the curriculum and professional development.
- To lead on professional growth, training, CPD and the development of ECTs and students.
- To lead on the curriculum ensuring its intent, implementation and impact.
- To coach leaders and teachers in their professional development, to ensure excellent outcomes for children.

Main responsibilities

- To work as a member of the strategic leadership team.
- To ensure the school's curriculum, timetables and cover are organised.
- Work in partnership with the headteacher in the raising of standards.
- To lead on the performance management of the teaching staff through our professional growth policy.
- To ensure the day to day smooth running of the school.

Strategic Leadership

- Ensure the curriculum is broad and balanced, meets the needs of the children and ensures children 'know more and remember more'.
- Ensure provision of an operational timetable which includes cover absence and leadership release time.
- To use instructional coaching as a method to support and develop teachers. Be up-to-date with the findings of well evidenced research, to create a self-improving school. Creative learning coaching which all staff are keen to learn and develop, and build on research.
- Shape the current and future quality of the teaching profession through high-quality training and sustain professional development.
- To maintain a daily presence around the site including before and after school, and during lunch and breaktimes.
- Lead on the curriculum. Oversee timetabling of lessons and teaching staff. Develop schemes which enable students to succeed and take their learning forward. Work effectively with subject leaders to evaluate and amend the curriculum to ensure it meets the children's needs and ensure children 'know more and remember more'.

Qualities and knowledge

- Have strong values and a moral purpose focused on providing the best possible education for our children demonstrate optimistic personal behaviour, positive relationships and attitudes towards children and staff, and towards parents.
- Be highly professional, loyal and confidential at all times.
- Lead by example - with integrity, creativity, resilience, and clarity.
- Sustain wide, current knowledge and understanding of education and pursue continuous professional development
- Work closely with the headteacher to drive the school's vision and strategic leadership in ensuring all children and staff succeed.

Children and staff

- Demand ambitious standards for all children, overcoming disadvantage and advancing equality. Instilling a strong sense of accountability and staff for the impact of their work on children's outcomes.
 - Secure excellent teaching for a good understanding of how children learn and of the core features of successful classroom practice and curriculum design, leading to rich quick in opportunities in children's well-being
 - Create an ethos within which all staff are motivated and supported develop their own skills and subject knowledge, and to support each other.
 - Identifies emerging talents, coaching current and aspiring leaders in a climate where excellence is a standard, leading to clear succession planning.
- Hold all staff to account for their professional conduct and practice