

Name: tbc

Post: Deputy Head Teacher 2

Reporting to: Headteacher

Salary Scale: Leadership Scale L17 – L21

Date: September 2026

Purpose of the job

- Ensure high quality outcomes for pupils and lead on pupil progress and assessment.
- Lead on standards and provision for pupils' personal development and welfare.
- Lead on standards and provision for vulnerable pupils, taking responsibility for promoting and safeguarding good attendance of children within the school.
- Promote educational excellence through high quality Continuing Professional Development and leading on teacher induction.
- Ensure high quality communication and promote partnership working with parents, professionals and the wider community.
- Provide senior leadership across the school, promoting school improvement and supporting the school aims, values and policies.
- Provide support to the Headteacher and deputise in their absence.

Key accountabilities

Pupils' personal development and welfare

- Ensure the school ethos and environment are conducive to and promote effective Behaviours for Learning
- Ensure high levels of pupil attendance and co-ordinate the tracking and monitoring systems
- Act as the co-lead Educational Visits Co-ordinator

Pupils and staff

- Demand ambitious standards for all pupils, overcoming disadvantage and advancing equality and instil a strong sense of accountability in staff for pupil outcomes
- Secure excellent teaching across the school
- Demand ambitious standards for all pupils, overcoming disadvantage and advancing equality and instil a strong sense of accountability in staff for pupil outcomes
- Establish a culture of openness as a basis for sharing best practice to drive improvement

- Create an ethos within which all staff:
 - are motivated to develop their professional skills and knowledge
 - provide mutual support in the interests of the health and well-being of the whole school team
- Hold all staff to account for their professional practice and conduct

Vulnerable pupils

- Act as the Designated Safeguarding Lead and perform all functions associated with the role
- Lead all aspects of Safeguarding Children across the school, monitor the Single Central Registrar and ensure regular and effective communication with the Safeguarding Governor
- Ensure the obligations under the Prevent strategy are fulfilled

Staff development and welfare

- Act as the strategic lead for all aspects of teacher induction
- Lead on all aspects including planning, co-ordinating the delivery and reviewing the impact of Continuing Professional development for new teachers and ECTS
- Act as the mentor for and lead the delivery of the Early Career Framework, including established teachers new to Springwell
- Provide direction and support to HLTAs across the school to ensure and maintain staff well being

Partnership working

- Act as the strategic lead for Annual Reviews and all associated aspects of work
- Ensure effective, relevant and ongoing communication with parents, including canvassing opinions and views to inform school improvement
- Lead provision aimed at increasing parental/carers confidence, knowledge and understanding such as workshops, information sessions, website, videos etc
- Ensure effective partnership work and relationships with visiting professionals, including therapists, Educational Psychologists
- Maintain and further the profile of the school in the local and surrounding community.

Senior leadership

- As a member of the School Leadership Team, provide effective collaborative leadership and management with a focus on school improvement and well being.
- Provide accountability for UPS teachers in regard to whole school responsibilities.
- Deputise for the Headteacher as required.
- Undertake a 0.1 teaching responsibility dependant on prior experience and needs of the school.
- Manage designated budgets to ensure efficient use of resources.
- Lead in the recruitment and appointment of school based staff and HR processes related to their phase.

Managing the organisation

- Manage the school environment efficiently and effectively to ensure that it meets the needs of the curriculum and health and safety regulations.
- Lead specific areas of strategic and improvement plans and policies for the development of the school, wider provisions and facilities.

Securing Accountability

- Maintain an ethos that enables all staff to work collaboratively, share knowledge, skills and understanding, celebrate success and accept responsibility for outcomes.
- Ensure agreed individual staff accountabilities are clear and secure outcomes for all pupils.
- Work with the Governing Body to provide information, objective advice and support.

Responsibilities

- Overall phase lead for EYFS phase two, four and pink classes
- Directly line manage the following roles:
 - Pastoral Lead
 - Annual Review Lead
 - HLTAs
 - Phase 2, Pink and EYFS AHTs
- Wider responsibility for staff across the whole school, in exercising their duties
- Support Southampton Inclusion Partnership and the wider provision made to other schools, as appropriate

Supporting the school

- Support the aims, values, mission and ethos of the school and participate in a team approach to all aspects of school life
- Lead, contribute and attend Professional Development meetings and INSET days as required and identify areas of personal practice and experience to develop
- Take responsibility for safeguarding following the agreed policies at all times, be aware of confidential issues linked to home/child/school and keep confidences appropriately
- Be aware of health and safety issues and act in accordance with Health and Safety policies
- Ensure implementation and promotion in employment and service delivery of equal opportunities policies and statutory responsibilities

Other duties

The post holder may be expected to carry out duties other than those given in the job description where the level of responsibility is similar and he/she has appropriate qualifications or receives appropriate training to carry out these duties.

Signed:

Date: