

# Deputy Headteacher Job Description



## Main purpose of the Post:

The deputy headteacher, under the direction of the headteacher, will take a major role in:

- Deputising in the absence of the Headteacher, when necessary, to ensure the smooth running of school
- Being an integral part of a strong Senior Leadership Team
- Formulating the aims and objectives of the school
- Establishing policies for achieving these aims and objectives
- Monitoring progress towards the achievement of the school's aims and objectives
- Taking responsibility for developing the whole school curriculum
- 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).

## Qualities

The deputy headteacher will:

- Uphold staff and community 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 our staff & pupils

## Duties and responsibilities

### School Culture and Behaviour

The deputy headteacher will:

- Work alongside the Senior Leadership Team (SLT) and other staff members to create a culture where pupils experience a positive and enriching school life
- Be an inspirational teacher who will make a positive impact on the outcomes of our children
- Be flexible, innovative, imaginative and creative
- Be strongly committed to social inclusion
- Have a positive approach to behaviour management with a proven record of success
- Bring a sense of energy, enthusiasm and humour to the role
- Uphold educational standards in order to prepare pupils from all backgrounds for their next phase of education and life
- Ensure a culture of staff professionalism

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## **Teaching, Curriculum and Assessment**

The deputy headteacher will:

- Establish and sustain high-quality teaching across all subjects and phases, based on evidence
- Effectively use formative assessment to inform strategy and decisions
- Ensure the teaching of a broad, structured and coherent curriculum
- Establish whole school 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

## **Organisational Management and School Improvement**

Under the direction of the headteacher, the deputy headteacher will:

- Establish and sustain the school's ethos and strategic direction together with the governing body and through consultation with the school community
- 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
- Manage staff with due attention to workload
- Ensure rigorous approaches to identifying, managing and mitigating risk
- 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

## **Professional Development**

Under the direction of the headteacher, the deputy headteacher will:

- Ensure staff have access to appropriate, high standard professional development opportunities
- Keep up to date with developments in education
- Seek training and continuing professional development to meet needs

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## **Governance, Accountability and Working in Partnership**

Under the direction of the headteacher, the deputy headteacher will:

- 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
- Work collaboratively with other schools and organisations
- Maintain working relationships with fellow professionals and colleagues to improve educational outcomes for all pupils

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 postholder may be required to do other duties appropriate to the level of the role.