

ALL SAINTS' CHURCH OF ENGLAND PRIMARY SCHOOL

Dogsthorpe Road, Peterborough PE1 3PW Telephone: 01733 563688

Headteacher: Mr N Brompton

Deputy Headteacher: Mr D Roberts

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Loving to learn, learning to love



Job Description

Post: Deputy Headteacher (0.2 teaching commitment)

Salary Scale: L9 – L13

The conditions of employment which apply to this post are listed in the School Teachers' Pay and Conditions Document.

Core Purpose of the Post

To work in close partnership with the Headteacher and Senior Leadership Team in providing professional, strategic leadership and management of the school, ensuring its continued success and improvement.

The Deputy Headteacher will play a major role in shaping the vision, direction and day-to-day effectiveness of the school, ensuring high-quality education for all pupils, high standards of achievement and behaviour, and the promotion of the school's Christian ethos. The postholder will deputise for the Headteacher when required.

The teaching commitment attached to this role will be flexible and responsive to the needs of the school, enabling the Deputy Headteacher to maintain a strong professional presence across the school.

The Key Tasks

The key tasks of the Deputy Headteacher are, in partnership with the Headteacher and SLT, to ensure that:

- A positive, inclusive and aspirational ethos is sustained which reflects the school's commitment to high achievement, excellent relationships, effective teaching and learning, and Christian values
- The Deputy Headteacher is a visible and approachable presence around the school, supporting pupils and staff on a daily basis
- Areas for development are proactively identified, evaluated and addressed to secure sustained improvement
- Positive, trusting relationships are built and maintained with staff, pupils, parents, governors, the Church and the wider community
- The welfare and safeguarding of children and young people are actively promoted and protected throughout the school

Main Responsibilities

- Strategic direction and development of the school
- Teaching and learning
- Leading and managing staff
- Efficient and effective deployment of staff and resources
- Accountability



Strategic Direction and Development of the School

- Work alongside the Headteacher to develop, articulate and implement the school's vision and strategic priorities.
- Take a proactive role in identifying strengths and areas for development through self-evaluation and professional dialogue.
- Prioritise, create and implement targets to support sustained school improvement.
- Lead on specified whole-school responsibilities as directed by the Headteacher.
- Maintain an active presence around the school to support consistency, visibility and professional standards.
- Deputise for the Headteacher in their absence, carrying out the professional responsibilities of the Headteacher as required.

Teaching and Learning

- Fulfil teaching duties in line with a flexible 0.2 teaching commitment, determined by the needs and priorities of the school.
- Model consistently high-quality teaching and professional practice.
- Maintain a visible presence in classrooms and learning spaces to support pupils and staff.
- Create and sustain an environment which promotes excellent learning, positive behaviour and high expectations.
- Lead and influence improvements in teaching and learning across the school.
- Ensure literacy and numeracy remain key priorities for all pupils, including those with SEND.
- Monitor and evaluate the quality of teaching and learning, setting clear and challenging targets for improvement.

Leading and Managing Staff

- Lead, line-manage and support staff as directed by the Headteacher.
- Build and maintain positive, professional relationships that promote trust, accountability and collaboration.
- Promote and support high-quality continuing professional development linked to school priorities.
- Support the Headteacher in appraisal and performance management processes.
- Act as a visible, supportive leader for staff, offering guidance, challenge and encouragement.
- Support and develop leadership capacity across the school.

Efficient and Effective Deployment of Staff and Resources

- Work with the Headteacher to deploy staff flexibly and effectively in response to the evolving needs of the school.
- Contribute to the monitoring and evaluation of curriculum provision and resource effectiveness.
- Use assessment data and professional insights to inform strategic decisions.
- Ensure systems and processes support efficiency, consistency and continuous improvement.

Accountability

- Provide clear, accurate information and advice to the Governing Body when required.
- Take a lead role in the School Self-Evaluation process and school improvement planning.
- Support the Headteacher in ensuring the school meets statutory requirements and obligations.
- Uphold public trust in school leadership and maintain the highest standards of professional conduct.

Safeguarding

All Saints' Church of England Primary School is committed to safeguarding and promoting the welfare of children and young people. The Deputy Headteacher is expected to undertake the role of Deputy Designated Safeguarding Lead (DDSL) and actively promote a culture of vigilance, care and responsibility in all aspects of school life.