

Job Description/Persons Specification

Job Title: Deputy Headteacher

Salary Range: Leadership 16 – 20

Reporting to: Headteacher

The job description should be read in connection with the duties of a Deputy Headteacher as set out in the current School Teachers' Pay and Conditions Document.

Core Purpose

- To be responsible for the management of specific whole school developments and in conjunction with the Headteacher, the management of staff and the general organisation of the school.
- To carry out ad hoc duties delegated by the Headteacher.
- To be responsible for promoting and safeguarding the welfare of children and young people within the school.
- The job description should be read in conjunction with the Core Standards for all leaders.

Key Responsibilities

- To be responsible for the effectiveness of the whole school curriculum and assessments.
- To be responsible for highly effective teaching and learning across the whole school.
- To coordinate the production of the school improvement plan.
- To lead the process of monitoring and evaluation with an emphasis on impact across a key stage and for identified year groups.
- To line manage and support curriculum areas in the school, as delegated by the Headteacher.
- To ensure outstanding behaviour for learning.
- Designated educational visits coordinator.

Please note this Job Description is indicative in the first instance and precise role and responsibilities will be agreed at a later date and then reviewed from time to time.

Equal Opportunities Statement

Adhere to the School's Equal Opportunities policies and ensure anti-discriminatory practice within the service area.

Child Protection

To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the School.

Commensurate Statement

Undertake any other reasonable duties commensurate with the role as determined by the Headteacher.

This job description is not prescriptive in that the needs of the School may change and this could necessitate revision in the future and amendment at any time involving appropriate consultation with the postholder.

The above job description was agreed on (date).

_____ signed by (post holder)

_____ signed by (Headteacher)

Persons Specification

	Essential A: Application I: Interview	Desirable A: Application I: Interview
Education		
Honours degree or equivalent	A	
Qualified Teacher Status	A	
Evidence of a commitment to continued professional development so as to sustain up-to-date knowledge and understanding of education	A	
Proven successful experience as a AHT for three years or more in a primary school	A	
Key Skills and Experience		
Demonstrable and successful experience of leading whole school curriculum organisation and change	A	
Experience of teaching in more than one phase in a primary school	A	
Absolute commitment to ensuring the safety and well-being of students	A/I	
Clear and demonstrable evidence of successful whole school experience of raising the quality of teaching and learning across the school	A/I	
Understanding and experience of designing and managing a school timetable		A
Understanding of the OFSTED framework		
Understanding of the planning, monitoring, reviewing and evaluation process for school improvement.	A	
Knowledge and awareness of recent educational developments and the legislative framework.	A/I	
Excellent knowledge of all forms of assessment across the primary age range.	A/I	
Knowledge of Safeguarding / Child Protection legislation and procedures.	A	
Knowledge of Health and Safety requirements.		A

An understanding of equality of opportunity for all pupils and staff in the School.	A/I	
Ability to plan, organise and communicate effectively, both orally and through the written word in a range of contexts.	A	
Ability to use and act on own initiative but also work as part of a team.	A	
Leadership and Collaboration		
Evidence of a drive to encourage and pursue excellence in all aspects of school life and a clear sense of what strategies might be effective for achieving this	I	
Proven ability to assess new ideas and embrace them if they improve students' learning	A/I	
Management of People and Resources		
Proven experience of managing people, including staff performance reviews and supporting ongoing professional development	A/I	
Personal Qualities		
Excellent interpersonal and communication skills	I	
Ability to work well on own initiative and as part of a team	A/I	
Sense of humour	I	