

Job Description

Job Description: Deputy Headteacher
Pay Range: Leadership Spine Points L7– L13
Contract type: FTE Sep 2026 - Aug 2027
Responsible to: Headteacher and the local governing body

The Deputy Headteacher fulfils the duties of the Deputy Headteacher in accordance with the provisions of the current edition of the Trusts’ Teachers’ Pay and Conditions Document, and in addition supports the Head of school in school leadership and management as defined in the National Standards for Head of schools.

The Deputy Headteacher will demonstrate essential professional characteristics (as in Pre-threshold and Post-threshold teachers’ job description), and in addition will be responsible for the following areas and tasks.

Job Purpose

The Deputy Headteacher works with the Headteacher to provide vision, leadership and direction for the academy and ensures that the school is managed and organised to meet the aims and values which have been established by all stakeholders.

To achieve this the Deputy headteacher will:

- Work alongside the Headteacher to provide professional leadership and management of the academy.
- Work alongside the Headteacher to evaluate academy performance and identify priorities for continuous improvement.
- Work alongside the Headteacher to improve the quality of learning and teaching for all pupils, raising standards and improving pupil achievement.
- Develop a successful learning culture that promotes excellence, equality and high expectations to enable every child to achieve their potential.
- Act as a leading professional in and beyond the classroom who leads by example, modelling excellent practice, exhibiting high standards of professional conduct and encouraging the professional development of others.
- Be an active participant in all aspects of school life.
- Work alongside the Headteacher to ensure that the school provides a safe environment that promotes the welfare of the children and the whole community.
- Deputise for the Headteacher in their absence.
- Undertake any professional duties reasonably delegated by the Headteacher or Governing Body.

Strategic direction and development of the Academy

Support the Headteacher and the Local Governing Body in developing a strategic view for the academy, planning for its future needs, further development and improvement.

- Contribute to a positive ethos in which all pupils have access to a broad, balanced, relevant and inclusive curriculum.

- Work with the Headteacher to analyse and plan for the academy's future needs to ensure the needs of all pupils are met and that they are reflected in the school improvement plan.
- Demonstrate the school vision and values in everyday work and practice, and encourage children and colleagues to do the same.
- Publicly support all decisions of the Headteacher and Local Governing Body.
- Demonstrate high standards of personal integrity, loyalty, discretion and professionalism.
- Promote a culture of teamwork and inclusion within the school community, where all views are valued and taken into account and trust maintained between all.

Leading Teaching and Learning across the academy

Support the Headteacher and Local Governing Body in securing and sustaining effective learning and teaching throughout the schools, setting targets for improvement.

- Ensure an inclusive culture and ethos of challenge and support where all pupils can achieve success and become effective, creative, curious, resilient and independent learners.
- Work with pupils, class teachers and key stage leaders to ensure realistic and challenging expectations of all pupils.
- To monitor, evaluate and review classroom practice and promote improvement strategies, working with staff to promote high quality teaching and inclusive practice across all subjects
- Identify areas where staff may benefit from sharing good practice or accessing support from colleagues and/or other schools in the trust.
- Identify any areas of weakness in teaching and implement, monitor and review interventions to improve these areas as well as teaching and learning across the school

Leading and Managing staff

With the Headteacher, motivate, inspire, support, challenge and develop staff to secure improvement and to create a professional learning community.

- Treat people fairly, equally, with dignity and respect to create and maintain a positive culture.
- Line manage allocated senior leader(s), teachers and support staff effectively in pursuit of the academy's priorities for development.
- Ensure effective planning, allocation, support and evaluation of work undertaken by teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities.
- Acknowledge the responsibilities and celebrate the achievements of individuals and teams.
- Achieve constructive working relationships and establish opportunities for all staff to review the needs, progress and targets of all pupils.
- Provide regular information to the Headteacher and Local Governing Body on the effectiveness of provision and outcomes.
- Advise and contribute to all aspects of training to ensure the professional development of staff.
- Actively engage with other schools and academies to build effective learning communities.
- Support the Headteacher in reporting to the Local Governing Body.
- Regularly review own practice, set personal targets and take responsibility for own personal development by participating in arrangements made for appraisal.
- Manage own workload and that of others to allow an appropriate work/life balance.
- Take responsibility for the smooth running of the academy in the absence of the Headteacher

Efficient and effective deployment of staff and resources across the academy and Trust

- Work with the Headteacher to create an organisational structure that reflects the Trust's values, and enables the management systems, structures and processes to work effectively in line with legal requirements and the financial context.
- Analyse and interpret relevant school, local and national information and advise the Headteacher on the level of resources required to maximise achievement.
- Work with the Headteacher to produce and implement clear, evidence-based improvement plans and policies for the development of the academy and its facilities.
- Liaise with staff, parents, external agencies and other schools to co-ordinate their contribution, provide maximum support and ensure continuity of educational provision for pupils.
- Develop partnerships with parents to ensure that their views are considered and acted upon appropriately.
- Ensure that pupils are enabled to share their views and that these are acted upon appropriately.
- Work with the Headteacher to recruit, retain and deploy staff appropriately and manage their workload to achieve the vision and goals for the academy.

Securing accountability

Work closely with the Headteacher and directors in drawing up the Academy Development Plan, develop policies and practices, following DfE guidelines, that secures accountability to all stakeholders.

- Take a leading and active role in monitoring and evaluating the impact of policies, practices and targets to ensure continuous development.
- Ensure individual staff accountabilities are clearly defined, understood and agreed and are subject to rigorous review and evaluation.
- Identify appropriate resources to promote and support the achievements of disadvantaged children and ensure they are used efficiently, effectively and safely.
- Work with the Local Governing Body to enable the academy to meet its responsibilities.

Pastoral Care

- Assist the Headteacher in providing a welcoming environment for all.
- Being willing to share other roles as and when required with the Headteacher.

Specific responsibilities (reviewed annually)

The Deputy Headteacher will be required to safeguard and promote the welfare of children and young people, and follow school and trust policies.

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 expected to be carried out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher, DCEO and CEO.

Deputy Headteacher - Person Specification

Criteria	Essential	Desirable	Evidence
Qualified Teacher Status (QTS) and a Degree-level qualification.	Essential		Application
Recent, relevant professional development at a senior leadership level (e.g., NPQH, NPQSL).	Essential		Application
Accredited Designated Safeguarding Lead (DSL) training.	Essential		Application Interview
Further professional qualifications, such as an M.A. in Education or Leadership.		Desirable	Application

Criteria	Essential	Desirable	Evidence
At least 5 years of successful teaching experience across the primary range.	Essential		Application References

Proven track record of leadership-within a primary setting.	Essential		Application Interview References
Significant experience in line management, including appraisals and managing performance.	Essential		Interview References
Evidence of leading whole-school initiatives/phases that resulted in measurable school improvement.	Essential		Application Interview
Successful experience in leading INSET and the professional development of others.	Essential		Application Task Interview
Effective collaboration with external agencies, parents, and the wider community.	Essential		Interview References
Experience using Insight software for tracking and intervention.	Essential		Application Task
Experience in the development of innovative teaching and learning strategies.	Essential		Application Interview

Criteria	Essential	Desirable	Evidence
Pedagogical Excellence: Ability to model "outstanding" practice and coach others to improve with evidence of impact..	Essential		Lesson Observation Interview References
Curriculum Expertise: Deep knowledge of the National Curriculum and EYFS Statutory Framework.	Essential		Application Interview
Data Mastery: Strength in interpreting assessment data (e.g., FFT, Insight) to raise standards.	Essential		Task Interview
Inclusion: A good understanding of the SEND Code of Practice and EAL/Disadvantaged strategies.	Essential		Interview
Safeguarding: Robust understanding of KCSIE and its operational application in school.	Essential		Application Interview
Strategic Thinking: Ability to think creatively, solve problems, and contribute to a coherent school vision. To be able to demonstrate impact.	Essential		Task Interview
Knowledge of the role of the Governing Body or experience serving on an LGB.	Essential		Application Interview

Criteria	Essential	Desirable	Evidence
Emotional Resilience: Leads with composure under pressure, demonstrating tenacity and a positive outlook.	Essential		Interview References
Staff Wellbeing: Proven ability to build a culture of mutual support, managing staff workload with empathy.	Essential		Interview References
Communication: Exceptional interpersonal skills; able to inspire and motivate diverse stakeholders.	Essential		Application Interview
Integrity: Acts with a high level of professional integrity, honesty, and a clear moral purpose.	Essential		Interview References
Adaptability: A flexible leader ready to take initiative and deputise for the Headteacher at short notice.	Essential		Interview References
Organisation: Excellent skills in prioritising tasks and meeting deadlines in a high-pressure environment.	Essential		Task Interview
Aspirations: A clear commitment to a career in school leadership and future Headship.	Essential		Interview