

## Deputy Headteacher Job Description

<p><b>Overall responsibility:</b> To support and assist the head teacher and the governing body in providing dynamic and professional leadership for the school, ensuring high quality education for all pupils.</p>	
Strategic Direction and Development of The School	<ul style="list-style-type: none"> <li>• Working with the head teacher to contribute to a strategic view for the school in its community and analyse and plan for its future needs and further development within the local, national and international context.</li> <li>• Demonstrating high standards of personal integrity, loyalty, discretion and professionalism.</li> <li>• Assisting in ensuring equality and inclusion across the school.</li> <li>• Taking an active role in our local network of schools.</li> <li>• In the consultation with staff and governors, leading the development and implementation of a school improvement plan, taking due note of the school's own self-evaluation.</li> <li>• Ensuring that the current educational initiatives are incorporated effectively within the whole-school drive for improvement</li> </ul>
Teaching, Learning and Monitoring	<ul style="list-style-type: none"> <li>• To undertake the duties of a class teacher for approximately one day per week, in line with the most recent Teachers Pay and Conditions.</li> <li>• Inspiring and motivating other staff through effective support and advice.</li> <li>• Working with the Senior Leadership Team and head teacher to sustain high expectations and excellent practice in teaching and learning throughout the school.</li> <li>• Monitoring and evaluating the quality of teaching and standards of pupils' achievement and using target setting for improvement.</li> <li>• Working with staff to analyse class data and moderate children's work.</li> <li>• Encouraging pupil participation and engagement through pupil discussions.</li> <li>• Monitoring standards through evaluations of work and planning.</li> </ul>
Leading and Managing Staff	<ul style="list-style-type: none"> <li>• Working with the head teacher to lead, motivate, support, challenge and develop all staff to secure continual improvement including his/her own continual professional development.</li> <li>• Leading in the performance management of middle leaders as directed by the head teacher.</li> <li>• Leading teaching assistants in performance management, training development and deployment.</li> </ul>
Ensuring Efficient and Effective Deployment of Resources	<ul style="list-style-type: none"> <li>• In consultation with, and by the direction of the head teacher, deploy people and resources efficiently and effectively to meet specific objectives in line with the school's plan and financial context.</li> <li>• Having an appreciation of the challenges of school budgeting.</li> </ul>
Accountability and Assessment	<ul style="list-style-type: none"> <li>• Supporting the head teacher and governors in accounting for the efficiency and effectiveness of the school to all relevant stakeholders</li> </ul>
Curriculum Lead	<ul style="list-style-type: none"> <li>• Lead the design, review, and implementation of a high-quality, ambitious curriculum that meets the needs of all pupils.</li> <li>• Ensure the curriculum is broad, balanced, and sequential, with clear progression in knowledge and skills across all subjects.</li> <li>• Work with subject leaders and staff to ensure high-quality planning, delivery, and assessment.</li> <li>• Monitor curriculum impact through lesson observations, work scrutiny, and pupil outcomes.</li> <li>• Lead on curriculum innovation, incorporating best practices, research, and new initiatives.</li> </ul>

	<ul style="list-style-type: none"> <li>• Ensure the curriculum is inclusive and representative, meeting the needs of all pupils, including those with SEND and disadvantaged backgrounds.</li> <li>• Support staff in embedding cross-curricular links, enrichment opportunities, and cultural capital into teaching and learning.</li> </ul>
Behaviour Lead	<ul style="list-style-type: none"> <li>• Lead on behaviour strategy, ensuring a consistent and positive approach to behaviour management.</li> <li>• Develop and implement effective systems to promote positive behaviour, engagement, and well-being.</li> <li>• Monitor behaviour trends, attendance, and suspensions, using data to inform interventions and support strategies.</li> <li>• Work with staff to ensure high expectations for behaviour are upheld in all areas of school life, including classrooms, break/lunch times, and transitions.</li> <li>• Lead and support staff training on behaviour management, de-escalation strategies, and positive reinforcement techniques.</li> <li>• Foster strong partnerships with parents and carers, ensuring a collaborative approach to behaviour support.</li> </ul>
Other Specific Duties	<ul style="list-style-type: none"> <li>• Deputise for the head teacher in his absence.</li> <li>• Take a major role in the day-to-day running of the school.</li> <li>• Contribute to a positive ethos for learning.</li> <li>• Lead on whole key stage events and activities within the context of the wider school community.</li> <li>• Provide an exciting, stimulating and creative curriculum</li> <li>• Promote the values and achievements of the school to the community.</li> <li>• Assist with the appointment and induction of new staff</li> <li>• Support the head teacher and Governors in annual budget planning and monitoring.</li> <li>• Assist in the preparation, implementation and monitoring of the School Development Plan.</li> <li>• Undertake such reasonable activities as the head teacher and Governors may, from time to time require</li> </ul>

### **Deputy Headteacher Selection Criteria**

Criteria	Qualities
<b>Qualifications and training</b>	<ul style="list-style-type: none"> <li>• Qualified Teacher Status (QTS)</li> <li>• Degree or equivalent</li> <li>• Evidence of engagement in CPLD activities</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Successful leadership and management experience in a school</li> <li>• Teaching experience</li> <li>• Involvement in school self-evaluation and development planning</li> <li>• Demonstrable experience of successful line management and staff development</li> </ul>
<b>Skills and knowledge</b>	<ul style="list-style-type: none"> <li>• Understanding of high-quality teaching, and the ability to model this for others and support others to improve</li> <li>• Understanding of school finances and financial management</li> </ul>

	<ul style="list-style-type: none"><li>• Effective communication and interpersonal skills</li><li>• Ability to communicate a vision and inspire others</li><li>• Ability to build effective working relationships</li></ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"><li>• A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school</li><li>• Ability to work under pressure and prioritise effectively</li><li>• Commitment to maintaining confidentiality at all times</li><li>• Commitment to safeguarding and equality</li></ul>