

## Deputy Headteacher Job Description (L10-L15)

**Reporting to:** Headteacher and the Governing Body

**Responsible for:**

The leadership and management of teaching and learning; building a professional learning community; the line management of middle leaders and deputising for the Headteacher when necessary.

**Purpose of job**

To carry out the professional duties of a Deputy Headteacher as directed by the Headteacher and as detailed in the School Teachers' Pay and Conditions Document.

**Overview**

The Deputy Headteacher, under the direction of the Headteacher, will take a major role in:

- Delivering the highest possible educational standards across the school
- Creating an atmosphere which pupils feel valued and staff have high expectations
- Formulating the aims and objectives of the school
- Acting as a designated safeguarding lead
- Leading and managing teaching, learning and the curriculum across school from Nursery to Year 6
- Managing staff and resources to ensure the best impact on pupil outcomes
- Coaching and mentoring experienced and less experienced colleagues to ensure excellent pupil outcomes regardless of starting points
- Establishing, developing, modeling and maintaining effective learning policies and procedures and ensure these are understood, implemented and evaluated consistently by all
- Being an outstanding role model for colleagues
- Actively collaborating with other schools to enable expertise to be shared across the school
- Monitoring progress towards the achievement of the school's aims and objectives
- If the Headteacher is absent, the Deputy Headteacher will deputise, as directed by the Governing Board.

**Duties and responsibilities**

Qualities and knowledge

Under the direction of the Headteacher:

- Support with the day-to-day management of the school, teaching and covering where appropriate
- Communicate the school's vision compellingly and support strategic leadership with specific leadership of teaching and learning, safeguarding, behaviour for learning and attendance
- Lead by example, holding and articulating clear values and moral purpose, and focusing on providing an excellent education for all pupils
- Build positive relationships with all members of the school community.
- Pro-actively keep up to date with the latest developments and evidenced based research in education, and have a good knowledge of education systems locally, nationally and globally
- Work with the Headteacher and School Business Manager to establish priorities for expenditure, and to monitor the effectiveness of spending and usage of resources to ensure that the school obtains the best value for money
- Identifying appropriate training and evidence based professional development to meet the needs of the school and its community

## **Pupils and staff**

Under the direction of the Headteacher:

- Demand ambitious standards for all pupils, advancing equality, instilling a strong sense of accountability in staff for the impact of their work on pupil outcomes
- Ensure excellent teaching in the school, through an analytical understanding of how pupils learn and the core features of successful classroom practice and curriculum design including through training and development for staff
- Actively promote a culture of 'open classrooms' as a basis for sharing best practice and conducting relevant research
- Ensure that the school's appraisal procedures are implemented fairly and consistently and that any concerns arising are addressed promptly
- Support an ethos within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other
- Identify emerging talents, coaching current and aspiring leaders
- Hold all staff to account for their professional conduct and practice

## **Systems and processes**

Under the direction of the Headteacher:

- Ensure that the school's systems, organisation and processes are well considered, efficient and fit for purpose
- Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils.
- Implement systems for managing the performance of all staff, addressing any underperformance, supporting staff to improve and valuing excellent practice
- Ensure regular and effective reporting to the governing body on school performance and improvement
- Support strategic, curriculum-led financial planning to ensure effective use of budgets and resources

## **The self-improving school system**

Under the direction of the Headteacher:

- Create and support an outward-facing school which works with other schools and organisations to secure excellent outcomes for all pupils
- Develop effective relationships with fellow professionals and those from other agencies
- Inspire and influence others to believe in the fundamental importance of education in young people's lives and to promote the value of education

*This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post. The job description will be reviewed and may be amended from time to time, within the terms of your Conditions of Employment, after consultation with the post holder.*