

Post title: Deputy Headteacher
Grade: L10-L15
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 the 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.



The information listed as essential (the column that is shaded) is used as part of the job evaluation process. The requirements identified as desirable are used for recruitment purposes only.		Essential	Desirable	How identified
*Codes: A = Application form and supporting statement, I = Interview, including a range of tasks, CQ = Certificate of Qualification, R = References,				
Qualifications:	Qualified to degree level	√		A/CQ
	Holds QTS	√		A/CQ
	Further relevant professional development e.g. Leading from the Middle, Leadership pathways, NPQSL, NPQH	√		A/I/CQ
Relevant Experience:	Successful experience as a Deputy Head, Assistant Head or as a member of a senior management team	√		A/I
	Evidence of making a major sustained impact on the development of the school within a core subject or a significant area of teaching and learning	√		A/I/R
	Excellent classroom practitioner with successful teaching across the primary phase.	√		I/R
	Successful experience of leading, motivating, supporting, challenging and developing staff to secure improvement and raise standards	√		I/R
	Experience of school self-evaluation through involvement in school improvement planning, including its implementation, monitoring and evaluation	√		I
	Monitoring / coaching experience with teacher trainees / ECTs	√		A/I/R
	Experience of successful innovative curriculum development and leadership with a particular focus on pedagogy	√		I/R
	Experience as a designated safeguarding lead		√	A/I
Skills:	Proven ability to involve and build partnerships with all stakeholders and develop their understanding of values, beliefs and shared responsibilities	√		I
	Ability to use data and pupil tracking information to identify areas for school improvement	√		I/R
	Harnessing the findings of evidenced based research to move the school forward.	√		I
	Ability to manage own workload and that of others to secure an appropriate work life balance	√		I/R
	Ability to examine the roles and responsibilities of all adults working in the school to enhance and develop potential		√	I/R

	Excellent ICT skills	√		I/R
Knowledge:	A knowledge and commitment to safeguarding and promoting the welfare of children and young people	√		I
	Clear vision of what makes a successful school	√		I
	Understanding of the roles of Headteacher, Deputy Headteacher and governors	√		I
	Knowledge and understanding of current educational issues across the primary school age range and its impact on school and their wider communities	√		I
	Know how to set high expectations and to monitor progress in order to raise standards of teaching and learning	√		I
	Understands the importance of implementing the inclusion agenda continuously and consistently to raise standards for and meet the needs of all pupils	√		I
	Knowledge of the current OFSTED framework	√		I/R
	Understanding of assessment at all relevant Key Stages including the Foundation Stage	√		I/R
	Knowledge and experience in recruiting, organising, developing and motivating staff		√	A/I
	Knowledge and experience of staff performance management/appraisal and the capacity to deal with challenging situations and to hold people to account	√		I/R
	Ensure individual, team and whole school accountability for pupils' learning outcomes and standards	√		I/R
Interpersonal/Communication Skills:	Ability to establish professional, effective working relationships with a range of partners, parents, colleagues and children.	√		I/R
	Verbal Skills	Ability to communicate effectively, both orally and in writing, to a wide range of people within the school community and with external agencies	√	A/I
		Be a strong team player	√	I/R
		Ability to empathise with pupils across the age range and use a range of appropriate strategies to manage pupil behaviour	√	I/R
Written Skills	Excellent written communication skills	√		A