

Job Description

Job Title	<input type="text" value="Deputy Headteacher"/>	School	<input type="text" value="Dawley Brook Primary School"/>
Post Number	<input type="text"/>		
ISR Range	<input type="text" value="L8-L12"/>	Salary	<input type="text" value="£61534 - £67898"/>

Reports To	<input type="text" value="Headteacher"/>
School Mission Statement / Ethos	<p>Work Hard. Be Kind.</p> <p>At Dawley Brook Primary School we will nurture all pupils in their journey to achieve their full and unique potential. Our children lie at the heart of the decisions that we make. We aim to develop the confidence, independence and self-esteem of every individual in our care, in partnership with parents and carers.</p>

Purpose of the Job

To support the Headteacher in providing inspirational, values-led leadership across Dawley Brook Primary School, ensuring high standards of education, care and inclusion for all pupils.

The Deputy Headteacher will play a pivotal role in:

- securing excellence in teaching, learning and curriculum provision across both the mainstream school and Oak Tree SEND Unit;
- Identifying priorities for pupils and the school in collaboration with stakeholders, placing these at the forefront of decision making;
- ensuring that every child — regardless of starting point or need — achieves their potential and feels a valued member of the Dawley Brook Primary School community; and
- leading staff development, wellbeing and professional growth.

Responsible for

In addition to overall leadership and management responsibilities, in partnership with the Headteacher, as set out below, the post holder will be the named strategic lead for teaching, learning and assessment across both the mainstream school and the specialist Oak Tree SEND Unit. They will play a pivotal role in ensuring the highest standards of teaching, learning and inclusion and driving continued development so that all pupils — including those with complex needs — are challenged, supported and inspired to succeed.

Although this role is non-class-based, there remains a regular teaching commitment to maintain classroom credibility, support modelling of good practice, and to provide both regular and flexible cover arrangements.

Specific Accountabilities

1. Strategic Leadership and Vision

- Support the Headteacher in shaping, implementing and evaluating the school's strategic plans, ensuring inclusion, academic excellence and wellbeing remain at its heart.
- Support the accurate evaluation of the school's effectiveness via the Self-Evaluation Form (SEF) and lead on the implementation of strategic priorities identified within the School Development Plan (SDP).
- Promote a culture of collaboration, reflection and continuous improvement across all areas of the school.
- Undertake the duties of a Deputy Headteacher as specified in the current School Teachers' Pay and Conditions document and relevant professional standards.
- Deputise for the Headteacher when required, assuming full responsibility for the strategic and operational leadership of the school.

2. Leadership of Teaching, Learning and Curriculum

- Lead by example modelling highly effective classroom practice.
- Monitor the quality and consistency of teaching, learning and assessment across the mainstream school and Oak Tree SEND Unit.
- Lead on the development of a broad, balanced and ambitious curriculum that is coherently sequenced and inclusive for all learners.
- In line with the school's current priorities, lead in the monitoring and development of core curriculum subject in both pedagogy and practice.
- Work with the SENDCo and Oak Tree SEND Unit staff to develop specialist provision and integrated learning opportunities between the unit and mainstream classes.
- Use data and evidence to inform curriculum planning, interventions and development priorities.
- Promote high expectations of behaviour, engagement and achievement for every child.

3. Inclusion

- Champion inclusion across the school, ensuring that every pupil is supported to achieve their potential, ensuring equity, ambition and opportunity for all;
- Lead on provision for pupils identified, under the Department for Education's definition, as 'disadvantaged' ensuring funding is allocated and monitored effectively;
- Liaise effectively with external agencies and families to secure the best outcomes for all pupils.

4. Behaviour and Safeguarding

- Lead on behaviour and attitudes, ensuring a positive, respectful and nurturing school culture.
- Support staff to apply the school's behaviour policy consistently, with emphasis on a values-based approach linked to the school's overall ethos.
- Serve as Designated Safeguarding Lead, ensuring safeguarding systems, policies and culture are robust and effective.
- Maintain effective multi-agency partnership working with external partners e.g. social care, health etc.

5. Staff Leadership and Development

- Line-manage designated staff, including teachers and support staff across the mainstream school and Oak Tree SEND Unit.
- Lead staff induction, appraisal and professional development.
- Coach and mentor colleagues to develop high-quality, inclusive practice.
- Foster a culture of teamwork, reflection and mutual support.
- Support leadership development and succession planning across the school.

6. School Development, Monitoring and Evaluation

- Lead and contribute to self-evaluation and school development planning.
- As Assessment Lead, ensure that the school has a system for the collection and analysis of performance data to promote school development.
- Analyse internal and external data sources to monitor progress and outcomes to develop an accurate view of the school's current position.
- Lead agreed areas of the School Development Plan (SDP), ensuring effective implementation and evaluation.
- Contribute to maintaining and enhancing the school's overall standards through rigorous monitoring, reflection and innovation.

7. Community and Stakeholder Engagement

- Build positive partnerships with all community stakeholders, supporting strong communication and collaboration.
- Contribute to the school's community presence and promote its ethos, vision and standards.
- Communicate effectively with governors and external partners to support transparency, shared accountability and effective professional challenge.

Key Accountabilities

- To be accountable for and promote equal opportunity, diversity and community cohesion to meet School objectives. All employees have a responsibility not only for their own behaviour, but also for others regarding equality of opportunity.
- In addition to all the responsibilities listed above, all employees must be flexible in their approach and undertake other duties that are commensurate with post holder's level, wherever they may be, to achieve the objectives of the school.
- To comply fully with all school policies, procedures and statutory requirements, including safeguarding, health and safety, equality, behaviour, financial regulations and data protection.
- To actively promote the school's commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults at a level appropriate to this role and setting.

Special Conditions

This post is subject to Enhance DBS check and other vetting procedures in line with KCSIE (2025).

Driving Licence will be subject to DVLA checks. It is a DMBC requirement to have Business Use Car Insurance and a valid MOT certificate (for cars over 3 years old) before engaging in school business-related travel using the post holder's own vehicle.

Prepared By

Dawley Brook Primary School
October 2025

Review Date

The content of this job description maybe amended at any time following discussions between the Governing Body, the Headteacher and the post holder, and will be reviewed on an annual basis.