

CONTRACTUAL COMMITMENT & WORK CONTEXT

Deputy Headteacher

Reports to: Headteacher

Contract: Fulltime/Permanent

Salary: L13 – L16

Main Purpose of the Role

Working with the Headteacher, to provide overall leadership and management of the hospital school, ensuring high standards of education, care, and safeguarding for all pupils.

- Carry out the duties of this post in line with the remit outlined in the current **School Teachers' Pay and Conditions Document (STPCD)**, including the conditions of employment for Deputy Headteachers and the school's own policy.
- Under the overall direction of the Headteacher, take a lead role in:
 - Formulating the aims and objectives of the school and establishing the policies through which they are achieved.
 - Overseeing the curriculum and standards for all pupils, including the monitoring of progress towards achievement.
- Take full responsibility for the leadership and management of the school in the absence of the Headteacher.
- Fulfil the professional duties of a teacher as required.
- Take lead responsibility for **child protection and safeguarding**, ensuring compliance with statutory guidance and best practice.
- Promote the welfare, safety, and inclusion of all children and young people within the school and hospital setting.

Leadership and Management of Staff

- Performance manage staff, including appraisals, professional development, and accountability for standards.
- Lead, line manage or delegate responsibility for:
 - HLTA(s) within the team.
 - Teaching assistants and specialist teachers/tutors (e.g. musicians, artists in residence).
 - Visiting lecturers and external professionals (e.g. LA or home schools).
 - Named Person for Looked After Children.



Financial Responsibilities

- Act as co-signatory for school accounts and hold responsibility for delegated curriculum budgets.

Conditions of Service

- Governed by the Department for Education (DfE), the current **School Teachers' Pay and Conditions Document (STPCD)** and supplemented by local conditions as appropriate.

Security Checks

- This post is subject to an **Enhanced Disclosure and Barring Service (DBS) check**. Candidates are required to disclose details of any convictions (including those normally regarded as “spent”) in line with the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 (as amended). Full disclosure must be provided on the application form and at interview

JOB DESCRIPTION

Deputy Headteacher

- This Job description should be read alongside the range of duties and responsibilities of Deputy Headteachers as set out in the current year's School Teachers' pay and Conditions Document (STPCD).
- The duties and responsibilities of the post may vary from time to time according to the changing needs of the school.
- The job description will be reviewed annually in the light of those changing requirements and in consultation with the post holder and governing body.
- This job description is for a fulltime post and is not eligible for job share.

Shaping the Future

- Work with the Headteacher and Governors to establish and implement an ambitious vision and ethos for the hospital school.
- Lead and contribute to school improvement planning and self-evaluation.
- Support the effective management of school resources and monitor action plans and policy developments.
- Lead by example in motivating staff, managing change, and promoting a culture of inclusion where all voices are valued.

Leadership

- Deputise for the Headteacher during extended absences, assuming full leadership responsibilities.
- Share responsibility for the day-to-day organisation and management of the hospital school, including cover and administrative arrangements.
- Lead one of the school teams while maintaining a significant teaching role.
- Act as Designated Safeguarding Lead, ensuring compliance with safeguarding legislation and best practice.
- Monitor the quality of teaching, learning, and curriculum delivery to secure high standards and pupil progress, including for SEND and vulnerable children.
- Supervise and support staff as delegated, ensuring professional standards and morale remain high.
- Liaise effectively with medical staff, governors, local authority, schools, and external agencies to promote joined-up working.

Leading Teaching and Learning

- Model excellence in teaching and set high expectations for all.
- Support staff performance management and lead professional development and training.



- Oversee the design, delivery, and evaluation of a broad and creative curriculum suited to pupils in both school and hospital settings.
- Lead systems for monitoring teaching quality, assessment, and pupil progress, ensuring robust data analysis and improvement planning.
- Promote pupil engagement in their own learning and strengthen effective partnerships with parents, carers, and key professionals.
- Manage delegated financial and resource responsibilities efficiently.

Developing Self and Others

- Support collaborative approaches to learning and professional practice.
- Lead induction, mentoring, and professional development for staff, students, and volunteers.
- Act as induction coordinator for ECTs and those on teaching practice or work experience.
- Take responsibility for leadership areas, including data analysis and target setting.
- Deliver coaching, mentoring, and appraisal in line with the school improvement plan.

Managing the Organisation

- Review systems regularly to ensure statutory compliance and ongoing improvement.
- Ensure effective internal communication and dissemination of information.
- Support HR and personnel processes, including staff deployment, attendance, and performance management.
- Promote consistent standards of behaviour, attendance, and punctuality.
- Act as a key point of contact for pupils (2–19), families, staff, governors, medical professionals, and external partners in the hospital school context.

Securing Accountability

- Support staff and governors in monitoring and evaluating school performance.
- Assist the Headteacher in reporting outcomes to stakeholders and the wider community.
- Ensure safeguarding, health, and safety responsibilities are met at all times.

Strengthening Community

- Promote inclusion, equality, and extended services that meet the needs of pupils and families in both school and hospital settings.
- Maintain strong links with specialist support services, parents, carers, and external agencies.
- Develop partnerships with other schools and community organisations to share best practice and strengthen provision.



Person Specification: Deputy Headteacher

Key: E = Essential D = Desirable A = Application I = Interview

Qualifications

Qualified Teacher Status with graduate level qualifications recognised by the DFE.	E	A
Evidence of continuing and recent professional development relevant to the post.	E	A
Be a trained Safeguarding Lead.	D	A

Knowledge and Understanding

<ul style="list-style-type: none"> Excellent understanding of current school policy and practice, including delivery of the Ofsted framework in a hospital school context 	D	A I
<ul style="list-style-type: none"> Excellent knowledge of pedagogy and curriculum best practice, particularly for pupils with medical needs, across hospital, home, special, mainstream, and independent school settings. 	E	
<ul style="list-style-type: none"> Strong understanding of how medical needs affect achievement, with strategies to narrow attainment gaps. 	E	
<ul style="list-style-type: none"> Sound knowledge of effective leadership and management in relation to raising attainment and driving school improvement. 	E	
<ul style="list-style-type: none"> Clear understanding of the role of school culture and ethos in securing high standards. 	E	
<ul style="list-style-type: none"> Knowledge of equality, diversity and inclusion, and strategies for addressing these in schools. 	E	
<ul style="list-style-type: none"> Strong understanding of behaviour management strategies at whole-school level, appropriate to a hospital and outreach context, in line with policy. 	E	
<ul style="list-style-type: none"> Up-to-date knowledge of safeguarding and child protection requirements. 	E	
<ul style="list-style-type: none"> Evidence of recent professional development relevant to senior leadership (e.g. performance management, conflict resolution, strategic planning, STPCD). 	E	
<ul style="list-style-type: none"> Understanding of how a hospital school can enrich and adapt the curriculum to meet the needs of vulnerable pupils, including varying lengths of stay and psycho-social development. 	D	
<ul style="list-style-type: none"> Understanding of the importance of partnerships (parents, hospital staff, external professionals, community organisations) in promoting pupil progress. 	D	
<ul style="list-style-type: none"> Good knowledge of statutory requirements for pupils across all phases. 	D	
<ul style="list-style-type: none"> Up-to-date understanding of health and safety in both hospital and school settings. 	E	

Experience

▪ Significant and successful senior leadership experience contributing to whole-school improvement.	E	A I
▪ Proven record of raising attainment and leading curriculum development.	E	
▪ Successful experience of leading whole-school assessment systems.	E	
▪ Evidence of improving teaching and learning through monitoring, evaluation, and staff development.	E	
▪ Experience of managing and analysing pupil performance data to inform improvement.	E	
▪ Experience of developing strategies to strengthen parental engagement.	E	
▪ Experience of designing and delivering staff development programmes.	E	

Aptitudes, skills and competencies

▪ A consistently good to outstanding classroom practitioner, able to model best practice.	E	A I
▪ Demonstrated leadership qualities, resilience, and ability to motivate others.	E	
▪ Ability to articulate and implement a clear vision for high-quality education in a hospital school.	E	
▪ Excellent communication skills (oral and written) with a range of audiences.	E	
▪ Ability to relate effectively to children of all ages, backgrounds, and abilities, responding to individual needs.	E	
▪ Proven ability to build strong relationships across the school, hospital, and wider community.	E	
▪ Flexible, approachable, and solution-focused, with strong personal presence.	E	
▪ Skilled in applying a range of behaviour management strategies adapted to medical, social, and emotional contexts.	E	
▪ Strong analytical and problem-solving skills, with ability to interpret and present complex data.	E	
▪ Ability to work effectively under pressure, prioritise, and make sound decisions.	E	

Special conditions

▪ Motivated to work with children and young people with medical needs.	E	A I
▪ Ability to maintain professional boundaries with pupils.	E	
▪ Emotional resilience in working with children and families in challenging medical contexts.	E	
▪ Willingness to work outside normal hours on occasion, with notice.	E	
▪ Appointment subject to enhanced DBS check (individuals on barred list ineligible).	E	