

Fairmeadows Foundation Primary School

Job description: Deputy Headteacher

5th May 2025

Job details

Salary: L8-L10

Hours: As required by the role

Contract type: Flexible hours with permanent employment for a permanent role

Reporting to: Headteacher

Responsible for: MFL and Music, Teaching and Learning with Assessment including CPD, Performance Management and Parental Engagement

Start date: 5th May 2025

Main purpose

The deputy headteacher will support the headteacher in:

- › Communicating the school's vision compellingly and supporting the headteacher's strategic leadership
- › The day-to-day management of the school
- › Formulating the aims and objectives of the school
- › Establishing policies for achieving these aims and objectives
- › Managing staff and resources to that end
- › Monitoring progress towards meeting the school's aims and objectives

The deputy headteacher will also have a timetabled teaching commitment of 0.8, complying with the Teachers' Standards and modelling best practice for others.

They may also be required to undertake any of the duties delegated to the headteacher.

In the headteacher absence they will fulfil the role of the headteacher.

Qualities

The deputy headteacher will:

- › Uphold public trust in school leadership and maintain high standards of ethics, behaviour and professional conduct
- › Build positive and respectful relationships across the school community
- › Serve in the best interests of the school's pupils



Duties and responsibilities

School culture and behaviour

Under the direction of the headteacher, the deputy headteacher will:

- › Create a culture where pupils experience a positive and enriching school life
- › Uphold educational standards in order to prepare pupils from all backgrounds for their next phase of education and life
- › Ensure a culture of staff professionalism
- › Encourage high standards of behaviour from pupils, built on rules and routines that are understood by staff and pupils and clearly demonstrated by all adults in school
- › Use consistent and fair approaches to managing behaviour, in line with the school's behaviour policy

Teaching, curriculum and assessment

Under the direction of the headteacher, the deputy headteacher will:

- › Establish and sustain high-quality teaching across subjects and phases, based on evidence
- › Ensure the teaching of a broad, structured and coherent curriculum
- › Establish curriculum leadership, including subject leaders with relevant expertise and access to professional networks and communities
- › Use valid, reliable and proportionate approaches to assessing pupils' knowledge and understanding of the curriculum
- › Ensure the use of evidence-informed approaches to reading so all pupils are taught to read

Additional and special educational needs and disabilities (SEND)

Under the direction of the headteacher, the deputy headteacher will:

- › Promote a culture and practices that allow all pupils to access the curriculum
- › Have ambitious expectations for all pupils with SEN and disabilities
- › Make sure the school works effectively with parents, carers and professionals to identify additional needs, and provide support and adaptation where appropriate
- › Make sure the school fulfils statutory duties regarding the SEND Code of Practice.

Organisational management and school improvement

Under the direction of the headteacher, the deputy headteacher will:

- › Establish and oversee systems, processes and policies so the school can operate effectively and efficiently
- › Ensure staff and pupils' safety and welfare through effective approaches to safeguarding, as part of duty of care
- › Ensure rigorous approaches to identifying, managing and mitigating risk
- › Ensure effective use of budgets and resources
- › Identify problems and barriers to school effectiveness, and develop strategies for school improvement that are realistic, timely and suited to the school's context
- › Make sure these school improvement strategies are effectively implemented

Staff management and professional development

Under the direction of the headteacher, the deputy headteacher will:

- › Performance manage middle leaders, including carrying out appraisals and holding staff to account for their performance



- › Manage staff well with due attention to workload
- › Ensure staff have access to appropriate, high-standard professional development opportunities
- › Keep up to date with developments in education
- › Seek training and continuing professional development to meet their own needs

Governance, accountability and working in partnership

Under the direction of the headteacher the deputy headteacher will:

- › Work with the governing board as appropriate
- › Ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties
- › Work successfully with other schools and organisations
- › Maintain working relationships with fellow professionals and colleagues to improve educational outcomes for all pupils

Other areas of responsibility

The deputy headteacher will:

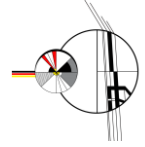
- › Lead on the whole-school assessment strategy, ensuring it is rigorous, well-evidenced and is easy to communicate to pupils and parents
- › Track and analyse pupil performance data, paying particular attention to disadvantaged groups such as those eligible for the pupil premium, those with special educational needs, or who speak English as an additional language (EAL)
- › Plan and implement interventions for those pupils who are not progressing
- › Provide training and support for teachers and support staff on administering the assessment system effectively
- › Identify training needs for staff and manage the CPD for the school, keeping a clear record of this and mapping future need.
- › Review the quality of teaching and learning across school, carrying out lesson observations, work scrutiny's, pupil interviews and staff supervision as required.
- › Engage actively with the community at large and ensure parents feel welcome in school and free to share their thoughts.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the deputy headteacher will carry out. The postholder may be required to do other duties appropriate to the level of the role.



Person specification

CRITERIA	QUALITIES
Qualifications and training	<ul style="list-style-type: none">• Qualified teacher status• Degree• Professional development in preparation for a leadership role
Experience	<ul style="list-style-type: none">• Leadership and management experience as part of a school senior leadership team• Teaching experience of at least 7 years.• Involvement in school self-evaluation and development planning• Line management experience of a key stage team• Demonstrable experience of successful line management and staff development
Skills and knowledge	<ul style="list-style-type: none">• Understanding of high-quality teaching, and the ability to model this for others and support others to improve• Understanding of school finances• Effective communication and interpersonal skills• Ability to communicate a vision and inspire others• Ability to build effective working relationships• Managing whole school initiatives including reporting to governors on these.
Personal qualities	<ul style="list-style-type: none">• A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school• Ability to work under pressure and prioritise effectively• Commitment to maintaining confidentiality at all times• Commitment to safeguarding and equality, ensuring that personal beliefs are not expressed in ways that exploit the position.• Understanding the importance of staff wellbeing, and the role mental health plays in ensuring positive outcomes for all stakeholders• Determination to drive positive change for all stakeholders



Fairmeadows Foundation Primary School

The Governing Board of Fairmeadows Foundation Primary school are looking to recruit a Deputy Headteacher to add to our already effective and excellent senior leadership team.

Starting on 5th May 2025 this is a position of significant responsibility within school and the job description is available on request. This will be an externally advertised post with the advert available on the school website and on the Teacher Recruitment website.

- The post comes with payment for the Leadership Scale on Point 8 rising to point 10 over time.
- Applicants for the role will need to submit a completed job application accompanied by a letter of interest, specifying their suitability, experience and qualifications relevant to the role.
- The role is suitable for experienced teaching staff with a minimum of 7 years' classroom experience. Candidates should have extensive experience of leading multiple initiatives within school and have previously held a senior leadership post with significant responsibility e.g. Assistant Headteacher, Deputy Headteacher or Head of School.

Closing Date for applications is 8th January and interviews will take place on Monday 27th January.