

**St Giles School**

**Deputy Headteacher**

**Role Profile and Person Specification**

**April 2025**

**Job details****Salary:** L13 to L19 - (£70,873 to £81,508)**Hours:** Minimum directed hours 32.5 hours per week plus as required**Contract type:** Full Time**Reporting to:** Headteacher**Responsible for:** Line managing school staff as agreed with the Headteacher**ST GILES SCHOOL****Job Description**

<b>Job Title:</b>	<b>Deputy Headteacher</b>
<b>School /Academy:</b>	<b>St Giles School</b>
<b>Salary:</b>	Outer London L13 to L19 - (£70,873 to £81,508)
<b>Hours:</b>	<b>Term time</b>
<b>Contract type:</b>	<b>Permanent and full time.</b>
<b>Location:</b>	<b>St Giles School</b>
<b>Reports to:</b>	<b>Head Teacher</b>
<b>Responsible for:</b>	<b>Curriculum, HR &amp; Safeguarding</b>
<b>Role Purpose and Role Dimensions:</b>	<p>The Deputy Headteacher is a member of the Senior Leadership Team and the purpose is to have overall responsibility for Curriculum HR and Safeguarding. The Deputy Headteacher has oversight of the school when the Headteacher is not on site.</p> <p>The Deputy Headteacher is responsible for providing professional leadership and management of relevant school staff to enhance their effectiveness.</p>
<b>Commitment to Diversity:</b>	<p>As a member of the School Team the Deputy Headteacher will take individual and collective professional responsibility for championing the School's diversity agenda and proactively implementing initiatives which secure equality of access and outcomes. Also to commit to continually developing personal understanding of diversity.</p>

**Key External Contacts:**

Local Authority  
DCSF,QCA equivalent  
Other Schools

**Key Internal Contacts:**

Head Teacher and Senior Leadership Team  
Teaching staff  
Non-Teaching staff  
Administration Staff  
Medical and therapy staff  
Other Staff  
Parents/Carers  
Governors

**Key Areas for Decision Making:**

Curriculum  
Human Resources  
Safeguarding

**Other Considerations:**

Occasional evening work to support parents' evenings, School events and Governors meetings.

**Main purpose**

The deputy headteacher, under the direction of the headteacher, will take a major role in:

- 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 the achievement of the school's aims and objectives
- With the Headteacher Leadership of the school's irresistible curriculum and timetabling
- Safeguarding lead for the school ensuring that safeguarding is everyone's responsibility
- Oversight of Human Resources contributing to staff well-being at all times
- Day to day management of the school
- Building positive and effective working relationships with other professionals and stakeholders.

- If the headteacher is absent, the deputy headteacher will deputise, as directed by the governing board.
- The deputy headteacher will also be expected to fulfil the professional responsibilities of a headteacher, as set out in the School Teachers' Pay and Conditions Document (STPCD).

## **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
- Work in a multi-disciplinary way with education, medical, nursing and all other staff to nurture and support the development of all 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.

### **Safeguarding**

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

- Be the school's lead Designated Safeguarding Lead (DSL) and PREVENT LEAD
- Ensure that safeguarding is everyone's responsibility
- Have oversight of attendance and liaison with EWO
- Have oversight of students educated off site
- Lead the Safeguarding team at the school
- CPOMs lead at the school
- Have oversight of safeguarding training at the school
- Ensure that risk assessments are completed as required for staff and pupils
- Take responsibility as the school's designated EVC for the safe planning and provision of trips and outings.
- Lead on LA Safeguarding audit and implement actions.
- Lead on return to school meetings with students returning from hospitalising/surgery/medical treatment.
- Line manage the Family Support Worker.

### **Teaching, curriculum and assessment**

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

- Establish and sustain high-quality teaching across all subjects and phases, based on evidence
- Ensure teaching is underpinned by subject expertise
- Effectively use formative assessment to inform strategy and decisions

- 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 that all pupils are taught to read
- Manage Timetabling and appropriate allocation of PPA for staff.
- Oversight of planning and timetabling of sensory rooms, resources and spaces.

### **Human Resources**

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

- Have oversight of Human Resources
- Oversight of staff absence, cover and Return to Work systems and processes at the school
- Oversight of agency staff and their deployment
- Oversight of IT and ICT at the school
- Oversight of appraisal and probation for all relevant staff
- Day to day management of the school
- Participate in the recruitment processes for new staff in line with safer recruitment procedures.

### **Additional and special educational needs (SEN) and disabilities**

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

- Promote a culture and practices that enables 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 sustain the school's ethos and strategic direction together with the governing board and through consultation with the school community
- Establish and oversee systems, processes and policies so the school can operate effectively
- Ensure staff and pupils' safety and welfare through effective approaches to safeguarding, as part of duty of care
- Manage staff well with due attention to workload
- Ensure rigorous approaches to identifying, managing and mitigating risk
- Allocate financial resources appropriately, efficiently and effectively
- 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.

### **Professional development**

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

- 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 needs

### **Governance, accountability and working in partnership**

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

- Understand and welcome the role of effective governance, including accepting responsibility
- Ensure that staff understand their professional responsibilities and are held to account
- 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**

- Oversight of summer fayre
- School residentials
- Lead staff voice
- To be agreed with the Headteacher in line with the school's needs.

## **Equalities and Diversity**

The school has a strong commitment to achieving equality of opportunity in its services to the community and in the employment of people. It expects all employees to understand, comply with and to promote its policies in their own work, to undertake any appropriate training and to challenge racism, prejudice and discrimination. This includes respecting and valuing the different experiences, ideas and backgrounds others can bring to work and to teams.

## **Green Statement**

### **This will involve:**

Seeking opportunities for contributing to sustainable development of the borough, in accordance with the School/Academy's Green Commitment. In particular, demonstrating good environmental practice (such as energy efficiency, use of sustainable materials, sustainable transport, recycling and waste reduction) in management of the service provision.

**To contribute as an effective and collaborative member of the School Team**

**This will involve:**

- Participating in training to be able to demonstrate competence.
- Participating in first aid training as required
- Participating in the ongoing development, implementation and monitoring of the service plans
- Championing the professional integrity of the School/Academy
- Supporting Customer Focus, Best Value and electronic management of processes
- Actively sharing feedback on School policies and interventions.

### **Health and Safety**

Every employee is responsible for their own Health & Safety, as well as that of colleagues, service users and the public. Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defectives and hazards to management.

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 headteacher will carry out. The postholder may be required to do other duties appropriate to the level of the role.

## Person specification

CRITERIA	QUALITIES
<b>Qualifications and training</b>	<ul style="list-style-type: none"> <li>• Qualified teacher status</li> <li>• Degree</li> <li>• Evidence of professional development within the educational sector.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Successful leadership and management experience in a school</li> <li>• Teaching experience across a spectrum of schools (e.g. SEND and non SEND schools).</li> <li>• Involvement in school self-evaluation and development planning</li> <li>• Demonstrable experience of successful line management and staff development</li> <li>• Understanding of curriculum development for SEND pupils in line with learning needs.</li> </ul>
<b>Skills and knowledge</b>	<ul style="list-style-type: none"> <li>• Data analysis skills, and the ability to use data to set targets and identify weaknesses</li> <li>• Understanding of high-quality teaching, and the ability to model this for others and support others to improve</li> <li>• Understanding of school finances and financial management</li> <li>• Effective communication and interpersonal skills</li> <li>• Ability to communicate a vision and inspire others</li> <li>• Ability to build effective working relationships</li> <li>• Recognise the complexity of needs of SEND pupils and what is required to enable them to access an inspiring curriculum.</li> </ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>• A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school</li> <li>• Ability to work under pressure and prioritise effectively</li> <li>• Commitment to maintaining confidentiality at all times</li> <li>• Commitment to safeguarding and equality, ensuring that personal beliefs are not expressed in ways that exploit the position.</li> <li>• Commitment to building positive partnerships with a range of professionals and stakeholders.</li> </ul>

### Notes:

This job description may be amended at any time in consultation with the postholder.

**Last review date:** 03.04.25

**Next review date:** 03.04.26

**Line manager's signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Postholder's signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_