

**December 2025**

## **Deputy Head job description**

**Post:** Deputy Headteacher  
**Responsible to:** Headteacher

### **Duties**

The duties outlined in this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document (STPCD). It may be modified by the Headteacher, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.

### **Teaching and learning**

1. Carry out teaching duties in accordance with the school's schemes of work and National Curriculum
2. Liaise with colleagues to deliver units of work in a collaborate way
3. Work with teaching assistants and the SENCO
4. Set targets for student attainment levels
5. Set work for students absent from school
6. Demonstrate good practice in the teaching areas of responsibility

### **Assessing and reporting**

1. Act as assessment and Data Lead - working collaboratively with SLT to ensure clear data analysis, target setting and pupil progress reviews
2. Record students' work
3. Maintain lesson evaluations
4. Mark and return work within agreed time span, providing feedback and targets
5. Provide assessment reports to monitor student progress
6. Liaise with parents and attend consultation evenings
7. Work within the Code of Practice relating to Special Educational Needs

### **Leadership and management**

1. Support and deputise for the head teacher
2. Lead safeguarding within the role of Designated Safeguarding Lead
3. Support the smooth running of the school through overseeing staff absence and cover organisation
4. Understand issues relating to the organisation, ordering and funding of resources
5. Support and uphold the school's policies on behaviour, discipline and bullying
6. Support in developing the curriculum and outcomes at all age ranges within the school
7. Undertake responsibility for the role of Induction Tutor for ECTs
8. Manage the budgets for any areas directly identified within the roles and responsibilities document

9. Coordinate the delivery of health and safety policies
10. Contribute to staff development activities
11. Manage the performance of teaching assistants

### **Standards and quality assurance**

1. Support the aims and ethos of the school
2. Set a good example in terms of dress, punctuality and attendance
3. Attend and participate in open evenings and student performances
4. Uphold the school's behaviour code and uniform regulations
5. Participate in staff training
6. Attend team and staff meetings
7. Develop links with governors, LEAs and neighbouring schools
8. Report to governors and other stakeholders as required

### **Other duties and responsibilities**

- Point of contact/oversee wrap around
- First aid lead and responder (including risk assessments)
- Not limited to other reasonable requests as provided by the headteacher to ensure smooth and safe running of the school