

JOB DESCRIPTION

Deputy Headteacher at Bushfield Road Infant School

School Overview

Bushfield Road Infant School is a warm, inclusive, and welcoming infant school serving children aged 3–7 years. We pride ourselves on our child-centred ethos, strong safeguarding culture, and commitment to developing confident, independent learners. Our curriculum is broad, balanced, and enriched with creative experiences that spark curiosity and joy.

Purpose of the Role

To work in close partnership with the Headteacher to lead and manage the school effectively, with a particular focus on Early Years and Key Stage 1. The Deputy Headteacher will play a pivotal role in driving school improvement, modelling outstanding practice, and ensuring every child is safe, happy, and achieving.

General duties

- To carry out the duties of a Deputy Headteacher, as set out in the current School Teachers' Pay and Conditions Document.
- To be responsible for working with and supporting the Headteacher on key school leadership and management areas. This will involve accepting delegated responsibility for aspects of these key areas.
- To deputise for the Headteacher in their absence.
- To undertake a teaching commitment and carry out the professional duties of a teacher as required.

Strategic Leadership & School Improvement

- In partnership with the headteacher and governors establish and implement an ambitious vision and ethos for the future of the school.
- Contribute to the development and delivery of the School Development Plan and Self-Evaluation Framework.
- Lead on priority areas such as phonics, early reading, continuous provision, and curriculum enrichment.
- Use data and evidence to inform strategic decisions and monitor impact.
- Deputise for the Headteacher in their absence, including during Ofsted inspections, LA reviews, and stakeholder meetings.

Teaching and learning

- Model exemplary teaching and learning across EYFS and KS1, including inclusive practice and adaptive teaching.
- Work with the headteacher to secure and sustain high expectations and excellent practice in teaching and learning throughout the school, including monitoring and evaluating the quality of teaching and standards of pupil's achievement, use benchmarks and set targets for improvement.
- Lead the development and delivery of training and support for staff.
- Lead the development and review of all aspects of the curriculum including planning, recording and reporting, assessment for learning and the development of a creative and appropriate curriculum for all pupils.
- With the headteacher, lead the processes involved in monitoring, evaluating and challenging the quality of teaching and learning taking place throughout the school, including lessons observations to ensure consistency and quality.
- Ensure the systematic teaching and basic skills and recording of impact is consistently high across the school.
- Develop, review systems to ensure robust evaluation of school performance, progress data and actions to secure improvements comparable to appropriate national standards.
- Ensure, through leading by example, the active involvement of pupils and staff in their own learning.
- Champion high expectations for all learners, including those with SEND, EAL, and disadvantaged backgrounds.

Safeguarding, Behaviour & Welfare

- Act as Designated Safeguarding Lead (DSL), ensuring robust safeguarding procedures and culture.
- Lead behaviour and wellbeing strategies, including restorative approaches and emotional literacy.
- Promote a nurturing, trauma-informed environment where children feel safe, respected, and supported.
- Liaise with external agencies to support vulnerable pupils and families.
- Ensure a consistent approach to standards of behaviour, attendance and punctuality are implemented across the school.

Developing self and others

- Support the development of collaborative approaches to learning within the school and beyond.
- Organise and support the induction of staff new to the school and those being trained within the school.
- Participate as required in the selection and appointment of teaching and support staff, including overseeing the work of supply staff / trainees / volunteers in the school in the absence of the headteacher.
- Be an excellent role model for staff and pupils in terms of being reflective and demonstrating a desire to improve and learn.
- Take responsibility and accountability for identified areas of leadership, including statistical analysis of pupil groups, progress data and target setting.

- Work with the headteacher to deliver an appropriate programme of professional development for all staff including quality coaching and mentoring, in line with the school improvement plan and performance management.
- Work with the headteacher with the annual appraisal process for teaching staff.
- Develop the role of subject leaders through a system of monitoring and developing skills.

School management

- Lead regular reviews of all systems to ensure statutory requirements are being met and improved on where appropriate.
- Ensure the effective dissemination of information, the maintenance of and ongoing improvements to agreed systems for internal communication.
- Undertake key activities related to professional, personnel / HR issues.
- Manage HR and other leadership processes as appropriate e.g. sickness absence, disciplinary, capability.
- Ensure a consistent approach to standards of behaviour, attendance and punctuality are implemented across the school.
- Be a proactive and effective member of the senior leadership team.
- Ensure the day-to-day effective organisation and running of the school including the deployment of staff as appropriate.
- To undertake any professional duties, reasonably delegated by the headteacher which will include activities outside of school normal working hours.

Accountability

- Lead and support the staff and governing body in fulfilling their responsibilities with regard to the school's performance and standards.
- Support the headteacher in reporting the school's performance to its community and partners
- Promote and protect the health and safety welfare of pupils and staff.
- Take responsibility for promoting and safeguarding the welfare of children and young people within the school.

Strengthening community

- Work with the headteacher in developing the policies and practice, which promote inclusion, equality and the extended services that the school offers.
- Develop and maintain contact with all specialist support services as appropriate.
- Promote the positive involvement of parents / carers in school life.
- Organise and conduct meetings where appropriate with parents and carers to ensure positive outcomes for all parties.
- Strengthen partnership and community working.
- Promote positive relationships and work with colleagues in other schools and external agencies.

Other Duties

- The Deputy Headteacher will be expected to be flexible in undertaking the duties and responsibilities attached to the post and may be asked to perform other duties, which reasonably correspond to the general character of the post and are commensurate with its level of responsibility.

Person Specification

Deputy Headteacher at Bushfield Road Infant School

	CRITERIA	Essential / Desirable	Shortlist criteria
A	Qualifications and Training		
1	Honours degree	Essential	✓
2	Qualified teacher status	Essential	✓
3	Evidence of recent and relevant continuing professional development	Essential	✓
4	Recent and relevant safeguarding training	Essential	✓
5	Post graduate level qualification or recognised alternative	Desirable	
B	Relevant experience, knowledge and understanding		
6	Recent experience as a successful leader in Early Years / KS1	Essential	✓
7	Proven experience of securing excellent teaching and learning	Essential	✓
8	In-depth knowledge and understanding of the wider educational agenda including current national policies and educational issues	Essential	✓
9	Experience of curriculum design, alongside an understanding of current issues relating to this	Essential	✓
10	Proven track record in raising pupil attainment and progress	Essential	✓
11	Contributing to effective school improvement	Essential	✓
12	Proven experience of positive behaviour management, developing a pupil focussed, inclusive and effective learning environment so that behaviour and attendance are excellent	Essential	✓
13	Evidence of setting ambitious standards for all pupils, overcoming disadvantage and advancing equality and inclusion	Essential	✓
14	Experience of leading, monitoring and managing staff including building a successful team, delegating effectively and empowering others	Desirable	

15	Commitment to strong Governance and to working collaboratively with the Governing Body enabling them to deliver their functions effectively	Essential	✓
16	Ability to communicate the school's ethos, vision and priorities to all stakeholders	Essential	✓
17	A commitment to developing an outward facing approach, working with other schools, agencies and organisations, in order to share best practice and secure excellent outcomes for all pupils	Essential	✓
18	Experience of managing HR issues, including staff appointments, capability and discipline	Desirable	
19	Experience of a recent Ofsted inspection at a leadership level	Desirable	
C	Professional skills and personal qualities		
20	Be a visible, high profile, positive role model with an optimistic professional approach that inspires excellence, and the confidence, trust and respect of the school and wider community	Essential	✓
21	Effective interpersonal and communication skills appropriate to audience	Essential	✓
22	Work well in challenging situations and be able to prioritise work to meet deadlines	Essential	✓
23	Proven ability to think creatively to anticipate and identify problems/needs and construct solutions	Essential	✓
24	A healthy regard for a work - life balance	Essential	✓