

New Heights School

Job Description – Deputy Headteacher

Job Details

Post: Deputy Headteacher – Key Stage 3

Reporting to: Co-Headteachers

Working closely with: Co-Headteachers, Operations Director, Assistant Headteachers

Responsible for: Teaching staff and Assistant Headteachers

Main Purpose

The Deputy Headteacher will provide strong, visible and consistent leadership of the Key Stage 3 site, working closely with the Co-Headteachers and Operations Director to ensure a safe, structured and purposeful learning environment where all pupils can achieve, belong and thrive.

The postholder will lead the day-to-day operation of the KS3 provision, securing high standards of behaviour, teaching and pupil support in a context of complex social, emotional and behavioural need.

The role includes direct line management of Assistant Headteachers and teaching staff, ensuring consistency of practice and accountability across the Key Stage 3 team.

The Deputy Headteacher will be accountable for securing consistency in practice, high standards of behaviour and improved outcomes for pupils across the Key Stage 3 provision.

Key Responsibilities

◇ Leadership of the Key Stage 3 Site

- Lead the day-to-day operation of the Key Stage 3 provision
- Ensure clarity and consistency in routines, expectations and staff practice across all teams
- Maintain a strong, visible presence across the site, modelling calm and professional leadership
- Work in close partnership with the Co-Headteachers and Operations Director to ensure alignment with whole-school priorities
- Oversee key operational systems, including curriculum and assessment, timetabling and pupil support

◇ Line Management and Staff Leadership

- Line manage Assistant Headteachers and teaching staff, ensuring clarity of roles and accountability
- Hold SLT and teaching staff to account for the quality and consistency of practice within their areas
- Develop SLT and teaching staff through coaching, support and professional challenge

- Ensure that systems for monitoring performance are robust, and that expectations are consistently met across all teams
- Promote high expectations of professionalism, conduct and performance across the KS3 team
- Address underperformance promptly and appropriately

◇ **Behaviour, Culture and Safeguarding**

- Establish and sustain a calm, safe and inclusive environment for all pupils
- Ensure behaviour expectations are consistently understood and applied by all staff
- Address variation in staff practice to secure a consistently high standard of behaviour management
- Promote a relational approach that combines high expectations with strong support
- Contribute to a strong safeguarding culture where vigilance is understood and embedded
- Ensure pupils feel safe, respected and supported to succeed

◇ **Quality of Education**

- Lead improvement in the quality of teaching across Key Stage 3
- Ensure curriculum delivery is carefully adapted to meet the needs of pupils, enabling them to re-engage with learning and make sustained progress
- Monitor curriculum implementation and impact in a proportionate and purposeful way
- Use assessment effectively to support learning and inform decision-making
- Support staff to develop strong subject knowledge and effective classroom practice

◇ **Inclusion and Pupil Support**

- Ensure all pupils, including those with SEND and additional needs, can access learning
- Promote inclusive practice and equality of opportunity
- Support pupils to re-engage with education through consistent routines, strong relationships and high expectations
- Support strategies to improve pupil engagement, attendance and readiness to learn
- Work with staff and external partners to meet the needs of vulnerable pupils

◇ **Strategic Leadership**

- Work collaboratively with the Co-Headteachers and Operations Director to deliver school improvement priorities
- Contribute to the development and implementation of the school's aims, policies and strategic priorities
- Contribute to self-evaluation and improvement planning based on evidence
- Use data intelligently to inform priorities and actions

- Ensure the school operates in line with statutory requirements and relevant regulatory frameworks
- Support the school in maintaining readiness for inspection and audits
- Deputise for the Co-Headteacher as required

◇ **Partnership Working**

- Work effectively with parents, carers and external agencies
- Build strong relationships that support improved pupil outcomes
- Contribute to a cohesive and aligned leadership approach across the school

Context

Pupils at Key Stage 3 present with a wide range of complex social, emotional and behavioural needs, often alongside significant barriers to learning. The successful candidate will demonstrate the ability to lead in this context, ensuring that all pupils experience a consistent, supportive and ambitious educational environment.

Professional Responsibilities

- Uphold the highest standards of professional conduct, acting with integrity at all times
- Build positive and respectful relationships across the school community
- Act in the best interests of all pupils

General

The postholder may, on occasion, be required to teach or support learning directly, in line with the responsibilities of a senior leader.

This job description reflects the general nature and level of responsibility of the role. It is not an exhaustive list of duties, and the postholder may be required to undertake other duties appropriate to the role at the request of the Co-Headteachers and / or Operations Director.