

# Job Description

**Leadership Pay Scale:** 1-5, £51,151-56,320 FTE (pro rata for part time)

**Contract type:** Permanent, full time / part time

**Reporting to:** Headteacher

## Deputy Headteacher

### Job Purpose

- **Support the Headteacher** in the overall leadership and management of the school and deputise for the Headteacher in their absence.
- **Lead and manage** specific areas of the school, such as curriculum development, staff professional development, and student welfare.
- **Ensure high standards** of teaching and learning across the school.
- **Promote a positive school culture** that supports the academic, social, and emotional development of all students.
- **Monitor and evaluate** the effectiveness of school policies and practices, and implement improvements as needed.
- **Foster strong relationships** with parents, the local community, and external agencies.
- **Act as a role model** for staff and students, demonstrating high professional standards and a commitment to continuous improvement.

### Key Accountabilities

#### School culture and behaviour

- Promote a positive and inclusive school culture that supports the academic, social, and emotional development of all students.
- Foster an environment of high expectations and continuous improvement.
- Promote and model exemplary behaviour and attitudes among students and staff.
- Implement and uphold school policies on behaviour management.

#### Teaching, curriculum and assessment

- Ensure high quality teaching across the school by supporting and developing staff.
- Lead on the implementation of effective teaching strategies and practices.
- Oversee the development and implementation of a broad, balanced, and inclusive curriculum.

- Monitor and evaluate the effectiveness of curriculum delivery and assessment practices.
- Establish curriculum leadership, including subject leaders with relevant expertise and access to professional networks and communities;

### **Safeguarding**

- Take responsibility as Deputy DSL for safeguarding. Ensure the safety and wellbeing of all students, adhering to safeguarding and child protection policies and procedures
- Promote a culture of vigilance and care within the school community.

### **Operational management**

- Assist in the day-to-day management of the school, including resource allocation and timetabling.
- Deputise for the Headteacher as required.

### **Professional development**

- Lead on the professional development of staff, ensuring opportunities for growth and improvement.
- Support the Headteacher in performance management processes.

### **Community Engagement**

- Build strong relationships with parents, carers, and the local community.
- Represent the school at external events and meetings.

### **Ethics and Professional Conduct**

- Uphold the highest standards of professional conduct and integrity.
- Act as a role model for staff and students, demonstrating commitment to the school's values and vision.

### **Strategic Leadership**

- Contribute to the strategic planning and development of the school.
- Support the Headteacher in driving school improvement initiatives.

### **Notes:**

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

## Person Specification

### Qualifications and Experience

- Qualified Teacher Status (QTS).
- Degree qualification or equivalent.
- At least five years of successful teaching experience in the primary age range.
- Experience in teaching across at least two of the three key stages (EYFS, KS1, KS2).
- Proven track record of leading whole school improvement as a senior leadership team (SLT) member and/or subject leader.
- Experience in curriculum leadership in one or more core subjects.

### Knowledge and Skills

- In-depth knowledge of the primary curriculum and effective teaching strategies.
- Strong understanding of assessment and data analysis to drive student progress.
- Excellent classroom management skills and the ability to maintain high standards of behaviour.
- Ability to lead and manage staff, fostering a collaborative and supportive environment.
- Competence in using ICT for teaching, learning, and management purposes.
- Thorough understanding of safeguarding policies and procedures and commitment to ensuring safety and wellbeing of all students.

### Leadership and Management

- Demonstrated ability to inspire and motivate staff and students.
- Experience in developing and implementing school policies and improvement plans.
- Strong organisational skills and the ability to manage multiple priorities.
- Ability to deputise for the Headteacher and manage the school in their absence.
- Commitment to continuous professional development and the development of others.
- Demonstrated strategic thinking and planning to realise the vision and aims of the school.
- Effective and efficient financial and resource management skills.

### Personal Attributes

- Strong interpersonal and communication skills, with the ability to build positive and collaborative relationships with students, staff, parents, and the wider community.
- High level of integrity, professionalism, and commitment to the values and vision of the school and Trust.
- Resilience and the ability to remain calm under pressure.
- Enthusiasm, energy, and a positive attitude towards challenges and change.
- Commitment to promoting equality, diversity, and inclusion within the school community.