



## Job Description: Deputy Headteacher, Little Heaton CE Primary School, Middleton, Manchester

**Start:** Summer Term 2025

**Salary:** Up to £60,644\*

(\*Salary L5-L9 between £54,939 and £60,644, depending upon the applicant's skills and experience.)

### CORE PURPOSE OF THE POST

The Deputy Headteacher of Little Heaton Primary School plays a key role in the leadership and management of Little Heaton.

The Deputy is accountable to the Headteacher and is required to support them in all aspects of internal organisation, professional leadership, management and operation of the school; in providing the strategic direction for the school and the creation of a productive, engaging learning environment for all pupils; and in promoting the welfare of all children through an organisational culture which is vigilant to, monitors and prioritises safeguarding.

The key areas of responsibility reflect the National Standards of Excellence for Headteachers 2015. These standards are built on the Teaching Standards 2011 which apply for all teachers:

#### 1. Strategic Leadership

Working with the Headteacher, the Deputy Headteacher will take a leading role in:

- 1.1 Creating a shared vision and strategic plan which inspires and motivates pupils, staff and all other members of the school community.
- 1.2 Working with individual staff and teams to translate the school's vision into agreed objectives and operational plans which will promote and sustain pupil progress and attainment.

#### 2. Education Excellence

With the Headteacher, the Deputy has a central responsibility for raising the quality of teaching and learning and for pupils' achievement, setting high expectations and monitoring and evaluating learning outcomes. The Deputy will:

- 2.1 Be an outstanding classroom practitioner, an excellent role model to all staff and reflect a high level of professional teaching for students.
- 2.2 Support subject leaders and class teachers in their work to establish a culture and ethos of challenge and support where all pupils can achieve success and become engaged in their learning.
- 2.3 Demonstrate and articulate high expectations for all.
- 2.4 Instil a strong sense of ownership and accountability from staff for the impact their work has on pupils' outcomes.
- 2.5 Monitor, evaluate and review classroom practice and management improvement strategies.
- 2.6 Analyse and interpret data to inform classroom practice across the school.
- 2.7 Develop strong partnerships with parents and carers to support students' achievement and personal development.

- 2.8 Take a strategic role in the development of new and emerging technologies, to enhance and extend the learning experience of pupils.
- 2.9 Keep up to date with local and national initiatives and research options for developments in educational excellence.

### 3. Operational Management

As a senior leader, the Deputy will ensure that the school, staff and resources are organised and managed to provide an efficient, effective and safe learning environment. As directed by the Headteacher, the Deputy will:

- 3.1 Produce and implement clear, evidence-based improvement plans and policies for the development of the school.
- 3.2 Ensure strong systems are in place for the smooth day-to-day running of teaching and learning, including, as required, timetable, rotas, supply cover etc.
- 3.3 Promote extracurricular activities in accordance with the educational aims and ethos of the school.

### 4. Staff Development

The leadership of the school is responsible for building a professional learning community to enable all staff to achieve. The Deputy will:

- 4.1 Manage positive working relationships with all staff.
- 4.2 Motivate and challenge all staff to maintain high expectations of professional standards and behaviour.
- 4.3 Make possible the distribution of leadership throughout the organisation by forging teams of colleagues who have distinct roles and responsibilities and hold each other to account for their decision making.
- 4.4 Commit to their own professional development through NPQSL and/or NPQH.

### 5. SENDCo

The Deputy will work with the Headteacher to develop policy and procedures for SEND, within the trust's ethos of Achievement for All. The Deputy will:

- 5.1 Be responsible for the effective operation of SEND policy within Little Heaton including the accuracy and timely record keeping and working with parents and external agencies.
- 5.2 Ensure the proper diagnosis of all children with identified and/or suspected SEN and develop and review appropriate plans and personalised learning programmes to meet the children's needs.
- 5.3 Oversee all plans for children with SEN and monitor their use in lessons.
- 5.4 Ensure that the school meets the legal, statutory and accountability requirements for pupils with SEN.
- 5.6 Lead, manage, develop and appraise the learning support team of Teaching Assistants.

### 6. Securing Accountability

Senior Leadership is accountable to a wide range of groups, including local governance, pupils, parents and carers. The Deputy will:

- 6.1 Ensure that staff responsibilities are clearly defined and understood.
- 6.2 Present Little Heaton's performance and other school developments to a range of audiences.

6.3 Welcome strong governance and actively support local governance to understand its role and deliver internal and external accountability – in particular, its functions to hold the leadership to account for pupil performance.

## 7. Safeguarding

Little Heaton Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The Deputy will:

- 7.1 Provide a safe, calm and well-ordered environment for all pupils and staff, focussed on safeguarding pupils and developing their exemplary behaviour in school and in the wider society.
- 7.2 Ensure that the child protection and safeguarding policies and procedures adopted by the Trust and local governing body are fully implemented and followed by all staff.
- 7.3 Ensure that sufficient resources and time are allocated to enable staff to discharge their child protection and safeguarding related responsibilities effectively.

## 8. Equality

The Deputy will work with the Headteacher to ensure that:

- 8.1 The school reflects a vibrant and inclusive ethos which actively values and promotes diversity, community cohesion, and supports pupils in their development as good friends, neighbours and citizens.
- 8.2 Any discrimination is actively challenged and addressed.

## 9. Ethos

The Deputy will uphold, model and promote the ethos of the school.

## 10. Deputise

The Deputy will deputise for the Headteacher, as required.

## 11. Other Duties

The Deputy will undertake other reasonable duties at the request of the Headteacher.

## 12. Other Areas of Responsibility

- Assessment
- Teaching and Learning overview
- Pupil Premium

**This job description is a guide to the duties and should be read in conjunction with the accompanying person specification.**

**This post is subject to an enhanced DBS disclosure check through the Disclosure & Barring Service.**