

Job Description

Deputy Headteacher

GRADE: L12-17

ACCOUNTABLE TO: Headteacher

Contract Type: Full time and permanent

**Core Purpose:**

* To improve the life outcomes and opportunities for the children at Little London.
* To demonstrate dedicated, ethical and value-driven leadership.
* To work as part of the team at Little London to deliver exceptional teaching and pastoral support for children.
* To promote high expectations, raise aspirations and facilitate academic progress. Through focussed and enthusiastic leadership enable all children to develop and grow academically and personally.

# Overarching leadership responsibilities

The deputy headteacher, under the direction of the headteacher, will take a major role in:

* Formulating the vision, values, aims and objectives of the school
* Establishing policies and systems for achieving these aims and objectives
* Leading and managing staff and resources in line with our core values
* Monitoring progress towards the achievement of the school’s aims and objectives

The deputy headteacher will also be expected to fulfil the professional responsibilities of a headteacher, as set out in the School Teachers’ Pay and Conditions Document (STPCD).

# Qualities and Attitude

The deputy headteacher will:

* Uphold public trust in school leadership and maintain high standards of ethics, behaviour and professional conduct
* Build positive, supportive and respectful relationships across the school community
* Serve in the best interests of the school’s pupils and community

School Culture

Under the direction of the headteacher, the deputy headteacher will:

* Create a culture where staff and pupils experience a positive and enriching school life
* Uphold educational standards in order to prepare pupils from all backgrounds for their next phase of education and life
* Ensure a culture of staff professionalism, high expectation and aspiration
* Ensure there is a supportive, caring and nurturing culture that encourages high standards of behaviour from pupils and that this culture is clearly demonstrated by all adults in school

Teaching, Curriculum and Assessment

Under the direction of the headteacher, the deputy headteacher will:

* Establish and sustain high-quality teaching across all year groups and subjects
* Ensure teaching is underpinned by subject expertise
* Effectively use assessment to inform strategy and decisions
* Use valid, reliable and proportionate approaches to assessing pupils’ knowledge and understanding of the curriculum
* Ensure the delivery of a broad, structured and coherent curriculum
* Ensure there is excellent curriculum leadership, that subject leaders have the relevant expertise and have access to professional networks and communities

Additional and special educational needs (SEN) and disabilities

Under the direction of the headteacher, the deputy headteacher will:

* Promote a culture and practices that enables all pupils to access the curriculum, opportunities and experiences that school provides
* Have ambitious expectations for all pupils with SEND
* Make sure the school works effectively with parents, carers and professionals to identify additional needs and provide support and adaptation where appropriate
* Make sure the school fulfils statutory duties regarding the [SEND Code of Practice](https://www.gov.uk/government/publications/send-code-of-practice-0-to-25).

Organisational Management and School Improvement

Under the direction of the headteacher, the deputy headteacher will:

* Establish and sustain the school’s ethos and strategic direction together with the governing board and through consultation with the school community
* Establish and oversee systems, processes and policies so the school can operate effectively
* Ensure staff and pupils’ safety and welfare through effective approaches to safeguarding, as part of duty of care
* Lead and manage staff well with due attention to workload
* Ensure rigorous approaches to identifying, managing and mitigating risk
* Allocate financial resources appropriately, efficiently and effectively
* Identify problems and barriers to school effectiveness, and develop strategies for school improvement that are realistic, timely and suited to the school’s context
* Make sure school improvement strategies and aims are effectively implemented
* Line Manage staff at the headteacher’s request

Professional Development

Under the direction of the headteacher, the deputy headteacher will:

* Ensure staff have access to appropriate, high standard professional development opportunities
* Keep up to date with developments in education
* Seek training and continuing professional development opportunities that meet the needs of staff

Governance, accountability and working in partnership

Under the direction of the headteacher, the deputy headteacher will:

* Work successfully with governors ensuring that there is effective governance of the school
* Ensure that staff understand their professional responsibilities and are held to account
* Ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties
* Work successfully with other schools and organisations
* Maintain working relationships with fellow professionals and colleagues to improve educational outcomes for all pupils

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the headteacher will carry out. The postholder may be required to do other duties appropriate to the level of the role.

Expectations for all staff

• To attend meetings, including parents’ consultation sessions, and fulfil duties on rotas

• To implement all school policies

• To observe school rules relating to the safeguarding of pupils, health and safety requirements, and equality policies

•To participate in full staff and leadership meetings as required, actively contributing to school decision making and consultation procedures

• To participate fully in school Performance Management process, engaging in professional development activities which enhance personal performance and fulfil personal potential

• To uphold the professional standards of dress, behaviour, attitudes, and team spirit which will ensure the school is a happy and positive place to learn and work

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Equal Opportunities

To promote equal opportunities in education in order that all children and families will gain optimum benefit from the service provided.

To promote and ensure that all children are happy, healthy, safe, successful and achieve economic wellbeing.

Whilst every effort has been made to explain the main duties and responsibilities for the post, each individual task undertaken may not be identified. This job description may be changed by the headteacher to reflect or anticipate changes in the job commensurate with the grade and job title. This job description will be reviewed annually. The post-holder may be required to take on additional responsibilities when necessary to ensure the effective running of the school.

The Deputy Headteacher will be required to safeguard and promote the welfare of children and follow school policies and the staff code of conduct.