



Job description	Deputy Headteacher
Salary	L6 to L10 depending on experience
Contract	Full time, permanent
Reporting to	Headteacher
Start Date	19 th April 2021

Job purpose

The core focus of this job is to further develop the strategic aims of our school. These aims are driven by the School Development Plan. The deputy headteacher, under the direction of the headteacher, will take a major role in:

- Leading and inspiring the schools' ethos and aims which enhances outcomes
- Leading and monitoring progress of the School Development Plan for improvement
- Establishing and monitoring policies and processes for achieving these aims and objectives
- Working closely with the Leader of Curriculum and Teaching to provide challenge and support to further develop quality first teaching
- Manage staff and resources to enable the smooth running of the school, supporting as necessary to enable staff to fulfil their roles and responsibilities effectively
- Undertake the professional duties of the headteacher in the event of her absence
- Aligned with the Central Leadership Team (CLT) - support the headteacher through a strong working relationship and work with each member of the CLT.

Main responsibilities – under the direction of the headteacher

Operational Management or Operational Issues	<ul style="list-style-type: none">• Support the head teacher in leading the day-to-day management of the school• Be able to lead by example, with vision, thinking strategically and maintaining professional standards at all times• Ensure the impact of high quality implementation of curriculum intent• Support strategic and collaborative leadership
Communications	<ul style="list-style-type: none">• Build highly positive relationships with all members of the school community• Communicate with staff members, with guidance and motivation to achieve, showing aspiration and positivity at all times• Be honest and open to cultivate a positive, proactive Central Leadership Team, working together for the best of every child
Partnership or corporate working	<ul style="list-style-type: none">• Work closely with the headteacher and all staff to achieve strategic plans• Build on the relationships with families• Share information and work with outside agencies as required
Safeguarding	<ul style="list-style-type: none">• To be committed to safeguarding and to promote the welfare of children, raising concerns as appropriate
Children and staff management	<ul style="list-style-type: none">• Inspire ambitious standards for all children, instilling a strong sense of accountability in staff for the impact of their work on children's development and outcomes• Identify emerging talents, coaching current and aspiring teachers

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	<ul style="list-style-type: none"> • Hold all staff to account for their professional conduct and practice • Form a strong partnership with the Leader of the Curriculum and Teaching
Systems and processes	<ul style="list-style-type: none"> • Ensure that the school's systems, organisation and processes are well considered, efficient and fit for purpose • Provide a safe, calm and well-ordered environment for all children and staff, focused on safeguarding children and developing consistently good behaviour • Implement systems for inspiring the best performance for all staff, addressing underperformance, supporting staff to improve and valuing excellent practice • Update headteacher and governors on the effectiveness of provision for children, in line with the School Development Plan • Collecting and interpreting assessment data across the school – reporting to the headteacher and governors
Strategic Management	<ul style="list-style-type: none"> • Support strategic, curriculum led financial planning to ensure effective use of budgets and resources • Support distribution of leadership throughout the school
Health and Safety	<ul style="list-style-type: none"> • Be aware of and implement health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure • To work with colleagues and others to maintain health, safety and welfare within the working environment
Equalities	<ul style="list-style-type: none"> • We aim to make sure that services are provided fairly to all sections of our school community, and that all our existing and future employees have equal opportunities • We have a commitment to equity of access and outcomes. This includes due regard to equality, diversity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment
Date of Issue	December 2021

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 deputy headteacher will carry out. The post holder may be required to do other duties to the level of their role, as directed by the headteacher.

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