Job Description: Deputy Headteacher

School: Maney Hill Primary School
Employer: Birmingham City Council
Salary: Leadership Pay Range L12 – L16

Responsible to: The Headteacher and the Governing Body

Core Purpose

- Fulfil the professional responsibilities of a Deputy Headteacher as set out in the current *School Teachers' Pay and Conditions Document* (STPCD) and the *Teachers' Standards*.
- Work in close partnership with the Headteacher to articulate and embed the school's vision, policies, and inclusive community ethos across a 420-pupil (two-form entry) primary setting.
- Deputise fully for the Headteacher in their absence, assuming responsibility for the day-to-day leadership, safeguarding, and smooth operational running of the school.

Safeguarding and Child Protection

- Act as a **Deputy Designated Safeguarding Lead (DDSL)**, ensuring rigorous compliance with *Keeping Children Safe in Education* (KCSIE) and Birmingham Safeguarding Children Partnership procedures.
- Promote and safeguard the welfare of all children, maintaining accurate safeguarding records and working collaboratively with families, Birmingham Children's Trust, and multi-agency partners.
- Uphold safer recruitment standards and ensure all staff complete statutory safeguarding, child protection, and other necessary training.

Strategic Leadership and School Improvement

- Play a leading role in school self-evaluation (SEF) and the formulation, implementation, and review of the School Development Plan (SDP).
- Lead designated whole-school strategic priorities—such as Teaching & Learning/Curriculum/Assessment & Outcomes/Inclusion—to secure strong progress for all pupil groups (including SEND, EAL, and Pupil Premium pupils).
- Analyse whole-school attainment, progress, attendance, and behaviour data to identify trends, drive targeted interventions, and report clearly to the Headteacher and Governing Body.
- Attend Governing Body and committee meetings as required to support strategic governance and accountability.

Teaching, Learning, and Curriculum

- Model exemplary primary classroom practice and you may be required to undertake some classroom teaching (as agreed with the Headteacher)
- Lead the monitoring and evaluation of teaching and learning across EYFS and Key Stage 1 through lesson visits, book looks, and pupil voice.
- Oversee curriculum design, progression, and statutory assessment arrangements across all year groups.
- Foster an inclusive, respectful school culture that promotes positive learning behaviours and fundamental British values.

Leading and Managing Staff

- Line-manage, coach, and appraise designated teachers, phase/curriculum leaders, and support staff across the two-form entry structure.
- Coordinate whole-school Continuing Professional Development (CPD) and act as Induction Tutor/Lead for Early Career Teachers (ECTs) and Initial Teacher Training (ITT) placements.
- Support the Headteacher with staff deployment, daily cover, timetables, and effective management of school resources.

Community, Parents, and Local Authority Partnerships

- Build welcoming, constructive relationships with parents and carers, promoting strong home–school engagement across our local community.
- Work collaboratively with Birmingham City Council education services, local school networks/consortia, and external agencies to share best practice and secure specialist support for pupils and families.