**Deputy Headteacher job description**

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| **Employment details** |
| Job title | Deputy Headteacher |
| Reports to | Headteacher |
| Hours of work | Full time- Non teaching |
| Salary  | £53972- £59558 L9-L13 |
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| **General duties*** Taking a leading role in the day-to-day management of the school.
* Implementing, modelling and adherence to all school policies and procedures.
* Attending and contributing to all relevant meetings.
* Planning and chairing meetings where necessary.
* Cultivating and sustaining effective positive relationships with all staff, pupils, parents, governors and stakeholders.
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| **Strategic direction and school development*** Contributing to the development of the school’s vision, ethos, values and strategic direction.
* Contributing to the formulation, monitoring and implementation of the SDP.
* Supporting staff members to understand and adhere to the school’s strategic direction.
* Keeping fully up-to-date with Education policy, including relevant legislation, statutory guidance and good practice recommendations within the sector.
* Contributing to decisions on all aspects of policy in the school.
* Providing advice and support to the governing board to aid it in conducting its strategic responsibility.
* Contributing to annual budget planning and monitoring as needed e.g pupil premium spend
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| **Leadership and management*** Supporting the headteacher:
	+ Assisting and supporting the headteacher in all functions of their role.
	+ Deputising for the headteacher in their absence.
	+ Undertaking duties as delegated by the headteacher.
	+ Working with the headteacher to ensure and uphold a clear system of task delegation and devolution of responsibilities for all staff.
* School performance
	+ Working with the headteacher to set targets, aims and objectives on a termly basis.
	+ Supporting staff to understand and meet the school’s targets, aims and objectives.
	+ Evaluating the school’s performance in relation to its SDP objectives and working with the headteacher to adjust the school’s practice in line with findings.
* Staff management
	+ Line managing staff as identified by the headteacher.
	+ Participating in the recruitment process for new staff members.
	+ Motivating staff in their roles and supporting them In aspects of their roles as necessary.
	+ Contributing to the performance management process of staff as necessary, including evaluating performance and challenging underperformance.
	+ Take a lead on CPD opportunities for all staff across school to provide effective training for staff members, including INSET days.
	+ Contributing to audits of staff skills and training needs.
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| **Teaching and learning*** Undertake role of curriculum lead and quality of education and as such monitor standards of teaching and learning across the school.
* Ensuring that resources are managed and appropriately allocated across the school to support effective teaching and learning and in line with EHCP provision.
* Contributing to the existing ethos of the school to enable staff/pupils and families to continue to be the best they can be.
* Working with the headteacher and LMT to monitor, evaluate and review classroom practice and promote improvement strategies.
* Working alongside monitoring lead to implement systems for recording pupil progress.
* Contributing to the establishment and monitoring of systems to keep parents informed about the curriculum and their children’s performance.
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| **Training and professional development*** Actively engaging in CPD to ensure professional skills are up-to-date.
* Undergoing training as necessary to ensure that all aspects of the role can be effectively conducted.
* Working to consistently meet the ‘Headteachers’ standards’.
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| **Pupil wellbeing and safeguarding*** Support behaviour lead to maintain high standards of emotionally based behaviour support.
* Taking responsibility for promoting and safeguarding the welfare of pupils via **DSL** role.
* Designated Teacher for LAC/PLAC and CWSC
* Contributing to a school culture which prioritises pupil wellbeing and mental and physical health.
* Being an approachable and professional authority figure for pupils to come to with any issues they may have.
* Contributing to the creation of an enriching and positive culture which impacts school life and ensure a positive and respectful attitude amongst pupils and staff in the school.
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**Deputy Headteacher person specification**

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| **Qualifications and training** |
| **Essential** | **Desirable** |
| * Qualified teacher status (QTS).
* A degree-level qualification or equivalent.
* Further relevant professional and/or academic study and evidence of CPD. E.g. NPQSL/NPQML
 | * Knowledge of current issues in Education.
* Experience of CIN/LAC/CGM/PEP meetings
* A relevant leadership qualification.
* Existing DSL/Deputy DSL
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| **Skills and experience** |
| **Essential** | **Desirable** |
| * At least **one** year of proven successful senior leadership and management experience in a school. i.e. AHT/Deputy
* A proven record of supporting children with complex needs.
* Experience of monitoring quality of education for SEND pupils and using it to inform future practice.
* Experience of line managing other members of staff.
* Experience of leading whole-school initiatives.
 | * Evidence of demonstrating strategic leadership.
* Experience of working throughout the primary age range
* Experience of raising standards that have impacted positively on pupils and teaching and learning.
* Experience of making effective use of funding and other resources.
* Awareness of UNICEF rights of child
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| **Knowledge** |
| **Essential** |
| * An understanding of how to empower pupils and staff to excel (be the best they can be).
* Strong time and people management skills.
* Clear pedagogical knowledge of SEND learners and understanding of strategies to ensure progress for every pupil.
* An understanding of trauma informed practice
* A clear understanding of and commitment to promoting safeguarding pupils.
* Excellent communication skills and proven ability to listen to, understand and work effectively with the school community.
* Knowledge and understanding of the statutory frameworks which set out their professional duties and responsibilities.
* Existing DSL (desirable)
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| **Personal traits** |
| **The successful candidate will be** |
| * Able to build positive relationships with staff/pupils/families rooted in mutual respect.
* Committed to valuing, supporting and encouraging the professional development of all staff and parents.
* Able to build and nurture a strong, positive and collaborative team culture that enables all staff to carry out their roles to the highest standard and for all staff to work together to deliver school improvement.
* Committed to building and maintaining effective and positive relationships with parents, governors, and the wider school community.
* Able to inspire and influence others, within and beyond the school, to believe in the fundamental importance and value of education in young people’s lives.
* Able to foster an open, transparent and equitable culture and deal effectively with difficult conversations and conflict at every level.
* Able to show tolerance and respect for the rights of others, recognising differences and cultural diversity, while upholding the fundamental British values.
* Able to ensure that personal beliefs are not expressed in ways which exploit their position, pupils’ vulnerability or might lead to pupils breaking the law.
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| **Additional requirements** |
| **The successful candidate will have** |
| * An enhanced DBS certificate with barred list check
* Evidence of previous senior leadership experience in a school.
* At least two valid professional references.
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