

# JOB DESCRIPTION: Deputy Head Teacher (DHT)



**Responsible to: Head Teacher**

**Leadership Scale: L18-L23 Outer London, full time**

Newbury Park Primary School is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

## **Responsible for:**

The Deputy Headteacher will have strategic responsibility for **Behaviour, Culture, Safeguarding, Attendance, & Pupil Experience** alongside contributing significantly to the overall leadership, management and improvement of the school.

Specific areas of responsibility may evolve over time in response to the needs and priorities of the school, and in agreement with the Headteacher.

As a member of the Senior Leadership Team, the post holder shares collective responsibility for ensuring the highest standards of education, safeguarding, inclusion, behaviour, attendance, admissions and transitions as well as outcomes for all pupils across Nursery to Year 6.

## **GENERAL**

The duties and responsibilities of teachers, whether on the main professional grade, or during any period of induction, are outlined within the School Teachers' Pay and Conditions Document. The following is a list of specific activities and responsibilities that the Deputy Headteacher will be required to undertake in addition to the general responsibilities of a teacher.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least annually and may be subject to modification or amendment at any time in consultation with the post holder.

## **KEY PURPOSE OF THE JOB**

To carry out the professional duties of a teacher other than a Headteacher, as described in the School Teachers' Pay and Conditions Document, including those duties particularly assigned by the Headteacher.

To assist the Headteacher in the leadership and management of the school and to contribute strategically to school improvement, ensuring that all pupils are safe, supported, engaged and able to achieve their potential.

To provide inspirational leadership that promotes excellent behaviour, attendance, safeguarding and personal development, while contributing to the continued development of a positive, ambitious and inclusive school culture.

## **MAIN ACTIVITIES**

1. To assist the Headteacher in the leadership and management of the school and in all aspects of school improvement, including taking full responsibility for the school in the absence of the Headteacher.

2. To take strategic responsibility for significant aspects of school improvement, under the overall direction of the Headteacher.
3. To contribute to the development, implementation and evaluation of the School Development Plan.
4. To provide leadership and direction in agreed areas of responsibility, ensuring effective systems, policies and practices are embedded consistently across the school.
5. To carry out teaching duties, as required, in accordance with the school's schemes of work and the National Curriculum.

## **Leadership and Management**

The Deputy Headteacher will:

- Assist the Headteacher in shaping and delivering the vision, values and strategic direction of the school, ensuring a clear focus on pupil achievement, wellbeing and success.
- Play a significant role in setting aims, objectives and priorities for the school and in formulating the School Development Plan with the Headteacher, governors and senior leaders.
- Take responsibility for developing, implementing and monitoring agreed policies and practices that contribute to school improvement.
- Inspire, motivate and influence staff and pupils, promoting the highest standards of behaviour, attitudes and achievement.
- Provide an excellent role model for all members of staff and pupils, demonstrating professionalism, integrity and commitment to the aims and values of the school.
- Work collaboratively with the Senior Leadership Team, Lead Practitioners, Subject Leaders and wider staff team to develop leadership capacity across the school.
- Provide effective leadership and management to teams of staff as agreed with the Headteacher.
- Contribute to school self-evaluation and improvement planning through effective monitoring, evaluation and analysis.
- Support the Headteacher in ensuring the school meets statutory responsibilities and maintains high standards of compliance.
- Contribute to recruitment, selection and induction processes as agreed with the Headteacher.
- Deputise for the Headteacher in their absence, carrying out leadership and management responsibilities in accordance with school policies and procedures.

## **Behaviour and Attitudes**

The Deputy Headteacher will:

- Provide strategic leadership for behaviour and attitudes across Nursery to Year 6.
- Ensure that the school's behaviour culture promotes respect, kindness, responsibility, resilience and readiness to learn.
- Monitor and evaluate the effectiveness of behaviour systems, identifying strengths and areas for development.
- Support staff in implementing consistent approaches to behaviour management.
- Use behaviour information, pupil voice and feedback from staff to inform improvement priorities.
- Promote positive relationships between pupils, staff and families.
- Work with colleagues to ensure pupils develop positive attitudes towards learning and school life.
- Support the development of restorative approaches and effective strategies for supporting pupils with behavioural needs.

## **Safeguarding and Child Protection**

The Deputy Headteacher will:

- Work alongside the Headteacher and safeguarding team to ensure safeguarding remains a central priority across the school.
- Support the development and maintenance of a strong safeguarding culture.
- Ensure staff understand their safeguarding responsibilities and are confident in identifying and reporting concerns.
- Contribute to safeguarding training, updates and professional development for staff.
- Support effective systems for recording, monitoring and responding to safeguarding concerns.
- Work closely with external agencies and families where appropriate.
- Ensure vulnerable pupils receive appropriate support and that safeguarding information informs decision making.

## **Attendance, Pastoral Care and Wellbeing**

The Deputy Headteacher will:

- Provide strategic leadership for attendance improvement across the school.
- Develop and monitor systems that promote excellent attendance and punctuality.
- Analyse attendance data and identify barriers affecting pupil attendance.
- Work with families, pupils and external agencies to improve attendance outcomes.
- Lead and develop effective pastoral systems that support pupils' wellbeing and engagement.
- Promote positive mental health and emotional wellbeing across the school.
- Ensure pupils receive appropriate support to overcome barriers to learning and participation.
- Contribute to creating a school environment where every pupil feels valued, safe and supported.

## **Admissions, Transition and Pupil Experience**

The Deputy Headteacher will:

- Provide strategic oversight of the school's admissions processes and arrangements, ensuring that appropriate procedures are followed.
- Work closely with the Headteacher and school administration team to ensure admissions are managed effectively and in accordance with statutory requirements and school policy.
- Support effective transition into and between phases, including Nursery, Reception and Year 6 transition to secondary school.
- Monitor the pupil experience and identify opportunities to strengthen pupils' sense of belonging, participation and engagement in school life.
- Lead and develop opportunities for pupil voice and leadership.
- Work closely with families and colleagues to ensure pupils experience a positive and supportive journey through the school.
- Use pupil voice, feedback and relevant information to evaluate and improve the pupil experience.

## **Personal Development and Pupil Leadership**

The Deputy Headteacher will:

- Support the development of an ambitious personal development curriculum.

- Ensure pupils have opportunities to develop confidence, independence, leadership skills and responsibility.
- Promote meaningful pupil voice and leadership opportunities.
- Support enrichment opportunities that develop pupils beyond the academic curriculum.
- Ensure pupils are prepared for life beyond primary school.

## **Inclusion and Vulnerable Pupils**

The Deputy Headteacher will:

- Work collaboratively with the Assistant Headteacher for Inclusion and Achievement, SENDCo and wider staff team to ensure inclusive practice across the school.
- Promote equality of opportunity and ensure barriers to learning, attendance and participation are identified and addressed.
- Support effective provision for vulnerable pupils.
- Ensure behaviour, safeguarding and pastoral systems support the needs of all pupils, including those with additional needs.
- Contribute to improving outcomes for disadvantaged and vulnerable groups.

## **Teaching and Learning**

The Deputy Headteacher will:

- Carry out teaching duties as agreed with the Headteacher, providing an excellent model of teaching practice.

This may include:

- Teaching a class;
- Providing cover for colleagues;
- Demonstration lessons;
- Team teaching;
- Supporting colleagues through coaching and professional dialogue;
- Teaching targeted intervention groups.

The Deputy Headteacher will:

- Support colleagues in improving teaching, learning and pupil outcomes.
- Contribute to monitoring and evaluation of teaching and learning.
- Support professional development through coaching, mentoring and feedback.
- Contribute to staff training and development programmes.
- Work collaboratively with the Deputy Headteacher for Quality of Education and Standards to ensure all pupils receive high-quality teaching.

## **Other Duties and Responsibilities**

The Deputy Headteacher will:

- Attend daily and weekly meetings in accordance with school policy.
- Lead meetings as required.

- Prepare and present reports to governors, Local Authority officers, parents and external agencies as required.
- Attend occasional meetings during evenings, weekends or school holidays where required.
- Undertake duties and responsibilities appropriate to the role of Deputy Headteacher as directed by the Headteacher.

## **Organisational Objectives**

The post holder will contribute to the school's objectives in service delivery by:

- Enacting Health and Safety requirements and initiatives as directed.
- Ensuring compliance with Data Protection legislation.
- Operating within the school's Equal Opportunities framework.
- Contributing to improving standards and outcomes for pupils.
- Supporting a caring, inclusive and stimulating environment for all pupils.
- Promoting the values and ethos of Newbury Park Primary School.

## **Conditions of Service**

Governed by the National Agreement on Teachers' Pay and Conditions, supplemented by local conditions as agreed by governors.

## **Special Conditions of Service**

Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended.

Candidates are required to complete appropriate safeguarding and employment checks.

Because this post allows substantial access to children, the successful candidate will be required to complete enhanced DBS checks and comply with safer recruitment procedures.

## **Equal Opportunity**

The post holder will be expected to carry out all duties in the context of and in compliance with the school's equality, diversity and inclusion policies.

**This job description may be amended at any time in consultation with the post holder.**

**The responsibilities outlined within this job description reflect the current leadership structure and priorities of the school. In recognition of the revised leadership model being introduced from January 2027, the role will be formally reviewed during the Autumn Term 2027 and thereafter annually, or earlier if required, following consultation with the postholder.**

**Last review date:** August 2026

**Next review date:** September 2027

**Headteacher/Line Manager signature:**

**Date:**

**Post holder signature:**

**Date:**

## **Person Specification: Deputy Headteacher of Newbury Park Primary School**

### **Qualifications and Training**

#### **Essential**

- Qualified Teacher Status (QTS).
- A graduate with a recognised degree or equivalent qualification.
- Evidence of recent and relevant professional development linked to teaching, leadership and school improvement.

#### **Desirable**

- NPQSL, NPQH or other recognised leadership qualification.
- Further professional development relating to safeguarding, behaviour, attendance, pastoral care or wellbeing.

### **Knowledge and Understanding Relevant to the Role**

#### **Essential**

The successful candidate will demonstrate:

- An excellent understanding of current educational developments, including effective practice in teaching, learning and school improvement.
- A strong understanding of effective leadership and management strategies that improve outcomes for pupils.

- A clear understanding of how school culture, ethos and relationships contribute to securing high standards.
- A strong understanding of effective approaches to promoting positive behaviour, attitudes and engagement.
- Up-to-date knowledge and understanding of safeguarding legislation, procedures and best practice.
- A secure understanding of statutory requirements relating to primary education.
- A good understanding of strategies to improve attendance and reduce barriers to pupil engagement.
- An understanding of the importance of pastoral care, pupil wellbeing and personal development in supporting children to achieve.
- An understanding of how inclusion, equality and diversity contribute to improving outcomes for all pupils.
- An understanding of the role of parents, carers and external agencies in supporting school improvement and pupil success.
- An understanding of how data, evidence and evaluation can be used to identify priorities and measure impact.
- An understanding of the importance of effective admissions and transition arrangements in supporting pupils and families and ensuring a positive pupil experience.

## **Experience**

### **Essential**

The successful candidate will have:

- Recent, significant and successful experience as a teacher within the primary phase.
- Successful experience of leadership responsibility within a primary school setting.
- Experience of contributing to school improvement planning and evaluation.
- A proven track record of improving outcomes and experiences for pupils.
- Experience of leading, monitoring or evaluating an identified area of school improvement.
- Experience of supporting and developing colleagues through coaching, mentoring or professional development.
- Experience of using evidence, data and information to identify priorities and evaluate impact.
- Experience of promoting positive behaviour and attitudes across a school or phase.
- Experience of working with safeguarding systems and procedures.
- Experience of working effectively with parents, carers and external professionals.
- Experience of contributing positively as part of a leadership team.

### **Desirable**

- Experience of undertaking Deputy DSL or DSL responsibilities.
- Experience of leading attendance improvement strategies.
- Experience of developing pastoral or wellbeing provision.
- Experience of preparing for external review, including Ofsted.
- Experience of leading staff training and development programmes.
- Experience of leading or contributing to effective admissions, pupil transition or family engagement processes.

## **Aptitude and Skills**

### **Essential**

The successful candidate will demonstrate:

- The ability to provide inspirational leadership and contribute positively to the strategic direction of the school.
- The ability to inspire, motivate and influence staff and pupils.
- Strong interpersonal skills and the ability to build positive relationships with children, staff, families, governors and external agencies.
- The ability to communicate clearly and effectively, both verbally and in writing, with a wide range of audiences.
- The ability to analyse complex information, identify priorities and make effective decisions.
- Strong organisational skills with the ability to manage competing priorities and meet deadlines.
- The ability to monitor, evaluate and improve the quality of provision.
- The ability to challenge and support colleagues in order to secure improvement.
- The ability to develop leadership capacity in others.
- The ability to work collaboratively as part of a Senior Leadership Team.
- The ability to demonstrate resilience, flexibility and professionalism in a demanding leadership role.
- A commitment to promoting equality, diversity and inclusion.
- A commitment to ensuring that every child is valued, supported and given the opportunity to succeed.

## Personal Qualities

### Essential

The successful candidate will:

- Be an excellent role model for pupils and staff.
- Demonstrate integrity, enthusiasm and commitment to improving outcomes for children.
- Have high expectations of themselves and others.
- Demonstrate emotional intelligence and the ability to build trust.
- Be approachable, visible and accessible.
- Demonstrate resilience, positivity and a solution-focused approach.
- Be reflective and committed to their own professional development.
- Share and promote the vision, values and ethos of Newbury Park Primary School.

## Additional Requirements

The successful candidate must:

- Support and actively promote the safeguarding and welfare of children.
- Maintain confidentiality and professionalism at all times.
- Be committed to the school's values of **Courage, Curiosity, Compassion, Creativity and Collaboration**.
- Be willing to undertake duties and responsibilities appropriate to the role of Deputy Headteacher as required by the Headteacher.

**This person specification may be amended at any time in consultation with the post holder.**

**Last review date:** August 2026

**Next review date:** August 2027

