Job Description for the Post of Deputy Headteacher

Job Purpose:

To support the Headteacher in providing strong, strategic leadership and management of the school, ensuring high standards of teaching, learning, and pastoral care tailored to the needs of pupils with Special Educational Needs (SEN). The **Deputy Headteacher** will contribute to the development and implementation of school policies, lead key areas of school improvement, and promote an inclusive, safe, and nurturing environment.

Key Responsibilities:

-Leadership and Management

- Deputise for the Headteacher when they are away on other duty, including making decisions typically associated with the role of Headteacher.
- Assist the Headteacher in the day-to-day leadership and management of the school.
- Lead, motivate, and support staff to maintain high-quality teaching and learning.
- Manage staff performance, including observations, feedback, and appraisals.
- Support budgeting, resource allocation, and operational management alongside the Headteacher.

-Curriculum and SEN Provision

• Oversee the implementation and monitoring of personalised learning plans and SEN provision.
• Ensure the curriculum meets the diverse needs of pupils with SEN, promoting inclusion and engagement.
• Monitor and evaluate pupil progress, attendance, behaviour, and welfare.

-Safeguarding and Pastoral Care

• Lead safeguarding procedures and ensure compliance with legal and school requirements (DDSL).
• Promote a safe and nurturing environment that supports pupils' social, emotional, and behavioural needs.

-Policy Development and Compliance

• Contribute to the development, review, and implementation of school policies and strategic plans.
• Ensure school policies comply with statutory guidance and best practice.

-External Relations and Representation

• Represent the school at meetings, events, and with external agencies.
• Foster positive relationships with parents, carers, and the wider community.

Additional notes

- Job Descriptions are to be reviewed annually
- The responsibilities listed above are the essentials of the post; it is always open to the postholder to propose ways of extending these responsibilities

Person Specification for the Post of Deputy Headteacher

The Person Specification shows the abilities and skills you will need to carry out the duties in the Job Description. Shortlisting is carried out based on how well you meet the requirements of the Person Specification. You should mention any experience you have had which shows how you could meet these requirements when you fill in your Application Form. If you are selected for interview, you may be asked also to undertake practical tests to cover the skills and abilities shown below.

Area	***Requirements***	***Essential/Desirable***
Qualifications	Qualified Teacher Status or equivalent (QTS)	E
	Degree or equivalent qualification	E
	Further leadership qualification	D
Experience	Proven leadership experience in a school setting	E
	Experience working in or with SEN pupils	E
	Experience managing staff performance and development	D
	Involvement in curriculum development and implementation	D
Knowledge & Understanding	Knowledge of SEN frameworks and statutory requirements	E
	Understanding of safeguarding and child protection procedures	E
	Awareness of school improvement planning and data analysis	D
Skills & Abilities	Strong leadership and people management skills	E
	Excellent communication and interpersonal skills	E
	Ability to analyse and use data to drive improvement	E
	Organisational and strategic planning skills	E
	Ability to manage budgets and resources	D
Personal Attributes	Commitment to inclusion, diversity, and pupil wellbeing	E
	Resilience and ability to work under pressure	E
	Collaborative and approachable leadership style	E
	Integrity, professionalism, and confidentiality	E
	A desire to develop leadership skills and progress into Headship	D

Orchard Hill College & Academy Trust is proud to be a Disability Confident Employer, committed to creating an inclusive and supportive workplace for all.

Orchard Hill College & Academy Trust endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

*This **Job Description** and **Person Specification** is current but will be reviewed on an annual basis and following consultation with you, may be changed to reflect or anticipate changes in job requirements which are commensurate with the job title and grade in line with the school's changing needs.*

*In line with the statutory guidance in Keeping Children Safe in Education, the Trust reserves the right to request and review references **prior to interview** as part of our safer recruitment process. Any concerns raised will be followed up with the applicant before a recruitment decision is made.*