



Copnor Primary School Job Description

Post Title: Deputy Headteacher

Responsible to: Headteacher and School Governing Body

Core Purpose: To support and assist the Headteacher in providing professional leadership for the school in order to secure its success and improvement, ensure high quality education for all its children and improve standards of achievement. This will include providing high-quality teaching in a class / teaching group, focused on improving standards and achievement for all pupils. It is every staff member's duty to follow all safeguarding policies and procedures, which are in line with "KCSIE" Sept 2025 and the "Prevent Strategy" June 2015, and to lead and teach in accordance with the Teachers' Pay and Conditions Document.

The Deputy Headteacher along with the Headteacher is a key player in strategic planning.

General Responsibilities:

To work in partnership with the Headteacher and leadership team:

- To promote the vision of the school.
- To monitor and coach the quality of the teaching and learning.
- To promote high standards of achievement and behaviour.
- To work on school self-evaluation and improvement priorities.
- To assist the Headteacher in organising the staff and resources.
- To ensure the effectiveness and efficiency of the school.
- To lead the coordination of SIP priorities, rotas and schedules, including HLTAs.
- To undertake any specific leadership and management roles reasonably delegated to them by the Headteacher.
- To deputise for the Headteacher in their absence.

Specific Responsibilities

- To teach classes and intervention groups as required by the Headteacher.
- To model outstanding teaching to staff across the full range of national curriculum subjects.
- To coach and team-teach outstanding practice alongside staff as required by the Headteacher.
- To monitor classroom practice across the school and provide constructive feedback to staff.
- To set targets for improving teaching practice for teachers, after consultation with the Headteacher.
- To deputise for teachers if the Headteacher believes that circumstances make this necessary.
- To assist the Head with the provision of CPD and School Improvement.
- To co-ordinate the provision for induction of EQTs.
- To be part of the Safeguarding Team.
- To lead any subject area as required by the Headteacher.
- To be the Pupil Premium and Sports Premium Lead.

Leadership and Management Responsibilities

- To assist the Headteacher, staff and governors with self-evaluation and improvement planning.
- To use data analysis to inform strategic planning.
- To work in partnership with the Headteacher and leadership team in the Performance Management Process.
- To participate in the appointment of staff with the Headteacher and Governors.
- To lead the overall curriculum design ensuring the correct coverage and timetabling is in place.
- To assist the Headteacher in developing links with parents and the community.
- To be the operational lead, running the school on a daily basis.

Person Specification

	Essential	Desirable
Professional Qualifications	<ul style="list-style-type: none"> ➤ Qualified teacher status e.g. Cert. Ed., B. Ed., PGCE ➤ Further professional study and qualifications 	<ul style="list-style-type: none"> ➤ School Leadership qualification eg. MA, NPQH
Teaching competencies and experiences	<ul style="list-style-type: none"> ➤ Exemplar of outstanding and creative classroom practice with the skills to develop this in others ➤ Able to demonstrate high standards of teaching and effective pupils' learning in all areas of the curriculum ➤ Commitment to meeting the needs of all pupils, but particularly those in vulnerable groups, so that they achieve high standards and make good and outstanding progress ➤ Passion for making learning experiences exciting, memorable and fun ➤ Experience across Key Stage 1 & or 2 ➤ Exemplar of positive behaviour management ➤ Knowledge of the individual and diverse ways that children learn and develop ➤ Ability to build up an excellent rapport with children 	<ul style="list-style-type: none"> ➤ Evidence of successful learning for pupils with Pupil Premium/SEN/G&T ➤ Experience of working in more than one school ➤ Experience across the whole primary range including EYFS
Leadership qualities and competencies	<ul style="list-style-type: none"> ➤ Exemplar of effective leadership ➤ Able to lead and inspire the whole school community in all areas of school improvement ➤ Positive in their attitude with a clear vision and passion for Primary Education ➤ Exemplar of excellent organisational and management skills including effective time management ➤ Experience of effective working with the Headteacher ➤ Experience of effective monitoring and self-evaluation ➤ Evidence of the impact of proven strong leadership skills ➤ Experience of effective core subject or whole school assessment leadership and whole school curriculum development ➤ Exemplar of accurate moderation across the primary age range ➤ Experience of leading CPD and the Performance Management process ➤ Experience of accountability within leadership ➤ Exemplar of effective communication with all members of the school community including governors and parents ➤ Exemplar of high expectations of pupils and of staff, seeking to fulfil their potential ➤ Effective experience of coaching and mentoring ➤ Ability to work with other professionals within and beyond the setting 	<ul style="list-style-type: none"> ➤ Evidence of English or Maths leadership impact ➤ Experience of leading intervention ➤ Experience of moderation of end of Key Stage assessment in EYFS, KS1 and KS2 ➤ Experience of line managing teams of staff ➤ Understanding of Investors in People qualities
Personal qualities	<ul style="list-style-type: none"> ➤ Has professional integrity ➤ An excellent communicator ➤ Has excellent interpersonal skills and a presence which inspires confidence and commands respect from all members of the school community 	

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| | <ul style="list-style-type: none">➤ Able to promote strong relationships with all stakeholders, but particularly with parents➤ Able to work as a team leader and a team member➤ Willing and able to be flexible➤ Displays a constructive and optimistic attitude that has a positive effect on others➤ Is approachable and caring➤ Shows a high level of ambition, commitment and enthusiasm➤ Recognises when to seek advice and support and is prepared to do so➤ Reflective, creative and innovative➤ Self-motivated and able to motivate others➤ Has a sense of humour➤ Eager to take a full and active part in all aspects of our school community | |
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Date_____

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