

Job Description



Designation of Post	Deputy Headteacher	Grade:	L9-L13
Reporting to	Headteacher and Governing Body		
Purpose	To ensure the vision, ethos and policies of the school promote high standards and levels of achievement throughout the school. To ensure high levels of health, safety and safeguarding of children.		
Accountability	<ul style="list-style-type: none"> - Accountable for Standards and Achievements throughout the school - Progress and impact against the School Improvement Plan 		

The duties outlined in this job description are subject to the current conditions of employment contained in the latest School Teachers' Pay and Conditions Document, the Education Act 1997, the required standards for Headteacher Status, other current educational legislation and the school's articles of government.

This job description may be amended at any time following discussion between the Governors and the Headteacher.

A. Strategic direction and development of the school – in co-operation with, and under the direction of the Headteacher to:

- lead by example and provide inspiration and motivation to the school community
- contribute to the generation of vision, ethos and policies for the school which promote high levels of achievement and meet quality objectives
- support the Headteacher in the creation and implement a strategic school development plan, underpinned by sound financial planning, within the national and local context, which identifies priorities and targets for ensuring that pupils achieve high standards and levels of achievement with effective teaching
- support all staff in achieving the priorities and targets which the school sets for itself, provide them with the motivation to support its aims
- ensure that the management of the school, including finance and administration, support the school's policies, vision and aims
- support the Headteacher in monitoring and reviewing all aspects of attainment, priorities, targets and policy and take necessary action.

B. Teaching and Learning – to:

- create an environment which secures effective learning across the breadth of the National Curriculum for all pupils, which promotes high standards and achievement, behaviour and discipline
- ensure the curriculum is well planned and delivered
- monitor and evaluate the effectiveness of the curriculum making any changes as necessary
- sustain high-quality teaching across all subjects and phases, based on evidence
- ensure teaching is underpinned by subject expertise
- monitor the quality of teaching and pupils' achievements including the analysis of performance data
- work with leaders to analyse collated data providing a brief analysis of strengths as well as identifying underachievement, ensuring appropriate action is taken.
- support the Headteacher in continuing to develop effective partnerships with parents, other schools, educational establishments and the wider community, including business and industry, in order to enhance teaching and learning and pupils' personal development.

C. Leading and Managing Staff – to:

- contribute to the development of positive working relationships with and between all staff and governors
- support the Headteacher to implement and sustain effective strategies for the management of all staff
- support the Headteacher to plan, evaluate and support the work of groups of staff, delegate appropriately and clearly and evaluate outcomes
- enable staff to develop expertise in their respective roles through the identification of needs, ensuring an effective programme of access to continuing professional development
- enable performance management systems to operate effectively and to engage with appraisal requirements of the Headteacher and relevant staff
- sustain personal and staff motivation
- ensure the safeguarding of all children
- ensure high standards of Health and Safety
- to work with the community and other agencies to enhance the work of the school.

D. Effective Deployment of Staff and Resources – to:

- work with governors and colleagues to recruit high quality staff
- ensure that all staff and governors understand their respective roles and responsibilities
- support the Headteacher to deploy and develop staff to make most effective use of their skills, expertise and experience and to ensure the effective management of the school in the absence of the Headteacher
- support the Headteacher to manage and organise the use of the school accommodation efficiently and effectively
- support the Headteacher to manage and organise relevant groups of children to ensure effective teaching and learning takes place and that children's personal development needs are met
- support the Headteacher to establish priorities for expenditure and monitor the effectiveness of spending with the financial regulations of the Local Authority
- monitor the use of resources with a view to achieving value for money, within the school's financial context.

E. Accountability – to:

- provide information and advice to the Headteacher and governing body so that it can meet its responsibilities and ensure proper accountability throughout the school
- support the Headteacher to ensure that the financial accounts of the school are maintained according to LA financial regulations and that the governing body is effectively informed to enable it to be appropriately accountable
- create an ethos in which all staff recognise their accountability
- support the Headteacher to account for the school's performance to internal and external agencies throughout the analysis of performance data and appropriate reporting; the use of such analysis to inform planning at all levels
- provide relevant information about all aspects of the school to parents, the community and other interested parties
- support the Headteacher to ensure that the school meets all legal requirements in relation to equal opportunities legislation and that the school operates in the spirit of the law as well as to the letter
- support the Headteacher to ensure that the school complies with all statutory requirements relating to the provision of education and other relevant legislation e.g. The Children Act, Government policy, Health and Safety, Disability and Equality, Safeguarding.

Michael Mellin, Headteacher

June 2025