



Richard de Clare Community Academy

Job Description & Person Specification

Position: Deputy Headteacher

Job Title:	Deputy Headteacher
Scale:	Leadership 3 - 7
Responsible to:	Headteacher

Job Purpose:	• Be an inspirational leader that creates an ethos and culture of high staff morale. • Secure excellent teaching for all staff to achieve high standards of learning and attainment across the school. • Lead on establishing and implementing a safe, calm, and well-ordered environment for all pupils and staff, focussed on safeguarding pupils and developing their exemplary behaviour in School and in the wider society. • Secure an excellent curriculum and assessment strategy providing a world class education system that achieves high standards for pupils. • Outstanding class teacher with high expectations of achievement and behavior for all pupils • Proven track record in improving standards in the quality of education across the whole school. • Expertise in monitoring and evaluating the quality of education across the primary range • Support the Head Teacher in producing and continually updating a strategic whole School development plan. • Promote excellence by providing structured support, coaching and strategic direction to all teachers and support staff. • Use external and internal research and development to innovate and improve teacher practice across the school providing a research-led approach. • Understand current curriculum and examination requirements to inform teaching and teacher planning and learning so that pupils are best prepared for external examinations. • Implement, track, monitor and evaluate whole School quality assurance procedures, reporting regularly to the Head Teacher and Governors and CEO. • Provide data analysis for pupils, parents, teachers and senior team members that directly impacts on the quality of provision and teaching. • Hold all staff to account for their professional conduct and practice. • To support the school's robust safeguarding approach by being a deputy designated safeguarding lead
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	• Lead by example to foster an open, transparent and equitable culture. • Regularly report directly to the governing board providing information on quality assurance, innovation and strategic development planning. • Build, develop and maintain effective relationships with parents and all members of the school and wider community to enhance the education of all pupils. • Uphold the highest standards of professional and business ethics and support the Governors in ensuring that this impacts on all aspects of the school decision making processes. • To keep children safe and support the Head Teacher to implement and oversee the highest possible standards of child protection, prevent strategies and safeguarding throughout the school. • To represent the school at relevant panels, working groups and meetings as required by the Head Teacher. • To undertake other duties and responsibilities as is reasonably directed by the Head Teacher.
Duties & Responsibilities:	• Hold and articulate clear values and moral purpose, focussing on providing a high-quality education for all pupils. • Demonstrate optimistic personal behaviour, positive relationships and attitudes towards pupils and staff, and towards parents, trustees, and members of the local community. • Lead by example – with integrity, creativity, resilience, and clarity – drawing on your own scholarship, expertise, and skills, and that of those around you. • Sustain wide, current knowledge and understanding of education and School systems locally, nationally, and globally, and CPD. • Support the Head Teacher in communicating a compelling School vision and drive the strategic leadership, empowering all pupils and staff to excel. • Demand ambitious standards for all pupils, overcoming disadvantage and advancing equality, instilling a strong sense of accountability in staff for the impact of their work on pupils' outcomes. • Secure excellent teaching through an analytical understanding of how pupils learn and of the core features of successful classroom practice and curriculum design, leading to rich curriculum opportunities and pupils' wellbeing. • Establish an educational culture of 'open classrooms' as a basis for sharing best practice within and between Schools, drawing on and conducting relevant research and robust data analysis. • Support the Head Teacher to create an ethos within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other. • Hold all staff to account for their professional conduct and practice. • Provide a safe, calm and well-ordered environment for all pupils and staff, focussed on safeguarding pupils and developing their exemplary behaviour in School and in the wider society.



	• Support the Head Teacher to establish rigorous, fair and transparent systems and measures for managing the performance of all staff, addressing any underperformance, supporting staff to improve and valuing excellent practice. • Develop effective relationships with fellow professionals and colleagues in other public services to improve academic and social outcomes for all pupils. • Challenge educational orthodoxies in the best interests of achieving excellence, harnessing the findings of well evidenced research to frame a self-regulating and self-improving School. • Support the Head Teacher to shape the current and future quality of the teaching profession through high quality training and sustained professional development for all staff. • Inspire and influence others – within and beyond the school – to believe in the fundamental importance of education in young people’s lives and to promote the value of education. • Leading, developing and enhancing the teaching practice of others by evaluating, supporting, guiding and target setting supported by the Professional Review process.
General:	• Participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with their line manager. • Comply with individual responsibilities, in accordance with the role, for health & safety in the workplace. • Comply with Data Protection Act 2018 and GDPR requirements in all working practices maintaining confidentiality, integrity, availability, accuracy, currency, and security of information as appropriate. Take personal responsibility for all personal data within own working environment. • Ensure that all duties and services provided are in accordance with the Trust’s Equality & Diversity Policy. • Bridge Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All Staff are expected to confirm they have read and understood KCSIE part one, annually each September.

PERSON SPECIFICATION

Criteria	Qualities	Essential/ Desirable
Qualifications & Training	GCSEs or equivalent at least C/4 grade in English & Maths.	E
	First Aid Qualification.	D
	Qualified teacher status, degree level qualification, or equivalent	E
	Further relevant professional/academic study, and evidence of CPD and knowledge of current issues in education	D
Knowledge & Experience	Recent experience of working in a primary school.	E
	Significant experience in evaluating and using data to plan and improve pupil performance.	E



	A clear understanding of what makes good and outstanding teaching through a deep understanding of how pupils learn, and the ability to develop a culture where striving for outstanding teaching and learning is central to the school's work. A commitment to valuing, supporting, and encouraging the professional development of all staff members. An understanding of how to create whole community accountability systems and implement them with the support of the leadership team to combine data from a range of sources to maximise the achievement of pupils. A clear understanding of and commitment to promoting and safeguarding the welfare of pupils. Experience of creating and implementing change resulting in a positive impact on pupil outcomes	E E D E E
Skills and attributes	Building and nurturing a strong, positive and collaborative team culture that enables all staff to carry out their respective roles to the highest standard and for all staff to work effectively together to deliver School improvement. Excellent communication skills and proven ability to listen to, understand and work effectively with all pupils, staff, trustees, and parents. The ability to foster an open, transparent, and equitable culture and deal effectively with difficult conversations and conflict at every level.	E E E
Personal qualities	A commitment to building and maintaining effective and positive relationships with parents, carers, trustees, the wider community, and other Schools. Inspiring and influencing others, within and beyond the school to believe in the fundamental importance and value of education in young people's lives.	E E
Other	Committed to equality and diversity. Commitment to own continuous personal and professional development. Committed to our Health and Safety policies and procedures. Compliance to Data Protection Act 2018 and GDPR principles/ requirements. Committed to safeguarding and promoting the welfare of children and young people.	E E E E E

The duties above are neither exclusive nor exhaustive and the post holder may be required to carry out appropriate duties within the context of the job, skills, and grade. This job description will be reviewed periodically and may be subject to amendment or modification at any time after consultation with the postholder.

Last updated May 2026.