



Deputy Headteacher Job Description

Job details

Salary: Leadership Scale 10 - 14 (£67,880 - £73,993)

Contract type: Full Time Permanent

Reporting to: Headteacher

Responsible for: Quality of Education

Main purpose

The deputy headteacher, under the direction of the headteacher, will take a major role in:

- Communicating the school's vision compellingly and supporting the headteacher's strategic leadership
- The day-to-day management of the school
- Formulating the aims and objectives of the school
- Establishing policies for achieving these aims and objectives
- Managing staff and resources to that end
- Monitoring progress towards the achievement of the school's aims and objectives
- To work closely with teachers and curriculum leaders to make sure that the curriculum is relevant, accessible and engaging for all pupils and is achieving the goals set out by the 2014 national curriculum

The deputy headteacher will also be expected deputise for the headteacher in their absence and to fulfil the professional responsibilities of a headteacher, as set out in the School Teachers' Pay and Conditions Document (STPCD).

The deputy headteacher will also have a timetabled teaching commitment of up to 40%, complying with the Teachers' Standards and modelling best practice for others.

They may also be required to undertake any other duties delegated from the headteacher.

Qualities

The deputy headteacher, under the direction of the headteacher, will:

- Uphold public trust in school leadership and maintain high standards of ethics, behaviour and professional conduct
- Build positive and respectful relationships across the school community
- Serve in the best interests of the school's pupils

Ambitious, Compassionate, Empowered



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- Demonstrate the school's values and be ACE

Duties and responsibilities

School culture and behaviour

Under the direction of the headteacher, the deputy headteacher will:

- Embody the Seven Mills school vision and value setting a high standard for all pupils, staff and families
- Create a culture where pupils experience a positive and enriching school life
- Uphold educational standards in order to prepare pupils from all backgrounds for their next phase of education and life
- Ensure a culture of staff professionalism
- Encourage high standards of behaviour from pupils, built on rules and routines that are understood by staff and pupils and clearly demonstrated by all adults in school
- Model consistent and fair approaches to managing behaviour, in line with the school's behaviour policy

Quality of Education

Under the direction of the headteacher the deputy headteacher will:

- Develop a high quality curriculum with particular focus on disciplinary and substantive knowledge
- Establish and sustain high-quality teaching across subjects and phases, based on evidence
- Ensure the teaching of a broad, structured and coherent curriculum
- Establish curriculum leadership, including subject leaders with relevant expertise and access to professional networks and communities
- Use valid, reliable and proportionate approaches to assessing pupils' knowledge and understanding of the curriculum
- To maintain good partnerships between parents and school and liaise effectively with external agencies so as to promote and secure maximum support for pupil learning.
- Ensure the accurate monitoring of teaching and learning standards within the school
- Ensure the use of evidence-informed approaches to reading so that all pupils are taught to read

Additional and special educational needs and disabilities

Under the direction of the headteacher, the deputy headteacher will:

- Promote a culture and practices that enables all pupils to access the curriculum
- Have ambitious expectations for all pupils with SEN and disabilities



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- Make sure the school works effectively with parents, carers and professionals to identify additional needs and provide support and adaptation where appropriate
- Make sure the school fulfils statutory duties regarding the [SEND Code of Practice](#).

Organisational management and school improvement

Under the direction of the headteacher, the deputy headteacher will:

- Establish and sustain the school's ethos and strategic direction together with the governing board and through consultation with the school community
- Establish and oversee systems, processes and policies so the school can operate effectively
- Ensure staff and pupils' safety and welfare through effective approaches to safeguarding, as part of duty of care
- Manage staff well with due attention to workload
- Ensure rigorous approaches to identifying, managing and mitigating risk
- Allocate financial resources appropriately, efficiently and effectively
- Identify problems and barriers to school effectiveness, and develop strategies for school improvement that are realistic, timely and suited to the school's context
- Make sure these school improvement strategies are effectively implemented

Staff management and professional development

Under the direction of the headteacher, the deputy headteacher, will:

- Performance manage middle leaders/class teachers, including carrying out appraisals and holding staff to account to their performance
- Performance manage support staff including carrying out appraisals and holding staff to account to their performance
- Manage staff wellbeing with due attention to workload and lead the school wellbeing team
- Ensure staff have access to appropriate, high-standard professional development opportunities
- Keep up to date with developments in education
- Seek training and continuing professional development to meet their own needs
- Oversee and mentor Early Career Teachers in line with school induction processes
- Develop and implement induction processes for all new teachers and support staff

Governance, accountability and working in partnership

Under the direction of the headteacher, the deputy headteacher will:

- Work with the governing board as appropriate
- Understand and welcome the role of effective governance, including accepting responsibility



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- Ensure that staff understand their professional responsibilities and are held to account
- Ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties
- Work successfully with other schools and organisations
- Maintain working relationships with fellow professionals and colleagues to improve educational outcomes for all pupils

Other areas of responsibility

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the assistant headteacher will carry out. The postholder may be required to do other duties appropriate to the level of the role.