

SPRINGFIELD PRIMARY SCHOOL
Springfield Road, Sale, M33 7XS
Headteacher: Mrs A. J. Chard
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JOB DESCRIPTION – DEPUTY HEADTEACHER

Position: Deputy Headteacher **Salary:** L18-22
Working Pattern: Full time, permanent position
Responsible to: Headteacher
Contract: A permanent position that offers development opportunities
Start Date: 1st September 2025

Main purpose

The Deputy Headteacher, under the direction of the Headteacher, will take a major role in:

- Creating, inspiring and embodying the values, ethos and culture of the school, to secure its vision statement with all members of the school community
- Establishing policies for achieving these aims and objectives
- Developing outstanding teaching and learning across school
- Managing staff and resources to that end
- Monitoring progress towards the achievement of the school's aims and objectives
- Embracing new initiatives and demonstrate flexibility to implement educational initiatives
- Deputise in the absence of the Headteacher as directed by the Board of Governors
- The Deputy Headteacher will also be expected to fulfil the professional responsibilities of a headteacher, as set out in the School Teachers' Pay and Conditions Document (STPCD).

Qualities

The Deputy 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 and its pupils

Duties and responsibilities

School culture and behaviour

Under the direction of the Headteacher, the Deputy Headteacher will:

- Work alongside the senior leadership team (SLT) and other staff members to create a culture where pupils experience a positive and enriching school life and a high standard of pastoral care is maintained
- 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
- To be accessible to staff and consult them about their work

- Encourage high standards of behaviour from pupils, built on responsibilities and routines that are understood by staff and pupils, and clearly demonstrated by all adults in school
- Use consistent and fair approaches to managing behaviour, in line with the school's positive behaviour management policy

Teaching, curriculum and assessment

Under the direction of the Headteacher, the Deputy Headteacher will:

- Establish and sustain high-quality teaching across all subjects and phases, based on evidence
- Ensure teaching is underpinned by subject expertise
- Effectively use formative assessment to inform strategy and decisions
- 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
- Ensure the use of evidence-informed approaches to early reading so that all pupils are taught to read effectively

Additional and special educational needs (SEN) 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
- 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 by acting as Line Manager to the SENDCO

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' health & safety and welfare through effective approaches to safeguarding, as part of duty of care
- Manage staff with due attention to workload and where necessary offer advice and support to colleagues
- Ensure rigorous approaches to identifying, managing and mitigating risk
- Allocate financial resources appropriately, efficiently and effectively
- Contribute to the day-to-day administration of the school as determined by the Headteacher and in conjunction with the School Business Manager
- 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

- Contribute to the evaluation and extension of the School's Development Plan

Professional development

Under the direction of the Headteacher, the Deputy Headteacher will:

- Ensure staff have access to appropriate, high standard professional development opportunities
- Keep up to date with developments in education and disseminate information to staff to keep them updated
- Seek training and continuing professional development to meet needs

Governance, accountability and working in partnership

Under the direction of the Headteacher, the Deputy Headteacher will:

- Understand and welcome the role of effective governance, including accepting responsibility
- 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

- Under the direction of the Headteacher, the Deputy Headteacher will:
- Act as the Deputy Designated Safeguarding Lead (DDSL)
- Work with the School's HR team to monitor staff attendance and conduct Health Review meetings when necessary
- Act as the Strategic Lead for the School's wrap around care provision

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 deputy headteacher will carry out. The postholder may be required to do other duties appropriate to the level of the role.