



Deputy Headteacher Job Description

General duties

- Teaching as required and undertaking all relevant duties of a class teacher while acting in that capacity.
- Taking a leading role in the day-to-day management of the school.
- Implementing, enforcing and exhibiting model adherence to all school policies and procedures.
- Attending and contributing to all meetings of the staff cohort and the SLT.
- Planning and chairing meetings where necessary.
- Cultivating and sustaining effective positive relationships with all staff, pupils, parents, governors and stakeholders.

Strategic direction and school development

- Contributing to the development of the school's mission, values and strategic direction.
- Contributing to the formulation, monitoring and implementation of the AIP.
- Supporting staff members to understand and adhere to the school's strategic direction.
- Keeping fully up-to-date with Education policy, including relevant legislation, statutory guidance and good practice recommendations within the sector.
- Contributing to decisions on all aspects of policy in the school.
- Providing advice and support to the governing board to aid it in conducting its strategic responsibility.
- Contributing to annual budget planning and monitoring.

Leadership and management

- **Supporting the headteacher:**
 - Assisting and supporting the headteacher in all functions of their role.
 - Deputising for the headteacher in their absence.
 - Undertaking duties as delegated by the headteacher.
 - Working with the headteacher to ensure and uphold a clear system of task delegation and devolution of responsibilities for all staff.
- **School performance**
 - Working with the headteacher to set targets, aims and objectives.





- Supporting staff to understand and meet the school's targets, aims and objectives.
- Evaluating the academy's performance in relation to its targets, aims and objectives and working with the headteacher to adjust the school's practice in line with findings.
- Staff management
 - Line managing staff as identified by the headteacher.
 - Participating in the recruitment process for new staff members.
 - Motivating staff in their roles and supporting them in aspects of their roles as necessary.
 - Contributing to the performance management process of staff as necessary, including evaluating performance and challenging underperformance.
 - Working with the headteacher to ensure staff access CPD opportunities, and supporting staff to access such opportunities.
 - Contributing to audits of staff skills and training needs.
 - Working with the Trust and headteacher to secure and provide effective training for staff members, e.g. through INSET days.

Teaching and learning

- Monitoring standards of teaching and learning in the school to ensure the highest quality of education for all pupils.
- Ensuring reliable processes are in place when assessing pupils' knowledge and understanding of the curriculum.
- Ensuring that resources are managed and appropriately allocated across the school to support effective teaching and learning.
- Contributing to creating a culture of high attainment and performance where high standards are held for all pupils from all backgrounds, abilities and needs.
- Working with the headteacher and SENCO to ensure that the curriculum effectively supports all pupils with SEND to thrive academically.
- Working with the headteacher to monitor, evaluate and review classroom practice and promote improvement strategies.
- Working with the headteacher to implement systems for recording pupils' progress.
- Contributing to the establishment and monitoring of systems to keep parents informed about the curriculum and their children's performance.





Training and professional development

- Actively engaging in CPD to ensure professional skills are up-to-date.
- Undergoing training as necessary to ensure that all aspects of the role can be effectively conducted.
- Working to consistently meet the 'Headteachers' standards'.

Pupil wellbeing and safeguarding

- Taking a lead role in managing pupil behaviour across the school.
- Taking responsibility for promoting and safeguarding the welfare of pupils as the Designated Safeguarding Lead.
- Contributing to a school culture which prioritises pupil wellbeing and mental and physical health.
- Being an approachable and professional authority figure for pupils to come to with any issues they may have.
- Contributing to the creation of an enriching and positive culture which impacts school life and ensure a positive and respectful attitude amongst pupils and staff in the school.

