

JOB DESCRIPTION

Deputy Headteacher

Position Profile

Job Title:	Deputy Headteacher
Responsible to:	Headteacher
Salary:	CST Leadership Scale L18- L22
Start date:	1st September 2026

Purpose of the role

The Deputy Headteacher will assist the Headteacher to embed the vision, values and ethos of St Katherine's School. They will assist with the strategic and day-to-day leadership of St Katherine's School and deputise as required. They will have significant input into the development of the school and will be key to delivering on our mission.

Responsibilities of the role

Key Responsibilities

- Work alongside the Headteacher, Senior Leadership Team, Governors, Staff and Students to motivate, inspire and empower all members of the school community to develop and fulfil the vision and expectations of St Katherine's School.
- Work alongside the Headteacher, Senior Leadership Team, Governors, Staff and Students to develop rigorous and sustainable school development planning.
- Take a lead role in curriculum planning and development across the school; be responsible for its quality and effectiveness.
- Create and monitor a school teaching timetable.
- Coordinate and implement tracking and assessment systems to help evaluate student progress and inform interventions.
- Implement systems of review and quality assurance.
- Identify areas or performance requiring improvement, and challenge and support as appropriate.
- Lead in planning staffing organisation and deployment.
- Lead the daily efficient organisation and safe running of St Katherine's School.
- Lead on developing and reviewing school policies.
- Coordinate effective communication for students, staff, parents, governors and outside agencies.

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- Coordinate short-term and long-term planning of the school diary and calendar.
- Keep up to date with current initiatives and outstanding practice disseminating this information where appropriate.
- Promote a culture where Health & Safety, Safeguarding and Wellbeing of all members of the community are paramount.
- Line manage areas of Teaching and Support Staff.

Systems and Day-to-Day Organisation

- Deputise for the Headteacher.
- Ensure the smooth day to day running of the school, including overseeing event and calendar planning.
- Proactively identify Health & Safety and Safeguarding concerns and solutions.
- Demonstrate a hands-on understanding of all school systems.
- Facilitate the effective functioning of the school through proactive identification and resolution of problems or issues no matter how seemingly trivial or important.
- Develop and communicate school policies and protocols.

Curriculum, Assessment and Learning

- Promote and lead in the development of whole school curriculum, assessment and learning.
- Demonstrate excellent Teaching and Learning practice in the classroom.
- Promote and encourage new initiatives led by other staff.
- Promote and develop a challenging, exciting, relevant curriculum.
- Monitor and review the quality of teaching and learning.
- Monitor and review the achievement of all groups of students, identifying appropriate interventions.

Behaviour Management

- Maintain and promote high expectations of behaviour and achievement for all students and groups.
- Ensure the use of positive praise and encouragement.
- Deal effectively with behaviour management concerns referred by colleagues and non-teaching staff, and support them in maintaining consistent standards of behaviour.
- Liaise closely with the pastoral leaders and SENDCo in managing systems of student behaviour.
- Monitor and review safeguarding systems and concerns.

Relationships and Organisation

- Provide visible leadership.
- Support other colleagues in their roles both by formal and informal discussions.
- Assist in ensuring the wellbeing of all staff and students.
- Promote a culture where all staff are valued and views can be shared openly.
- Ensure that all staff, including temporary, are aware of and adhere to school policy.
- Maintain effective relationships and channels of communication between school, home and external agencies.
- Establish and maintain effective working relationships with Governors.

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- Lead and promote the school's Equalities, Diversity and Inclusion plan.
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This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.

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Person Specification

Criteria	Essential	Desirable	Evidence
Qualifications	<ul style="list-style-type: none"> • Degree • QTS 	<ul style="list-style-type: none"> • Higher qualification in education and/or management • Achieved NPQSL or NPQH 	AF C
Experience	<ul style="list-style-type: none"> • Significant experience at senior level • Proven track record of raising educational standards • Experience of successfully leading change and inspiring others 	<ul style="list-style-type: none"> • Curriculum, Teaching and Learning and pastoral experience at senior management level • 11-19 school experience • Experience of Senior Leadership in more than one school 	AF SP RP
Leading Teaching & Learning	<ul style="list-style-type: none"> • Ability to lead and inspire high quality teaching and learning • Ability to inspire, demonstrate and support the highest of expectations for all • Commitment to include and make a difference for every child 		AF SP R
Leading Pastoral Care and Respect	<ul style="list-style-type: none"> • Believe that every child really matters • Have emotional intelligence, knowing when to challenge and when to support • Commitment to the encouragement, empowerment and training of staff • Commitment to own self development 		AF SP R

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Criteria	Essential	Desirable	Evidence
Managing the Organisation	<ul style="list-style-type: none"> Capacity to build on and manage high performance teams Ability to use strong and effective management systems underpinned by clear communication Ability to produce and implement appropriate improvement plans and policies Commitment to the continuation of our strong links and partnerships with governors, staff, parents, pupils, the wider community, other schools and international work 		AF SP R
Securing Accountability	<ul style="list-style-type: none"> Ability to delegate responsibility with accountability Capacity to sustain the ongoing improvement of results Ability to create and implement an effective evaluation schedule that impacts on raising standards 		AF SP R
Strengthening Community	<ul style="list-style-type: none"> Ability to continue to develop the school's response to its changing community Commitment to promoting community links and cohesion Ability to recognise and build on the school's excellent multi-agency links 	<ul style="list-style-type: none"> Experience of developing significant partnerships with external organisations 	AF SP R
Personal Qualities & Attributes	<ul style="list-style-type: none"> Passionate about education An effective communicator Interpersonal awareness and concern for impact Resilient and energetic Firm and fair Lead by example with high professional standards Dynamic and motivational Diplomacy and tact Pragmatism 		AF SP R
Safeguarding Children	<ul style="list-style-type: none"> Ability to ensure and deliver effective safeguarding Commitment to safeguarding and promoting the welfare of children and young people 		AF SP R

Key to method of assessment:

AF = Application Form SP = selection process C = Certificate R = Reference