



St. Luke's Church of England School

Cherish, Challenge, Aspire and Achieve

Life In All Its Fullness



Deputy Headteacher Job Description

Post – Deputy Headteacher - responsible to Headteacher, Local Governing Body

Core Purpose

Play a major role in conjunction with the Headteacher and local governing body to:

- To lead curriculum planning for the school to ensure that an exciting curriculum inspires and enables all pupils to make excellent progress
- To monitor attendance and implement policy
- To promote the Christian ethos of the school through an inclusive approach.

Ethos and Vision

- To be a role model for our community, and to support the Headteacher and Governors in developing and promoting the vision for the school.
- Ensure the schools vision is clearly and effectively articulated, shared and understood
- Ensure that the ethos reflects the principles of a distinctive Church of England school education

Leading Curriculum

- Maintain a high profile as an example of best and leading practice of a curriculum which fosters high expectations.
- With the Headteacher, lead the process involved in monitoring, evaluating and challenging the quality of curriculum, including lesson observations to ensure consistency and quality.
- Seek to develop and enhance a broad and rich curriculum which meets the needs of the range of pupils in the school.
- Work closely with curriculum leaders overseeing curriculum development plans to ensure the best learning opportunities for children.

Leadership and Management

- Develop, motivate and lead staff to achieve the highest possible standards
- Play a significant role in the school improvement planning process, taking account of the agreed priorities of the school and reflecting specifically on personal areas of responsibility.
- Contribute to the identification of key areas of strength and weakness in the school with detailed reflection on day to day knowledge of the school's policies and practices.

St. Luke's Church of England School, Cookham Road, Maidenhead, Berks, SL6 7EG
Tel: 01628 621600, E-mail: office@st-lukesprimary.com Website: www.st-lukesprimary.com



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- Keep abreast of educational developments through own professional training and research
- With the headteacher, analyse key school performance data, to ensure priorities are appropriate and improvement in standards promoted.
- Work in collaboration with other senior and middle leaders to ensure a cohesive whole school approach to improvement priorities.

Securing Accountability

- Work alongside the Headteacher to secure improvement through performance management; take responsibility for the performance management of identified staff.
- Contribute to the reporting of the performance of the school to parents, carers, governors and other key partners as necessary.

Strengthening Community

- Contribute to enrichment and extra-curricular activities to support the wider curriculum.
- Support the development of the school within the community; strengthening partnerships with other schools and services thus enhancing community cohesion.
- Develop and maintain effective lines of communication throughout the school and between staff, governors, parents and the wider community.
- Build effective relationships with all stakeholders through excellent communication and interpersonal skills taking and providing appropriate advice.

Other Duties and Responsibilities

- To be aware of and to comply with policies relating to behaviour, safeguarding, health safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- To deputise for the Headteacher in their absence
- To hold the responsibility of DSL or Deputy DSL.

March 2024

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