

Deputy Headteacher – Job Description & Person Specification



Post title	Deputy Headteacher
School: Salary and grade:	Leadership Scale 6-10
Line manager/s:	The headteacher and the governing body
Supervisory responsibility:	The postholder will be responsible for the deployment and effective use of Teaching Assistants, Lunch Time Supervisors and After School Staff.

Main purpose of the job:

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

- Leading on behaviour, culture and ethos
- Inclusive practice
- Parental and Community Engagement
- Assessment
- Transition

If the Headteacher is absent, the Deputy Headteacher will deputise under the direction of the governing board.

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
- Promote and protect the School's best interests

Duties & Responsibilities

School Culture & 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
- Uphold educational standards in order to prepare pupils from all backgrounds for their next phase of education and life

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- 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
- Use consistent and fair approaches to managing behaviour, in line with the school's relationships and behaviour policy (restorative practice)

Teaching, Curriculum & Assessment

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

- Effectively use formative assessment to inform strategy and decisions
- Ensure the use of evidence-informed approaches to support all pupils to thrive
- Diagnose areas for development
- Ensure that the curriculum is accessible to ALL
- Support teachers to develop their implementation of the relationships and belonging policy
- Teach up to two days per week to cover either PPA or sickness absence

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 Headteacher and SLT 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
- 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 alongside the Headteacher and SLT
- Contribute to the School Development Plan
- Lead assemblies as and when required to do so

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
- Engage in their own continued professional development
- Work alongside other local schools to build a strong collaborative network
- Seek opportunities for colleagues who would benefit from CPD including Teaching Assistants

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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 by attending governance meetings
- Ensure that staff understand their professional responsibilities and are held to account for example contributing to staff appraisal
- 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 Deputy Headteacher will carry out. The postholder may be required to do other duties appropriate to the level of the role as directed by the Headteacher.

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Person Specification

Criteria	Qualities Essential	Qualities Desirable
Qualifications & Training	<ul style="list-style-type: none"> - Qualified teacher status - Evidence of leadership professional development relevant to this role such NPQML or NPQSL 	<ul style="list-style-type: none"> - Post graduate qualification such as NPQLBC - NPQH or a commitment to work towards it.
Experience	<ul style="list-style-type: none"> - Successful leadership and management experience in a school (phase or whole school priority) - Evidence of continuous classroom teaching for at least 7 years - Evidence of improving teaching and learning across a whole phase or school - Demonstrable experience of successful staff development - Working with external agencies 	<ul style="list-style-type: none"> - Experience on more than one primary school setting - Experience of working in a school with 200+ NOR - Teaching experience across the full primary age range - Experience of DSL or DDSL - Involvement in school self-evaluation and school development planning - Attending regular governance meetings/school governor
Skills & Knowledge	<ul style="list-style-type: none"> - Demonstrate an understanding and commitment to equality of opportunity for all pupils - Data analysis skills, and the ability to use data to set targets and drive improvements - Understanding of high-quality teaching, and the ability to model this for others and support others to improve - Effective written and verbal communication and interpersonal skills - Ability to communicate a vision and inspire others - Ability to coach and develop others (transformational leadership) - Strong organisational and strategic thinking skills - Evidence of problem solving 	<ul style="list-style-type: none"> - Understanding of school finances and financial management

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	<p>and solution focussed thinking</p> <ul style="list-style-type: none"> - Adherence to statutory safeguarding responsibilities - Effective knowledge of KCSIE and SEND Code of Practice 	
<p>Personal Qualities</p>	<ul style="list-style-type: none"> - A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school - Model excellent teaching and professionalism - Ability to work under pressure and prioritise effectively - Emotional resilience when dealing with challenging behaviours - Problem-solving abilities - Commitment to maintaining confidentiality at all times - Commitment to safeguarding and inclusion - Builds positive relationships with all stakeholders including parents and carers 	

N.B. Candidates who apply for this post will be asked to write a personal statement in the main application form to show how they meet the selected criteria and how their examples demonstrate impact.

Signature of post holder		Date	
Headteacher's Signature		Date	