



Deputy Headteacher

Leadership scale: L22-L26

The Deputy Headteacher is a key member of the Senior Leadership Team, working in close partnership with the Headteacher to provide inspirational leadership and ensure the highest standards of education, safeguarding, and wellbeing across the school. The post-holder will be a highly visible presence in the school community and will always model the values and ethos of the school.

Purpose of the Role:

- To support the Headteacher in providing outstanding strategic leadership and management across the school.
- Represent and deputise for the Headteacher at key events, meetings and occasions, presenting the school with warmth and professionalism.
- In line with the School Teachers' Pay and Conditions Document (STPCD), the Deputy Headteacher will also be expected to fulfil the professional responsibilities of the Headteacher in their absence.
- To uphold and promote the school's vision, values, ethos, and inclusive culture. To ensure the highest standards of education, safeguarding, wellbeing, and personal development for all pupils.
- Ensure the school's curriculum is ambitious, coherent, and sequenced, with clear intent, implementation, and impact, in line with the Education Inspection Framework.

Principle Responsibilities: -

Strategic Leadership

- Be an active and visible member of the Senior Leadership Team, modelling professional integrity and high expectations.
 - Contribute to setting and implementing the school's vision, values, and strategic priorities.
 - Lead on agreed whole-school priorities, ensuring continuous improvement in line with the School Development Plan.
 - Support rigorous self-evaluation processes and preparation for inspection and accountability frameworks.
 - Provide timely reports and strategic advice to the Governing Body to support effective governance.
 - Welcome and respect the role of effective governance, ensuring transparency and accountability in all areas of leadership.
 - Develop and sustain effective partnerships with parents, governors, external agencies, and the wider community.
 - Contribute to school-to-school support and wider system leadership where appropriate.
- Support succession planning by identifying and developing future leaders within the staff body.

Quality of Education

- Champion high standards of teaching, learning, and curriculum development.

- Lead the future development of the curriculum, taking a positive and sensitive approach to change management in order to take advantage of new opportunities.
- Ensure curriculum provision meets the requirements of Keeping Children Safe in Education (KCSIE) and Ofsted, embedding safeguarding themes (e.g. online safety, equality, healthy relationships) across all subjects.
- Ensure assessment and feedback systems support progress and achievement for all learners.
- Oversee the integrity and effectiveness of internal and external examinations and assessments, ensuring compliance with JCQ, Ofqual, and awarding body requirements.
- Use examination and assessment outcomes to inform school improvement planning and raise pupil achievement.
- Promote evidence-informed practice and facilitate collaboration across departments and with other schools.
- Ensure the needs of all pupils, including those with SEND and those who are disadvantaged, are fully met.
- Lead or contribute to the design and delivery of staff training and professional development activities.

Leadership of People

- Lead and line-manage staff as directed by the Headteacher, ensuring accountability, support and development.
- Support recruitment, induction, and retention of high-quality staff.
- Oversee effective appraisal and pay progression processes.
- Support HR processes, including investigations, grievance, disciplinary and capability matters, ensuring fairness, consistency, and compliance with policy.
- Promote staff wellbeing and foster positive professional relationships.
- Manage staff effectively with due attention to workload and work-life balance, ensuring sustainable practices.
- Ensure effective professional development, coaching, and mentoring across the school.
- Ensure that leadership across the school promotes high standards, accountability, and continuous improvement in line with the Ofsted EIF expectations.

Culture and Ethos

- Model the school's values, culture, and high expectations in all interactions.
- Promote a culture of inclusion, equality, diversity, and respect, ensuring compliance with the Equality Act 2010.
- Support the effective management of parental and stakeholder complaints, ensuring timely resolution in line with school policy.
- Lead clear and effective communication with parents, carers, and stakeholders, strengthening trust and engagement.
- Ensure that leadership across the school promotes high standards, accountability, and continuous improvement in line with the Ofsted EIF expectations.

Operational Leadership

- Support the efficient day-to-day organisation of the school.

- Take delegated responsibility for key areas such as curriculum, teaching and learning, staffing, and other priorities as agreed with the Headteacher.
- Develop and embed internal quality assurance systems consistent with whole-school evaluation and improvement practices.
- Prepare and oversee operational plans, liaising with staff, governors, external agencies, and other stakeholders to ensure effective delivery.
- Work with the Headteacher and School Business Manager to ensure that financial planning and resource allocation support the school's strategic priorities.
- Ensure compliance with statutory duties relating to health and safety, safeguarding, equality, and risk management.
- Ensure effective use of school data and digital systems to inform decision-making and drive improvement.
- Take a lead role in managing critical incidents and emergency situations when required.

Professional Standards

All members of the Senior Leadership Team are expected to:

- Demonstrate and promote the Teachers' Standards (2011) and the Headteachers' Standards (2020).
- Uphold the highest standards of professional conduct, confidentiality, and integrity.
- Maintain absolute discretion when handling sensitive matters relating to safeguarding, staff, pupils, and governance.
- Demonstrate high standards of personal and professional conduct, acting at all times as an ambassador for the school.
- Commit to their own professional development and reflect on leadership practice.
- Work collectively as part of the SLT, supporting and challenging colleagues in the best interests of pupils and the school.

Qualifications & Experience

The successful candidate will be able to demonstrate:

- Qualified Teacher Status (QTS) and a strong track record of successful teaching and leadership.
- Significant experience of senior leadership with evidence of whole-school impact.
- A proven ability to lead and manage staff effectively, supporting professional development and fostering a positive culture.
- Experience of curriculum design, development, and evaluation, with a clear focus on raising standards and improving outcomes.
- Strong knowledge of safeguarding, statutory duties, and regulatory frameworks (e.g. Ofsted, KCSIE, SEND Code of Practice).
- Understanding of school improvement processes, self-evaluation, and accountability frameworks.
- Financial and resource management awareness, ensuring efficient use of school resources.
- Desirable: completion of, or commitment to, a National Professional Qualification in School Leadership (e.g. NPQSL/NPQH) or equivalent.

Additional Notes

This job description reflects current priorities but is not exhaustive. Specific responsibilities will be allocated according to the skills of the Deputy Headteacher and the needs of the school and may change following consultation with the postholder.