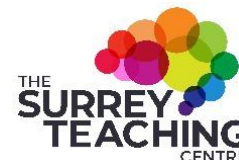


# Deputy Headteacher

## September 2026



### JOB DESCRIPTION

We are seeking to appoint an effective senior leader to join this Outstanding setting.

**Job title:** Deputy Headteacher

**Salary:** L8 – L12 (Fringe)

**Hours:** Full time

**Contract type:** Permanent

**Responsible to:** Headteacher

The appointment is subject to the current conditions of employment for Deputy Headteachers contained in the Schools Teachers' Pay and Conditions Document, the 2005 School Standards and Framework Act, the required standards for Qualified Teacher Status and other current educational and employment legislation.

#### **Job Purpose**

The Deputy Headteacher is responsible for supporting the Headteacher with leading the strategic direction and day to day management of the school. The Deputy Head Teacher will be an exemplary role model to the school community enabling continuous improvement of school standards and quality including setting high standards and expectations for pupil achievement across the school.

***The job description outlines key accountabilities for the role, and it may be necessary to ask the Deputy Head Teacher to undertake additional duties commensurate to the role as and when required.***

#### **Professional Requirements**

- Support the Headteacher in the overall leadership and day-to-day management of the school.
- Act as Headteacher in their absence.
- Contribute to the development and implementation of the school improvement plan.
- Promote a school culture with an ethos of high expectation for learner engagement, success and progression.
- Promote the school's core values, strategic objectives and operational targets – supporting the implementation of its plans, policies and procedures.
- Promote the principles of equality of opportunity.
- Uphold high standards of professional conduct and practice.
- Advocate for children and their families during their placement and transition back to school.
- Demonstrate a flexible and compassionate approach to communicating with pupils and families.

#### **Specific Responsibilities**

##### **Safeguarding – Deputy Designated Safeguarding Lead**

- Support the Designated Safeguarding Lead (DSL) in all safeguarding matters.
- Act as DSL in their absence.
- Ensure safeguarding policies and procedures are implemented effectively.
- Manage and respond to safeguarding concerns, making referrals where necessary.
- Liaise with external agencies including social care, health professionals, and local authorities.
- Maintain accurate, confidential safeguarding records.
- Deliver safeguarding training and updates to staff.
- Promote a strong safeguarding culture across the school.

## **Teaching and Learning**

- In collaboration with the Headteacher, support the strategic development, implementation, and evaluation of a broad, balanced, and flexible curriculum suited to STC's cohort of learners.
- Monitor and evaluate the quality of teaching and learning across the school.
- Oversee assessment systems and ensure progress tracking is robust and meaningful.
- Promote innovative and adaptive teaching approaches.
- Demonstrate excellent classroom teaching practice and support teachers / support staff to develop high quality teaching and assessment strategies.
- Alongside the Headteacher, lead the school's continuous professional development offer for staff.

## **Operational**

- Support timetabling and staff deployment.
- Assist in budget management and resource allocation.
- Ensure effective use of resources, including technology and learning materials.
- Contribute to policy development and review.
- Lead on performance management/appraisal for some groups of staff.
- Deputise for the Headteacher in their absence.

## **Mental Health and Wellbeing**

- Lead the strategic development and implementation of a whole-school approach to mental health and wellbeing.
- Promote a trauma-informed, attachment-aware culture across the school.
- Develop staff capacity to support pupils with social, emotional, and mental health (SEMH) needs through training and coaching.
- Ensure that wellbeing is embedded within the curriculum and daily practice.
- Support staff wellbeing, promoting a healthy and sustainable working environment.

**Appointments made will be subject to an Enhanced DBS and two satisfactory references.**

*The Surrey Teaching Centre is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The successful applicant will be subject to an enhanced Disclosure Barring Service (DBS) disclosure.*

**PERSON SPECIFICATION**  
**Deputy Headteacher**

Assessed from: 1= Written Application    2= Interview/Observation    3= Documentary evidence

Appointment Criteria	Essential / Desirable	Assessed from
<b>Qualifications and Training:</b>		
Qualified Teacher Status	E	1,3
Further qualification in a related area e.g. SEN, MEd, MA, Leadership	D	1,3
<b>Experience:</b>		
Substantial and successful experience in a middle or senior leadership role.	E	1,3
Demonstrated evidence of excellent teaching across a range of settings and/or phases of education.	E	1,2
Evidence of successful implementation of strategies and assessment to improve teaching and learning to raise the standards of achievement for all pupils.	E	1,2,3
Experience of SEND.	E	1,2,3
Knowledge of Trauma Informed Practice.	D	1,2,3
<b>Knowledge and understanding of:</b>		
Strategies to motivate and engage pupils to maximise learning opportunities and outcomes.	E	1,2
Performance management and managing effective professional development.	D	1,2
How to promote inclusion and implement equal opportunities for all.	E	1,2
Strategic curriculum development.	E	1,2
Engaging parents/carers in their children's learning and the work of the school.	E	1,2
<b>Leadership skills:</b>		
Build upon current good practice by supporting and developing effective teamwork across the whole school community.	E	1,2,3
Prioritise, plan and organise their own work; direct, coordinate and provide professional direction to the work of others. Delegate tasks and responsibilities as appropriate. Provide a role model for pupils and staff, creating an environment where all can thrive.	E	1,2,3

Manage and motivate staff, in a happy and supportive working environment, to achieve the highest standards in all aspects of school life within the resources available.	E	1,3
Strategically support the safeguarding of pupils ensuring their welfare is prioritised.	E	1,2,3
Experience of leading and/or supporting support staff and/or teachers.	E	1,2,3
<b>Communication and Problem Solving:</b>		
Think creatively and imaginatively to anticipate and solve problems.	E	1,2,3
Demonstrate reasoned judgement in difficult circumstances.	E	1,3
Deal sensitively with people with very different and demanding expectations, demonstrating an ability to avert and resolve conflict.	E	1,2,3
Communicate, negotiate and secure cooperation of a wide range of people.	E	1,2,3
Create a climate of open communication where people feel able to express opinion and know their views will be respected.	E	1,3
<b>Personal Effectiveness:</b>		
Prioritise and manage time appropriately, able to work under pressure and to deadlines.	E	1,2,3
Demonstrate flexibility and an ability to adapt to changing circumstances and new ideas.	E	1,2,3
Demonstrate enthusiasm for, and commitment to, the role; along with flexibility, reliability, integrity and a passion for education.	E	1,2,3