

Post: Deputy Headteacher      Group: 3      Pay range: Leadership 10 to L14      Number on roll: 360  
Responsible to:      The Headteacher and the Governing Body

This job description is to be performed in accordance with the provisions of the School Teachers' Pay and Conditions document, and the National Standards for Teachers as well as the National Standards of Excellence for Headteachers.

### **Core purpose of the Deputy Headteacher**

The core purpose of the Deputy Headteacher is to provide professional leadership and management for the school in collaboration with the Headteacher and senior leadership team. They will contribute to the success of the school through effectively leading on curriculum development and supporting the development of subject leaders; training staff to a high level and holding them to account to contribute positively to school improvement. They should be skilled at motivating children and working with the wider team to ensure that the culture and learning environment support all children to thrive in a safe and inclusive space; ensuring that the highest standards of behaviour are maintained. The Deputy Headteacher must establish a culture that promotes excellence, equality and high expectations of all pupils.

### **Main purposes of the job:**

- To work in collaboration with the Headteacher, in creating a culture where pupils experience a positive and enriching school life;
- To work in collaboration with the Headteacher, in setting and maintaining ambitious educational standards which prepare pupils from all backgrounds for their next phase of education and life. Taking the lead on teaching and learning and overseeing curriculum development;
- Motivate and work with others (including children, parents, staff and governors) to create a shared culture and positive climate;
- To be a positive catalyst for change who keeps the children at the centre of all they do;
- To actively promote and model The Windmills' teaching pedagogy and be well informed about current research behind successful teaching and learning;
- Be responsible for the development of the curriculum framework and supporting subject leaders to lead effectively across the curriculum; modelling, coaching, team teaching and working alongside others until every aspect of the curriculum is the best that it can be, and is being led effectively to inspire learners and give them a firm foundation in every subject.
- Promote positive and respectful relationships across the school community and a safe, orderly and inclusive environment;
- Lead by example in ensuring a culture of high staff professionalism is created and maintained;
- To assist the Headteacher in managing the school effectively, to meet its aims, objectives and targets.

### **Strategic leadership - Support the Headteacher in developing the strategic plan to inform and impact upon school effectiveness. The Deputy Headteacher will:**

- Support and develop the school ethos, enabling everyone to work collaboratively, share knowledge and understanding, celebrate success and accept shared responsibility for outcomes;
- Ensure the vision and aims are clearly articulated, shared, understood and acted upon effectively by all;
- Work within the school community to translate the vision into agreed objectives and operational plans which will promote and sustain school development;
- Work with the Headteacher to set targets within the School Improvement Plan to further enrich children's educational experience and strive for excellence;
- Develop and present a coherent, understandable and accurate account of the school's performance in relation to targets, using a range of evidence (including data) to inform a range of audiences including governors, parents and carers;
- Build a collaborative learning culture within the school and actively engage with other schools, including our partner Infant School, to build effective learning communities;

- Promote partnerships between home and school – being a visible, approachable presence that engages with parents and seeks open and honest dialogue, working to resolve concerns prior to significant issues arising;
- Set up opportunities to ensure parents are invited into school to learn, through first hand involvement, how we teach and children learn – through assemblies, sharing learning sessions and running parent workshops;
- To support the Headteacher in providing all necessary information to the governors, the LA and DfE, and consult with relevant representatives as appropriate;
- To support the Governing Body in challenging and supporting the school effectively so that weaknesses are tackled decisively and statutory responsibilities are always fully compliant.

**Leading teaching and learning (pupils) - the Deputy Head teacher will:**

- Inspire teachers to be active facilitators of learning who provide rich opportunities for the children, where they are actively involved in the learning process, enabling them to reach high standards;
- Be an exemplary classroom practitioner capable of securing rapid rates of progress in children's outcomes and ensuring others are accountable for being ambitious for all;
- Promote excellence in teaching and learning, establishing policies, monitoring and evaluating their effect and taking appropriate action;
- Ensure a consistent and continuous school-wide focus on developing an aspiration learning culture where high standards are evident across the curriculum; using evidence in pupils' outcomes, data and benchmarks to monitor progress;
- Take a leading role in the further development of the curriculum and review its impact – evidencing strengths and identifying areas for further improvement;

**Developing others - promoting and sustaining effective teaching and learning to secure improvement (staff).**

**The Deputy Headteacher will:**

- Take a leading role in development of staff's pedagogical knowledge, maintaining up to date research and subject knowledge to inform others and shape school policy;
- Monitor, evaluate and review classroom practice. Celebrating strengths and identifying areas for development, challenging underperformance and putting in supportive targets and plans to improve standards for all;
- Develop and maintain effective strategies and procedures for staff induction and professional development; training the staff to be the best that they can be;
- Take on the role of line manager for half of the teaching staff undergoing their performance review in accordance with the appraisal and monitoring policy;
- To maintain exemplary teaching practice across the school and act as a model of good teaching and learning, working alongside those that need further development in order to be the strongest teachers that they can be – monitoring teaching and learning and setting targets or support plans for those that need improving. Provide high quality coaching to ensure high standards of teaching and learning from all staff;
- Ensure individual staff accountabilities are clearly defined, understood and agreed and are subject to rigorous review and evaluation;
- To monitor, with the Headteacher and Assistant Headteacher, the learning and experiences of all children but with a specific focus on ensuring that children with SEND have their needs met and make appropriate progress;
- To support the Assistant Headteacher (Inclusion Manager) in line managing Teaching Assistants and identifying training needs in order to support the children in our care who have the greatest need.

**Systems and processes and management - Assist the Headteacher to:**

- Create an organisational structure that reflects the school's ethos and enables the management systems, structures and processes to work effectively in line with legal requirements;
- Share full Designated Safeguarding Lead (DSL) responsibilities, maintain regular training and overseeing all entries on CPOMS – ensuring that a culture of putting children first and identifying concerns is understood to

be everybody's responsibility. Full commitment to working in partnership with the other DSLs to keep children safe - prioritising this work over everything else;

- Take responsibility for the smooth running of the school in the absence of the Headteacher, fulfilling the legal duties of deputation as detailed in the latest government teachers' pay and conditions document;

#### **General**

- Take on specific tasks related to the day to day administration and organisation of the school as requested by the Headteacher i.e. assemblies, duties, running staff meetings or TA meetings;
- Take on any additional responsibilities which might from time to time be determined or needed to support the smooth running of the school;
- Create and maintain positive and supportive relationships with staff, parents, the PTA and Governors;
- To engage with appropriate training opportunities to promote professional effectiveness – keeping up to date with current educational trends and research;
- To be aware of and comply with policies and procedures relating to child protection, safeguarding, health and safety, security, equal opportunities and confidentiality, reporting any concerns and working with the Headteacher to ensure that the school is fully compliant with statutory guidelines and promotes a culture where wellbeing is given the highest priority for all.
- Regularly review own practice, set personal targets and take responsibility for own personal development;
- Manage own workload; taking responsibility to work with autonomy to meet deadlines and work collaboratively to develop the most effective ways of working;
- To support and aim for an appropriate work/life balance for all – including senior leaders;

The Deputy Headteacher will also be expected to fulfil the professional responsibilities of a teacher, as set out in the School Teachers' Pay and Conditions Document when modeling teaching or when covering classes (as and when required).

The Deputy Headteacher will be required to be a full Designated Safeguarding Lead, undergoing full training and being responsible for keeping this up to date, and has a specific job description for this aspect of their role.

This job description outlines the main roles and responsibilities of the Deputy Headteacher, it is illustrative of the general nature and level of responsibility of the role, rather than a comprehensive list of all tasks that the Deputy Headteacher will carry out or be asked to do. The post holder may be required to do other duties appropriate to the level of the role, as directed by the headteacher, to achieve the smooth running of the school and achieve the schools vision.

**Signature of post holder** \_\_\_\_\_ **Date**    /    /

**Signature of Headteacher** \_\_\_\_\_ **Date**    /    /