



Whitwick St John the Baptist CE Primary School

Job Description – Deputy Headteacher

(Leadership Spine L4 – L10)

Full-time, Permanent

Job Purpose

The Deputy Headteacher will:

- Support the Headteacher in delivering the strategic leadership of the school.
- Deputise for the Headteacher in their absence.
- Be a key member of the Senior Leadership Team, contributing to whole-school development, improvement, and strategic planning.
- Promote and model excellent teaching and learning across the school.
- Take a lead role in monitoring and raising standards, ensuring all pupils thrive in line with our vision: "Grow, Achieve, Bloom, Repeat."

Line Management and Accountability

The Deputy Headteacher is:

- Directly responsible to the Headteacher
- Responsible to the Governing Body in the absence of the Headteacher.
- Expected to lead and manage staff, including undertaking performance management, as delegated by the Headteacher.

Key Responsibilities

Strategic Leadership

- Support the Headteacher in setting and implementing the strategic direction of the school in line with its Christian ethos and core vision.
- Contribute to school self-evaluation and improvement planning.
- Interpret and analyse performance data to inform priorities and drive improvements.

Teaching and Learning

- Lead on maintaining and improving the quality of teaching and learning throughout the school.
- Support staff in developing effective classroom practices and provide coaching, mentoring, and professional development.
- Lead by example as an excellent classroom practitioner.
- Promote and be proactive in the review of an inclusive, ambitious and creative curriculum for all pupils, including those with additional needs.

Curriculum and Assessment

- Oversee curriculum development and implementation across key stages
- Monitor pupil progress using a range of assessment tools and ensure data is used effectively to raise standards.
- Ensure robust systems are in place for tracking pupil achievement.

Leading and Managing Staff

- Promote a culture of collaboration, support, and high expectations among staff.
- Lead on staff development, performance management, and the induction of new colleagues. This will include the role of Induction tutor for ECTs.
- Take a proactive role in leading change and ensuring continuous school improvement.
- Model professionalism and high standards of behaviour, communication, and commitment.
- Work closely with relevant staff to ensure the smooth running of the school.

Behaviour, Wellbeing and Inclusion

- Uphold and model the school's values, rules and routines.
- Promote positive behaviour and a safe, inclusive environment where every child can flourish.
- Lead on approaches that support wellbeing and promote pupils' personal development.

Operational and Organisational Management

- Support the Headteacher in managing the daily operation of the school.
- Assist in staff deployment and cover arrangements.
- Contribute to safeguarding practices, including acting as a Deputy Designated Safeguarding Lead (DDSL)
- Assist in ensuring school policies and procedures are implemented consistently.

Partnership and Community Engagement

- Develop strong working relationships with pupils, staff, parents, governors, and external partners.
- Lead and represent the school in collaborative partnerships, including the Collaborative Partnership.
- Promote the school's ethos and vision within the wider community.
- Lead on the promotion of the school through social media and within the local community.
- Ensure the school website is current, accessible, and reflects the school's vision and achievements.

Safeguarding and Safer Recruitment

- Take a lead role in safeguarding and child protection across the school.
- Be trained in safer recruitment and participate in recruitment processes as required.
- Uphold and promote the school's safeguarding policies and practices at all times.

General

- Undertake any professional duties reasonably delegated by the Headteacher.
- This job description may be reviewed annually or sooner if required, in consultation with the postholder.