



WIRRAL HOSPITALS' SCHOOL

“Working together to make everything better”
An Ofsted “Outstanding” School

Headteacher: Mr P Arrowsmith

Joseph Paxton Campus, 157 Park Road North, Claughton, Wirral. CH41 0EZ

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JOB DESCRIPTION

DEPUTY HEADTEACHER – SEPTEMBER 2025

Purpose: To work with the Governing Body, Headteacher, and the Senior Leadership Team to create and sustain an environment in which all our pupils achieve their maximum individual potential within a school community that provides high quality education and celebrates the achievement of all its members.

- To take responsibility for the day to day running of the school's Joseph Paxton Campus.
- In the absence of the Headteacher, to assume authority and responsibility for all aspects of the educational services pertinent to the assigned role as outlined above.
- To assume the role as a leader within the service, inspiring, motivating, challenging and supporting colleagues, partners and pupils.
- To make significant contributions to service-wide policy and decision making.
- To work with the staff in the service to translate policy into practice, ensuring that the vision for the service remains at the core of strategic planning.
- To be able to analyse and evaluate the impact and difference made by strategic actions.
- To manage staff and resources.
- To undertake any professional duties of the Headteacher reasonably delegated by the Headteacher.

Reporting to: Headteacher

Working time: As per STPCD

Salary/Grade: L18 - 22

Disclosure level: Enhanced

Core duties:

- **To own and implement the vision of the school by:**
 - Displaying a full understanding and embracing of the distinctive mission of the service and its place within the wider Wirral community and beyond;
 - Displaying a personal philosophy of education in line with that of the service;
 - Creating a supportive environment where all pupils and staff are respected;
 - Demonstrating commitment to the aims of the service;
 - Excellent teaching, articulating and modelling high expectations in a culture of challenge and support, motivating, inspiring and supporting our staff and pupils as a Senior Leader;
 - Demonstrating, and creating in others, standards of professional behaviour that support effective teaching and learning, as well as the development of all our staff;
 - Understanding and embodying the importance of support for, and loyalty to, our educational service and its staff;
 - Ensuring that all initiatives are in line with the SIDP, and, through collaborative work with the Headteacher, that the SIDP prioritises the key development needs of the service;
 - Demonstrating commitment to leadership and management through attendance at staff meetings, Senior Leadership Team meetings and INSET;
 - Demonstrating commitment to leadership and management through attendance at Governing Body meetings;
 - A willingness to carry out home visits and hospital visits as required;
 - Preparation and delivery of reports to a variety of stakeholders.

- **Management of staff by:**
 - Monitoring, evaluating and determining their professional development needs;
 - Ensuring all staff are meeting the requirements of their relevant professional standards;
 - Gaining their contributions to the service's Development Plan and Self Evaluation Form;
 - Assuming full line management responsibility in accordance with the service's staffing structure.

- **Responsibility for Inclusion and Access by:**
 - Establishing and maintaining an effective partnership with our parents and carers, partner agencies and schools, meeting with them to ensure achievement, and the personal development, of all pupils;
 - Representing the service in collaboration with other agencies and schools to ensure that the academic, pastoral, social, emotional, and cultural needs of all our pupils are being met, and that the pupils are safe and protected;
 - Working with external agencies, such as the LACES team, to ensure that all our pupils access their right to a meaningful education;
 - Liaising with external support services to ensure that all our pupils can access the provision and the curriculum;
 - Managing provision and all facilities to ensure accessibility.

- **Support the Headteacher in the management of the service's finances by:**
 - Routine involvement in budget planning, setting and monitoring;
 - Identification of alternative funding streams and ability to bid for funding;
 - Keeping up-to-date with new financial systems and procedures.

NOTE: Responsibility for other significant areas to be negotiated with the successful candidate. These will include some of the responsibilities listed below.

- **Responsibility for staff INSET and evaluating its impact on teaching and learning by:**
 - Using priorities from SEF, and liaison with senior and middle leaders, to support and promote staff CPD;
 - In line with SEF and service's DP, establishing an INSET programme for the service that promotes best practice and professional development of all staff;
 - Seeking feedback from relevant staff and monitoring the effectiveness of the service's INSET programme.

- **Performance Management and quality assurance of teaching and learning by:**
 - Working with the SLT and middle leaders to implement the professional development policy and practices to support high quality teaching and learning;
 - Ensuring that Professional Development is linked to national standards and that all staff are accountable for working to these standards;
 - Leading on the monitoring and evaluation of teaching and learning;
 - Reporting to relevant stakeholders on the quality of teaching and learning within the service.

- **Management of data and Information systems by:**
 - Taking overall responsibility for ensuring that all relevant data is inputted, monitored and evaluated as required;
 - Using national comparisons wherever possible to analyse the data;
 - Reporting of data to all relevant stakeholders;
 - Monitoring and evaluating standards in teaching and pupils' progress and providing analysis of qualitative and quantitative data to promote further improvement and developments;
 - Collation of information from involved agencies;
 - Establishment of appropriate baselines for both academic and personal and social development;
 - Training staff in management of data systems.

- **Responsibility for the wellbeing, progress and development of the service's Looked After, and Previously Looked After, children by taking on the role of Designated Teacher.**

- **Ensuring that the service remains fully compliant in relation to all aspects of health and safety by leading the service's relevant staff with responsibility for various aspects of health and safety, e.g. site manager, EVC etc.**

This post will also carry a teaching commitment of up to 5 lessons per week.

To carry out any other duties as required by the Headteacher.

September 2025

