

Deputy Headteacher job description

Employment details	
Job title	Deputy Headteacher
Reports to	Headteacher
Hours of work	Full time- Non teaching
Salary	£53972- £59558 L9-L13

General duties

- Taking a leading role in the day-to-day management of the school.
- Implementing, modelling and adherence to all school policies and procedures.
- Attending and contributing to all relevant meetings.
- Planning and chairing meetings where necessary.
- Cultivating and sustaining effective positive relationships with all staff, pupils, parents, governors and stakeholders.

Strategic direction and school development

- Contributing to the development of the school's vision, ethos, values and strategic direction.
- Contributing to the formulation, monitoring and implementation of the SDP.
- Supporting staff members to understand and adhere to the school's strategic direction.
- Keeping fully up-to-date with Education policy, including relevant legislation, statutory guidance and good practice recommendations within the sector.
- Contributing to decisions on all aspects of policy in the school.
- Providing advice and support to the governing board to aid it in conducting its strategic responsibility.
- Contributing to annual budget planning and monitoring as needed e.g pupil premium spend

Leadership and management

- Supporting the headteacher:
 - Assisting and supporting the headteacher in all functions of their role.
 - Deputising for the headteacher in their absence.
 - Undertaking duties as delegated by the headteacher.
 - Working with the headteacher to ensure and uphold a clear system of task delegation and devolution of responsibilities for all staff.

- School performance
 - Working with the headteacher to set targets, aims and objectives on a termly basis.
 - Supporting staff to understand and meet the school's targets, aims and objectives.
 - Evaluating the school's performance in relation to its SDP objectives and working with the headteacher to adjust the school's practice in line with findings.
- Staff management
 - Line managing staff as identified by the headteacher.
 - Participating in the recruitment process for new staff members.
 - Motivating staff in their roles and supporting them in aspects of their roles as necessary.
 - Contributing to the performance management process of staff as necessary, including evaluating performance and challenging underperformance.
 - Take a lead on CPD opportunities for all staff across school to provide effective training for staff members, including INSET days.
 - Contributing to audits of staff skills and training needs.

Teaching and learning

- Undertake role of curriculum lead and quality of education and as such monitor standards of teaching and learning across the school.
- Ensuring that resources are managed and appropriately allocated across the school to support effective teaching and learning and in line with EHCP provision.
- Contributing to the existing ethos of the school to enable staff/pupils and families to continue to be the best they can be.
- Working with the [headteacher](#) and [LMT](#) to monitor, evaluate and review classroom practice and promote improvement strategies.
- Working alongside monitoring lead to implement systems for recording pupil progress.
- Contributing to the establishment and monitoring of systems to keep parents informed about the curriculum and their children's performance.

Training and professional development

- Actively engaging in CPD to ensure professional skills are up-to-date.
- Undergoing training as necessary to ensure that all aspects of the role can be effectively conducted.
- Working to consistently meet the 'Headteachers' standards'.

Pupil wellbeing and safeguarding

- Support behaviour lead to maintain high standards of emotionally based behaviour support.

- Taking responsibility for promoting and safeguarding the welfare of pupils via **DSL** role.
- Designated Teacher for LAC/PLAC and CWSC
- Contributing to a school culture which prioritises pupil wellbeing and mental and physical health.
- Being an approachable and professional authority figure for pupils to come to with any issues they may have.
- Contributing to the creation of an enriching and positive culture which impacts school life and ensure a positive and respectful attitude amongst pupils and staff in the school.

Deputy Headteacher person specification

Qualifications and training	
Essential	Desirable
<ul style="list-style-type: none"> • Qualified teacher status (QTS). • A degree-level qualification or equivalent. • Further relevant professional and/or academic study and evidence of CPD. E.g. NPQSL/NPQML 	<ul style="list-style-type: none"> • Knowledge of current issues in Education. • Experience of CIN/LAC/CGM/PEP meetings • A relevant leadership qualification. • Existing DSL/Deputy DSL
Skills and experience	
Essential	Desirable
<ul style="list-style-type: none"> • At least one year of proven successful senior leadership and management experience in a school. i.e. AHT/Deputy • A proven record of supporting children with complex needs. • Experience of monitoring quality of education for SEND pupils and using it to inform future practice. • Experience of line managing other members of staff. • Experience of leading whole-school initiatives. 	<ul style="list-style-type: none"> • Evidence of demonstrating strategic leadership. • Experience of working throughout the primary age range • Experience of raising standards that have impacted positively on pupils and teaching and learning. • Experience of making effective use of funding and other resources. • Awareness of UNICEF rights of child
Knowledge	
Essential	
<ul style="list-style-type: none"> • An understanding of how to empower pupils and staff to excel (be the best they can be). • Strong time and people management skills. • Clear pedagogical knowledge of SEND learners and understanding of strategies to ensure progress for every pupil. • An understanding of trauma informed practice • A clear understanding of and commitment to promoting safeguarding pupils. • Excellent communication skills and proven ability to listen to, understand and work effectively with the school community. • Knowledge and understanding of the statutory frameworks which set out their professional duties and responsibilities. • Existing DSL (desirable) 	

Personal traits

The successful candidate will be

- Able to build positive relationships with staff/pupils/families rooted in mutual respect.
- Committed to valuing, supporting and encouraging the professional development of all staff and parents.
- Able to build and nurture a strong, positive and collaborative team culture that enables all staff to carry out their roles to the highest standard and for all staff to work together to deliver school improvement.
- Committed to building and maintaining effective and positive relationships with parents, governors, and the wider school community.
- Able to inspire and influence others, within and beyond the school, to believe in the fundamental importance and value of education in young people's lives.
- Able to foster an open, transparent and equitable culture and deal effectively with difficult conversations and conflict at every level.
- Able to show tolerance and respect for the rights of others, recognising differences and cultural diversity, while upholding the fundamental British values.
- Able to ensure that personal beliefs are not expressed in ways which exploit their position, pupils' vulnerability or might lead to pupils breaking the law.

Additional requirements

The successful candidate will have

- An enhanced DBS certificate with barred list check
- Evidence of previous senior leadership experience in a school.
- At least two valid professional references.