

Deputy Headteacher job description

Employment details	
Job title	Deputy headteacher
Reports to	Headteacher
Hours of work	Full Time
Salary	L5-L9

Professional Responsibilities

To carry out the duties of a deputy headteacher as set out in the current School Teachers' Pay and Conditions of Service. The post-holder will be required to exercise their professional skills and judgements to carry out, in a collaborative manner, the professional duties set out below.

General duties

- Teaching for 3 days and undertaking all relevant duties of a class teacher while acting in that capacity.
- Taking a leading role in the day-to-day management of the school.
- Being responsible for timetables and cover arrangements.
- To be a designated Safeguarding Lead as set out in Annex B of the current version of Keeping Children Safe in Education – Statutory Guidance for Schools and Colleges.
- Implementing, enforcing and exhibiting model adherence to all school policies and procedures.
- Modelling leadership and professional behaviour at all times in line with the headteacher and teacher standards.
- Actively promoting and demonstrating the school values of being respectful, caring, resilient, positive, independent and aspirational.
- Attending and contributing to all meetings of the staff cohort and the SLT.
- Planning and chairing meetings where necessary.
- Cultivating and sustaining effective positive relationships with all staff, pupils, parents, governors and stakeholders.
- Undertake any additional duties or responsibility which may be reasonably regarded as within the nature of the post or determined by the headteacher.

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.
- To be responsible for overseeing and developing the whole school curriculum, developing it in collaboration with subject leaders providing mentoring and coaching as required.
- 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.
- Be creative, enthusiastic and proactive when working to deliver the targets and objectives in the School Development Plan.
- Act as a role model for others through the setting of high standards of classroom practice and professionalism.
- Providing advice and support to the governing body to aid it in conducting its strategic responsibility.
- Contributing to annual budget planning and monitoring.
- Support and extend the programme of visitors and visits including residential visits and link these to the curriculum.

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.
 - Leading the school through all external reviews and inspections.
- **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 targets, aims and 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.

- Working with the headteacher to ensure staff access CPD opportunities, and supporting staff to access such opportunities.
- Contributing to audits of staff skills and training needs.
- Working with the governing body and headteacher to secure and provide effective training for staff members, e.g. through INSET days.

Teaching and learning

- Monitoring standards of teaching and learning in the school to ensure the highest quality of education for all pupils.
- Ensuring reliable processes are in place when assessing pupils' knowledge and understanding of the curriculum.
- Ensuring that resources are managed and appropriately allocated across the school to support effective teaching and learning.
- Maintain a close working relationship with subject leaders in developing a whole-school curriculum.
- Contributing to creating a culture of high attainment and performance where high standards are held for all pupils from all backgrounds, abilities and needs.
- Working with the headteacher and SENCO to ensure that the curriculum effectively supports all pupils with SEND to thrive academically.
- Working with the headteacher to monitor, evaluate and review classroom practice and promote improvement strategies.
- Working with the headteacher to implement systems for recording pupils' progress.
- Contributing to the establishment and monitoring of systems to keep parents informed about the curriculum and their children's performance.
- Actively support extra-curricular and enrichment activities to enhance pupils' experiences.

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.

Pupil wellbeing and safeguarding

- Taking a lead role in managing pupil behaviour across the school.
- Taking responsibility for promoting and safeguarding the welfare of pupils, and carrying out DSL duties as outlined in 'Keeping Children Safe in Education.'

- 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.

This job description will be reviewed annually. It can be amended as circumstances deem necessary following reasonable negotiation at the request of the headteacher or post holder.

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 (NPQH) and/or academic study and evidence of CPD. 	<ul style="list-style-type: none"> • Knowledge of current issues in Education. • A relevant leadership qualification such as Masters Level Degree
Skills and experience	
Essential	Desirable
<ul style="list-style-type: none"> • At least one year of proven successful leadership and management experience in a school. • Experience of working throughout the primary age range. • Experience of analysing data and using it to inform future practice. • Experience of line managing other members of staff. • Experience of leading whole-school initiatives. • Working with school parents' groups and the wider community 	<ul style="list-style-type: none"> • Evidence of demonstrating strategic leadership. • Experience of raising standards that have impacted positively on pupils and teaching and learning. • Experience of making effective use of funding and other resources.

- Experience of being a designated safeguarding lead.
- Excellent communication skills and proven ability to listen to, understand and work effectively with the school community.

Knowledge

Essential

- An understanding of how to empower pupils and staff to excel.
- A clear understanding of what makes good and outstanding teaching through a deep understanding of how pupils learn, and the ability to develop a culture where striving for outstanding teaching and learning is central to the school's work.
- Strong financial planning and management skills.
- A clear understanding of and commitment to promoting safeguarding pupils.
- Knowledge and understanding of the statutory frameworks which set out their professional duties and responsibilities.

Personal traits

The successful candidate will

- Demonstrate a supportive approach to working alongside the headteacher.
- Be approachable.
- Communicate clearly and effectively with all stakeholders.
- Able to demonstrate optimistic personal behaviour.
- Able to build positive relationships rooted in mutual respect.
- Able to work under pressure whilst maintaining a positive, professional attitude.
- Able to prioritise workload and work on own initiative.
- Able to respond positively to feedback.
- Able to hold challenging conversations appropriately
- Committed to valuing, supporting and encouraging the professional development of all staff.
- 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.
- Committed to making a wider contribution to the wider life and ethos of the school.
- 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 sensitively and effectively with difficult conversations and conflict at every level.
- Able to show acceptance and respect for the rights of others, recognising differences and diversity and 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 leadership experience in a school.
- At least two valid professional references.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This Job Description is current at the time of printing but will be reviewed on an annual basis and, following consultation, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

Rocks Park Primary School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo vetting appropriate to the post, including an enhanced DBS check. The successful applicant will be expected to adhere to all safeguarding, welfare and health and safety policies and procedures of the school. All pre-employment checks are in line with "Keeping Children Safe in Education" statutory guidance.