

Deputy Headteacher

Job Description

Salary: Leadership: Inner London weighting L13 – L17

Contract type: Full-time - permanent

Reporting to: Headteacher

Main purpose

The Deputy Headteacher is responsible for undertaking the professional duties and responsibilities of a Deputy Headteacher, as set out in the current School Teachers' Pay and Conditions document.

The Deputy Headteacher, under the direction of the Headteacher, will:

- Provide both strategic and day to day leadership and management of the school
- Secure high-quality education and support for all pupils
- Ensure the success and improvement of the school
- Lead on the development of teaching and learning across the school
- Lead and promote effective partnerships with parents, carers and professionals to identify additional needs and provide support and adaptation where appropriate.

The Deputy Headteacher will also be expected to fulfil the professional responsibilities of a Headteacher, as set out in the School Teachers' Pay and Conditions Document (STPCD).

Qualities

The Deputy Headteacher will:

- Uphold public trust in school leadership and maintain high standards of ethics, behaviour and professional conduct
- Build positive and respectful relationships across the school community
- Serve in the best interests of the school's pupils and their families.

Duties and responsibilities School

Culture and behaviour

Under the direction of the Headteacher, the Deputy Headteacher will:

- Create a culture where pupils experience a positive and enriching school life
- Uphold educational standards in order to prepare pupils from all backgrounds for their next phase of education and lifelong learning
- Ensure a culture of staff professionalism
- Encourage high standards of behaviour from pupils that are understood by staff and pupils and clearly demonstrated by all adults in school
- Use consistent positive approaches to managing behaviour, in line with the school's behaviour policy
- Take responsibility and show initiative where appropriate, being sensitive and responsive to the changing needs of pupils, families and staff.

Teaching, curriculum and assessment

Under the direction of the Headteacher, the Deputy Headteacher will:

- Have ambitious expectations for all pupils
- Provide a role model for staff by demonstrating outstanding teaching, setting high standards and having high expectations of pupils and staff
- Promote a culture and practices that enables all pupils to access the curriculum
- Effectively use formative assessment to inform strategy and decisions

- Ensure the teaching of a broad, structured and coherent curriculum
- Establish curriculum leadership, including specialist areas and access to professional networks and communities
- Use valid, reliable and proportionate approaches to assessing pupils' knowledge and understanding of the curriculum
- Ensure the use of evidence-informed approaches to learning so that all pupils can make progress.

Organisational management and school improvement

Under the direction of the Headteacher, the Deputy Headteacher will:

- Share the leadership responsibility for developing, delivering and monitoring the school development plan
- Participate in School OFSTED inspections and/or relevant audits and reviews. Establish and oversee systems, processes and policies so the school can operate effectively
- Ensure staff and pupils safety and welfare through effective approaches to safeguarding as part of duty of care and assume the role of Designated Safeguarding Lead (DSL)
- Manage staff effectively with due attention to workload
- Ensure rigorous approaches to identifying, managing and mitigating risk
- Identify barriers to school effectiveness, and develop strategies for school improvement that are realistic, timely and suited to the school's context
- Lead school developments effectively and ensure they are implemented across the school
- Liaise with service providers to ensure facilities and technology throughout the school is robust and fit for purpose.

Professional development

Under the direction of the Headteacher, the Deputy Headteacher will:

- Ensure staff have access to appropriate, high standard professional development opportunities
- Keep up to date with developments in education
- Seek training and continuing professional development to meet needs.

Governance, accountability and working in partnership

Under the direction of the Headteacher, the Deputy Headteacher will:

- Understand and welcome the role of effective governance, including accepting responsibility
- Ensure that staff understand their professional responsibilities and are held to account
- Attend Senior Leadership Team, staff and governors' meetings and present information as necessary to a variety of audiences
- Ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties
- Work successfully with other schools and organisations
- Maintain working relationships with professionals and colleagues to improve educational outcomes for all pupils.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Deputy Headteacher will carry out. The post holder may be required to do other duties appropriate to the level of the role.