

Date: September 2025

Post: Deputy Headteacher

Scale: Leadership Scale 14 - 18

Responsible to: Headteacher

This appointment is subject to the current conditions of employment of teachers contained in the School Teachers' Pay and Conditions Document, the Education and Inspections Act 2006, the required standards for Qualified Teacher Status and other current educational legislation.

This job description maybe amended at any time following discussion between the Headteacher and the post-holder, and will be reviewed annually.

The post-holder will be required to work within the appropriate Professional Standards for Teachers.

KEY PURPOSE OF THE JOB

To carry out professional duties of a teacher other than a headteacher, as described in Part 10 of the School Teacher's Pay and Conditions Document, including those duties particularly assigned to him/her by the headteacher

ROLES & RESPONSIBILITIES

1. To assist the headteacher in the leadership and management of the school and in all aspects of school improvement, including taking a sole or shared responsibility for the school in the absence of the headteacher
2. To take full responsibility for leading and managing significant aspects of the school, under the overall direction of the headteacher
3. To lead a system of culture of continual improvement and high standards in teaching through coaching, team teaching, and demonstrating excellence
4. To take a significant role in monitoring and evaluating school provisions related to raising standards and achievement
5. To lead on teaching and learning throughout the school, including the curriculum
6. To lead on internal assessment and tracking systems
7. To carry out teaching duties, as required, in accordance with the school's schemes of work and the National Curriculum. The nature of the teaching commitment will be negotiated between the post-holder and the headteacher on a regular basis.

LEADERSHIP AND MANAGEMENT:

1. To ensure that school vision is clearly articulated, shared, understood and acted upon by all; publicly support all decisions of the headteacher and Governing Body.
2. To assist the headteacher in shaping a vision and direction for the school, setting out very high expectations and with a clear focus on pupil achievement.
3. To play a significant role in setting aims and objectives for the school and in formulating the School Improvement Plan along with the headteacher, governors and other senior staff. To take responsibility for developing and monitoring policy and practice as identified in the School Improvement Plan, and in agreement with the headteacher.
4. To inspire, motivate and influence staff and pupils, taking a leading role in maintaining the highest standards of teaching, learning and pupil discipline.
5. To be able to demonstrate an ability to support and help develop a vision for high quality education that promotes spiritual, moral and cultural development

6. To provide an outstanding role model for all members of staff and for pupils in all aspects of school life. To be an exemplar of all school policies and practices. To actively promote the aims of the school. To offer guidance and support to colleagues.
7. To take responsibility for dealing with and reporting Health and Safety issues as they arise in the school. To raise awareness of Health and Safety issues among all members of the school community.
8. To take a leading role in improving the involvement of parents, carers and the community in the life of the school.
9. To have an ability to coordinate and motivate a team and manage change sensitively, including conflict resolution
10. To provide effective leadership and management to a team/teams of staff, as agreed with the headteacher.
11. To take full responsibility for leading and managing one or more major aspects of the school's curriculum provision, as agreed with the headteacher and governing body
12. To have responsibility for continuing professional development and staff appraisal within the school's line management structure.
13. To assist the headteacher and lead on significant aspects of school self review and evaluation and in the effective planning and management of school resources to secure improvements.
14. To maintain an informed view of standards and of the quality of teaching across the school by monitoring pupils' work and teachers' planning and teaching.
15. To provide guidance and support to leadership staff and other staff in order to improve the quality of teaching and learning.
16. To actively promote equality of opportunity by assisting the headteacher in ensuring the school's curriculum provides the best possible education for all its pupils, taking into account ethnicity, gender, Special Education Needs, pupils learning English as an Additional Language, disability and others with emotional needs that may affect learning.
17. To assist the headteacher in all aspects of the day-to-day administration and organisation of the school, as agreed with the Headteacher.
18. To take a significant role in the implementation of the school's performance management policy, to secure school improvement and individual professional development.
19. To participate in recruitment and selection, as agreed with the headteacher.
20. To deputise for the headteacher in the event of absence or unavailability, by carrying out leadership and management tasks in accordance with school policy and practice.

TEACHING AND LEARNING

1. To carry out teaching duties, as agreed with the headteacher, providing a model of excellence for colleagues.
2. To provide leadership and support for colleagues (teachers and assistants) with regard to teaching and learning and the curriculum.
3. To undertake a significant role in maintaining a high standard of pupils' behaviour and discipline, within the framework of the school policy and supporting other staff as necessary.
4. To liaise effectively with parents and carers to ensure good relationships between school and home in order to improve teaching, learning and behaviour.
5. To have knowledge of the SEND Code of Practice and statutory requirements for children with SEND
6. To have expertise and knowledge of strategies that can be used to make the curriculum accessible for children with a range of SEN, including augmentative and alternative
7. Ability to build and maintain effective relationships with parents, carers, partners and the wider community that enhance the education of all pupils

8. To take a leading role in the promotion of the school database of individual pupils' attainment and progress.

OTHER DUTIES AND RESPONSIBILITIES

1. To attend daily and weekly meetings, in accordance with school policy and to lead such meetings as required.
2. To take whole school assemblies and to support other staff with assemblies.
3. To prepare and present reports, as required to, e.g. governors, LEA officers, parents, outside agencies.
4. To attend occasional meetings during evening hours, at weekends or in school holidays, as required.

Equal Opportunity

The post holder will be expected to carry out all duties in the context of and in compliance with the School and Council's Equal Opportunities Policies.

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