

## Job Description

<b>Job Title:</b>	Deputy Headteacher
<b>Salary/Grade:</b>	Leadership Scale L11 – 15 (£69,368 – £73,105)
<b>Contracted Hours:</b>	Permanent, Full-Time
<b>Academy Name:</b>	Heathlands Primary Academy
<b>Location/Address:</b>	Heath Way, Castle Bromwich, Birmingham, B34 6NB

Greenheart Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We therefore expect all staff and volunteers to work to and within school policies and procedures, including safeguarding, child protection and health and safety.

The postholder is subject to satisfactory references which will be requested prior to the interview, an enhanced Disclosure and Barring Service (DBS) check, medical check, evidence of qualifications, plus verification of the right to work in the UK.

The appointment is subject to the current conditions of employment for the Headteacher's in the School Teachers' Pay and Conditions Document, the School Standards and Framework Act 1998, any other legislation relevant to Education and Academies and Greenheart policies and procedures.

At Greenheart, everyone is supported to become **confident, creative** and **successful** lifelong learners and **active** and **informed** members of their communities. Greenheart people always:

- Find shared solutions to problems
- Try new things
- Take ownership
- Keep learning and learn from each other
- Treat everyone fairly and kindly

### Purpose & Requirements of the Post:

To work under the direction of the Headteacher and, with their support, provide professional leadership and operational management that sustain the school's ongoing success and development, ensuring high-quality education for all pupils within a safe and nurturing environment.

The Deputy Headteacher will hold a teaching responsibility as designated by the Headteacher.

This job description should be read alongside, and in conjunction with, the range of professional duties outlined in the Teachers' Standards (2021) and the current Schools Teachers' Pay and Conditions document. This job description should not be perceived as detracting from these documents.

### Relationships:

**Reporting to:** Headteacher

**Line Management:**

## Duties & Responsibilities:

### Quality of Education and School Improvement

Support the headteacher as required to

- ♥ Develop and operationalise a clear and ambitious strategic vision for the successful development of the school.
- ♥ Motivate and inspire others, empowering all pupils and staff to excel.
- ♥ Demonstrate and articulate high expectations.
- ♥ Promote positive and respectful relationships with all members of the school community supporting staff, pupil and community voice.
- ♥ Lead curriculum development and innovation and take responsibility for key areas such as a core subject, assessment and/or Early Years.
- ♥ Promote an inclusive school.
- ♥ Ensure the implementation of effective intervention and support programmes, analysing and evaluating their impact.
- ♥ Implement strategies that continue to promote high standards of behaviour, attendance and well-being.
- ♥ Ensure the quality of teaching and learning consistently demonstrates improvement.
- ♥ Ensure a culture of staff professionalism where professional development is valued and encouraged and, where required, lead training.

### Leadership and Management

Support the headteacher as required to

- ♥ Translate the vision into agreed objectives and operational plans.
- ♥ Enable the school to give every pupil high quality education which promotes the highest possible standards of achievement, personal education and wellbeing.
- ♥ Ensure that the highest priority is given to promoting safeguarding the welfare of children.
- ♥ Model the values and vision of the school.
- ♥ Embrace the positives of using the “digital world” to enhance learning, whilst using rigorous approaches to minimise risk.
- ♥ Deputise for the headteacher as required, managing the school on a day-to-day basis ensuring that policies, including safeguarding and Health and Safety, are fully adhered to.
- ♥ Prepare for inspection and external review.
- ♥ Ensure staff are line managed effectively, in a supportive manner and following advice, guidance and appropriate policies.

### Promotion of School and Community

Support the headteacher to

- ♥ Sustain an ethos and culture which embraces the richness and diversity of the local and wider communities.
- ♥ Collaborate with other agencies to promote the academic, spiritual, moral, social, emotional and cultural well-being of children and their families.
- ♥ Maintain and develop effective partnerships with parents and carers to support and improve children’s achievement and personal development.

### Leading Safeguarding

Support the headteacher and DSL team to

- ♥ Ensure that all safeguarding policies and practices fully meet current national guidance and are published as required, and to serve as a Deputy DSL.
- ♥ Ensure all staff and volunteers are fully trained and aware of their responsibilities.
- ♥ Co-operate and work with relevant agencies to protect children
- ♥ Continually update own knowledge and skills.
- ♥ Model and articulate effective safeguarding at all times, maintaining a safe and secure school.

The Deputy Headteacher is expected to undertake any other duties as may reasonably be required by the Headteacher, consistent with the nature and level of the responsibility of the post.

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<b>Developed by:</b>	Director of People	<b>Date of issue:</b>	26 March 2026
<b>Signature of postholder</b>		<b>Date of signature:</b>	