

Redriff Primary School

Deputy Head Teacher – Job Description

Post:	Deputy Head Teacher
Salary:	Leadership Pay Scale Inner London L11 – L15
Contract Type:	One year fixed term/Full Time
Responsible To:	Headteacher

Job Purpose

To work in partnership with the Headteacher to provide strategic leadership and management of Redriff Primary School, ensuring the highest standards of education, inclusion, safeguarding, personal development and pupil outcomes.

The Deputy Headteacher will play a major role in shaping and implementing the school's vision, values and strategic priorities, contributing to the continuous improvement of teaching, learning, curriculum, behaviour, attendance, safeguarding and wider school effectiveness.

The Deputy Headteacher will support the Headteacher in leading staff, managing resources and securing excellent outcomes for all pupils, while promoting the values and expectations of Redriff Primary School and the City of London Academies Trust.

The Deputy Headteacher is expected to model exceptional professional standards, demonstrate visible and values-led leadership, and actively contribute to a culture of high expectations, inclusion, safeguarding and continuous improvement. They will be a key ambassador for the school and Trust, promoting excellence for every child and supporting the development of future leaders.

In the absence of the Headteacher, the Deputy Headteacher will undertake the professional duties of the Headteacher.

Key responsibilities

Specific areas of responsibility will be determined upon appointment and may evolve in response to the needs of the school. All Deputy Headteachers are expected to contribute to whole-school leadership across teaching and learning, curriculum, inclusion, safeguarding, behaviour, personal development and school improvement.

Strategic Leadership

- Work alongside the Headteacher as a member of the Core Leadership Team to provide strategic direction for the school.
- Contribute to the development, implementation and evaluation of the School Development Plan.
- Lead and contribute to whole-school improvement initiatives that raise standards and improve outcomes for pupils.
- Promote and model the school's vision, values and culture.
- Lead significant areas of school development as agreed with the Headteacher.
- Support the Headteacher in self-evaluation, strategic planning and school improvement activities.
- Ensure all statutory responsibilities are fulfilled effectively.
- Deputise for the Headteacher as required.
- Lead and promote a positive, inclusive and ambitious school culture where high expectations, strong relationships and a sense of belonging enable all pupils and staff to thrive.
- Support the implementation and ongoing refinement of whole-school behaviour systems, routines and expectations to ensure consistency and excellence.
- Lead the implementation of school improvement priorities using evidence-informed approaches, ensuring effective planning, delivery, monitoring and evaluation of change initiatives.
- Contribute to the strategic leadership and quality assurance of the school's specialist provision, ensuring effective inclusion and excellent outcomes for pupils with SEND.

Teaching, Learning and Curriculum

- Promote and secure consistently high-quality teaching and learning across the school.
- Contribute to the strategic development, implementation and evaluation of the curriculum.
- Ensure curriculum provision is ambitious, inclusive, well-sequenced and meets statutory requirements.
- Lead and participate in quality assurance activities including lesson visits, learning walks, work scrutiny, pupil voice and data analysis.
- Use evidence-informed practice to improve teaching and learning.
- Support the development of subject leadership and middle leadership capacity.
- Contribute to the design, delivery and evaluation of professional development programmes.
- Ensure high expectations for teaching, learning and achievement are consistently maintained.
- Promote high-quality adaptive teaching and inclusive classroom practice, ensuring that the majority of pupil need is successfully met through universal provision and high-quality teaching.
- Ensure continuity and progression from the Early Years Foundation Stage through to Key Stage 2, promoting strong foundations for learning and development.

Inclusion, Safeguarding and Pupil Wellbeing

- Promote an inclusive culture where every pupil is supported to achieve their full potential.
- Contribute to the strategic leadership of SEND, disadvantaged pupils, EAL learners and other vulnerable groups.
- Support the development and evaluation of strategies to close attainment and opportunity gaps.
- Provide strategic oversight of attendance, punctuality and persistent absence, ensuring effective systems, interventions and partnerships are in place to maximise pupil attendance and engagement.
- Lead and promote high standards of behaviour, attitudes and personal development.
- Support systems that ensure effective behaviour support, intervention and reintegration where required.
- Contribute to the school's safeguarding culture and fulfil safeguarding responsibilities as a member of the safeguarding team.
- Support attendance improvement strategies and monitor their impact.
- Promote positive mental health and wellbeing for pupils, staff and families.
- Work collaboratively with external agencies and professionals to support pupils and families.
- Promote a rich programme of personal development, enrichment and wider opportunities that develops pupils' character, confidence, leadership and aspiration.
- Where directed, act as a Designated Safeguarding Lead or Deputy Designated Safeguarding Lead where required, ensuring safeguarding systems, record keeping, referrals and multi-agency working are effective and compliant.

Assessment, Standards and Accountability

- Contribute to the development and implementation of the school's assessment strategy.
- Ensure assessment information is used effectively to improve outcomes for pupils.
- Monitor standards, progress and attainment across the school.
- Lead and participate in pupil progress meetings and subsequent actions.
- Analyse school performance data to identify strengths, priorities and barriers to achievement.
- Support the effective delivery of statutory assessments and reporting arrangements.
- Present information and evaluation to governors, trustees and other stakeholders as required.
- Promote a culture of accountability and continuous improvement.

Leadership of Staff and Professional Development

- Lead, manage and develop staff to secure high standards of performance and professional practice.
- Line manage designated staff and provide support, challenge and accountability.
- Undertake appraisal and performance management responsibilities.
- Support recruitment, induction and retention of high-quality staff.
- Coach, mentor and develop colleagues at all levels.

- Contribute to the planning and delivery of staff professional development.
- Foster a collaborative culture of professional learning and continuous improvement.
- Foster a culture of professional trust, collaboration, wellbeing and continuous improvement, ensuring staff are supported, challenged and empowered to develop their practice.

Operational Leadership

- Contribute to the effective day-to-day organisation and management of the school.
- Support the deployment of staffing and resources to maximise pupil outcomes.
- Ensure policies and procedures are implemented consistently and effectively.
- Contribute to risk management, health and safety, safeguarding and compliance requirements.
- Oversee designated budgets and ensure effective use of resources and best value.
- Support the efficient operation of systems and processes across the school.

Partnerships and Community Engagement

- Develop and maintain positive relationships with parents, carers and the wider community.
- Support effective communication and engagement with families.
- Represent the school at Trust, local authority and external partnership meetings.
- Build and sustain partnerships that enhance educational opportunities for pupils.
- Support bids, projects and initiatives that generate additional opportunities and resources for the school.
- Promote collaboration and system leadership beyond the school where appropriate.

Governance and Trust Responsibilities

- Attend and contribute to meetings of the Local Governing Advisory Board as required.
- Prepare reports and evaluations for governors, trustees and external stakeholders.
- Lead and support governor monitoring visits.
- Contribute to Trust reviews, audits and scrutiny processes.
- Support the implementation of Trust priorities and initiatives.
- Contribute to Trust-wide networks, reviews and school improvement activities, sharing expertise and supporting system leadership across the Trust.

General Responsibilities

- Uphold and actively promote the vision, values and ethos of Redriff Primary School and the City of London Academies Trust.
- Safeguard and promote the welfare of children and young people.
- Comply with all school policies and statutory requirements.
- Undertake any other duties reasonably requested by the Headteacher that are commensurate with the nature and level of the post.