

Job Description

Senior Deputy Headteacher



Job Category: Teaching - Leadership
Reports to: Headteacher
Line manages: Assistant Headteachers

Purpose of the Role

The Senior Deputy Headteacher will work in close partnership with the Headteacher, Deputy Headteacher and wider Senior Leadership Team (SLT) to ensure both the effective day-to-day running of the school and the strategic, long-term development of its provision. The Senior Deputy will take a leading role in driving whole-school continuous improvement, with a specific responsibility for raising standards in teaching and learning and the care and wider provision available for pupils with additional needs. This includes providing strategic oversight of key improvement priorities linked to inclusion and the quality of education, ensuring consistent, high-quality practice across the school and shaping a culture that promotes ambition, inclusion and excellence. The Senior Deputy Headteacher will act as the principal whole-school operational lead in the absence of the Headteacher, ensuring the smooth running of the school, maintaining high expectations and securing strong professional accountability at all levels.

Key Duties and Responsibilities

Directing the Organisation

- Set, drive and sustain exceptionally high standards across the whole school, ensuring consistency and ambition in all areas of provision.
- Provide strategic leadership for multiple whole-school priority areas, overseeing their development, implementation and evaluation to secure continuous improvement.
- Lead, mentor and challenge other SLT members, ensuring their roles contribute effectively to the school's strategic aims and organisational excellence.
- Champion and influence Trust-wide improvement priorities, contributing to the Community Inclusive Trust's work to raise standards across all its schools.
- Drive measurable improvements in the educational progress of pupils across the school, ensuring that outcomes reflect high expectations for all groups.
- Provide strategic leadership in the monitoring of teaching, learning and assessment, ensuring high-quality practice, rigorous evaluation and targeted development.
- Lead the design and coordination of interventions, ensuring staff have the skills, systems and support required to enable all pupils to access the curriculum and wider school life.
- Ensure support and professional development are precisely targeted, based on staff performance, pupil need and strategic priorities.
- Act as a key decision-maker within the SLT, contributing authoritatively to management and Local School Board meetings, and shaping whole-school direction.
- Oversee the strategic use of resources and research-informed approaches, ensuring budgets and investments drive improvements in the quality of education.
- Lead the performance management process of assigned senior leaders and teachers, ensuring robust professional accountability, high-quality coaching and alignment with school and Trust priorities.

Managing the Organisation

- Provide strategic oversight of the effective day-to-day deployment of staff
- Lead and quality-assure the safe and effective running of the school, taking primary responsibility for operational decision-making and ensuring systems, routines and expectations are consistently upheld.
- Mentor, coach and challenge colleagues across the school, including senior and middle leaders, to strengthen professional practice and build leadership capacity at all levels.
- To support the process of ensuring that all safeguarding training is up to date and that procedures are adhered to in relation to recruitment, visitors and off-site visits.

Strengthening Community

- Lead the development and sustainability of strong, purposeful links with the local community, ensuring partnerships enhance pupils' educational experiences and support whole-school priorities.
- Oversee and quality-assure effective communication between the school, parents/carers, external agencies and wider stakeholders, ensuring information is timely, professional and aligned with the school's strategic direction.
- Drive innovation in developing non-curricular and enrichment links between the school and the wider community, ensuring they complement the curriculum and support pupils' personal development and inclusion.

Securing Accountability

- Provide strategic oversight of subject leadership and coordination, ensuring subject leaders / coordinators are fully accountable for the effectiveness, development and impact of their curriculum areas.
- Lead and quality-assure robust monitoring of staff practice, ensuring consistency, high expectations and alignment with whole-school priorities.
- Ensure rigorous procedures are followed in holding staff professionally accountable, including addressing underperformance and supporting sustained improvement.
- Promote a culture where staff take responsibility for pupils' progress, achievement and the celebration of their success across the school.
- Use a wide range of evidence including performance data, wider progress information and pupil voice to evaluate and improve all aspects of school life, challenging poor performance where necessary.
- Ensure the school consistently promotes and safeguards the wellbeing and safety of all pupils, enabling them to achieve their full potential.

General

- The postholder is expected to fully engage with the Trusts performance management process.
- To demonstrate the core values of the school and Trust at all times.
- To attend staff meetings and Trust-based INSET as required.
- The postholder is required to carry out the duties in accordance with our Health & Safety policies and procedures
- To maintain at all times the utmost confidentiality with regard to all reports, records, personal data relating to staff and pupils and other information of a sensitive or confidential nature acquired in the course of undertaking duties for the Trust, with due regard to General Data Protection Regulations.
- The duties and responsibilities in this job description are not exhaustive. The postholder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the postholder.

Signed: _____

Date: _____

CIT is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to references and an enhanced DBS disclosure check. Applicants will also be subject to a Social Media presence check.