



Deputy Headteacher: Job Description and Person Specification

Key Details

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| Job Title: | Deputy Headteacher |
| Grade: | L20-24 |
| Reporting to: | Headteacher |
| Responsible for: | Supporting the Headteacher with strategic and operational leadership, working with the Senior Leadership Team, Middle Leaders, Staff, students, and Governors to ensure the continued successful running of the school, maintaining and raising standards across all aspects of school life. |

Specific Responsibilities

The responsibilities below reflect those of the current post holder. The exact nature of the role will depend on the particular strengths of the individual appointed:

| 1. Curriculum, Assessment & Academic Standards | |
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| <ul style="list-style-type: none">Lead the ongoing review and development of the curriculum in line with the Headteacher's vision, student needs, statutory requirements and funding considerations.Develop, cost and oversee the annual curriculum plan, ensuring effective staffing deployment and alignment with the School Development Plan.Lead and oversee GCSE and post-16 options processes.Plan, review and lead the school's assessment and reporting systems, ensuring clear, meaningful feedback for students and parents. | <ul style="list-style-type: none">Agree, monitor and support the achievement of pupil progress targets at departmental and whole-school level.Develop and oversee academic intervention strategies for all students, including SEN, Pupil Premium and the most ableIdentify and lead innovative academic enrichment opportunities, particularly for high-attaining students.Promote a love of learning and wider cultural engagement across students, staff and parents |
| 2. Teaching Quality, Middle Leadership & Professional Development | |
| <ul style="list-style-type: none">Model excellent classroom practice and contribute to sharing best practice across the school.Inspire, support, and hold academic middle leaders to account through subject reviews, professional dialogue and performance monitoring. | <ul style="list-style-type: none">Contribute to the design and delivery of CPD aligned with school priorities and staff needs.Provide regular feedback to middle leaders and teachers that recognises good practice and supports improvement. |

3. Strategic Leadership, Governance & Compliance

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| <ul style="list-style-type: none">• Work closely with the Headteacher and Senior Leadership Team on strategic and operational planning.• Deputise for the Headteacher as required.• Support the design, implementation and evaluation of the School Self-Evaluation and School Development Plan.• Attend and contribute to Governors' meetings, supporting governors in fulfilling their statutory responsibilities. | <ul style="list-style-type: none">• SLT Link for core school business, currently including SEND & Inclusion, and Examinations.• Strategic view of school data including presentations to governors.• Ensure regulatory compliance and support inspection readiness, working with relevant staff.• Participate in all aspects of school policy-making and review.• Management of the school calendar and approval of school communications. |
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4. Operational Leadership & School Organisation

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| <ul style="list-style-type: none">• Ensure the smooth day-to-day running of the school.• Lead the planning and management of significant whole-school events (e.g. Open Evenings, Speech Day, Remembrance Events).• Oversee logistical planning for designated activities involving parents and the wider community.• Organisation of staff break and lunch duty rotas. | <ul style="list-style-type: none">• Share responsibility with the Headteacher and SLT for oversight during exceptional circumstances, including pupil closure periods.• Participate in the supervisory duty system, including break and lunchtimes.• Be available during GCSE and A-level results periods.• Management of staff cover deployment and liaising with cover agencies as required |
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5. Staff Leadership, Culture & Professional Responsibilities

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| <ul style="list-style-type: none">• Line manage and appraise identified staff.• Lead on whole-staff wellbeing, including oversight of the annual wellbeing survey and responsive action planning.• Promote high standards of behaviour, professionalism and positive conduct.• Consider staff workload, wellbeing and sense of community in decision-making.• Support staff in understanding and consistently implementing school policies.• Teach in a designated subject. | <ul style="list-style-type: none">• Represent and promote the school's values, culture and commitment to equality, diversity and inclusion.• Maintain high-quality, professional communication with staff, students, parents and the wider community.• Be a visible and engaged member of the school community, contributing to academic, pastoral and co-curricular life.• Fulfil the conditions of employment set out in the Teachers' Pay and Conditions Document. |
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Person Specification

| Category | Essential | Desirable | Assessment |
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| Qualifications & Professional Status | <ul style="list-style-type: none"> • Good honours degree • QTS • Recent relevant INSET | <ul style="list-style-type: none"> • Professional qualification (e.g. NPQSL, NPQH or equivalent). • Formal leadership training. | Certificates Application |
| Leadership & Teaching Experience | <ul style="list-style-type: none"> • Significant and successful teaching experience across KS3, KS4 and post-16. • Proven record of inspirational and highly effective classroom practice, able to inspire intellectual curiosity and academic ambition. • Substantial leadership experience at senior and middle leadership level. • Proven ability to lead, motivate and develop a high-performing and cohesive team. • Experience of leading and implementing whole-school or significant improvement initiatives. • Experience of leading professional development for teachers and/or middle leaders. • Experience of working confidently with school data and management information systems. | <ul style="list-style-type: none"> • Experience of system leadership (e.g. SLE or equivalent), leading practice to other schools. • Experience of presenting to parents and governors. • Experience of, or willingness to develop expertise in, school timetabling. • Experience of teaching and leading in a high-performing or academically aspirational school. | Application Interview Tasks |
| Strategic & Professional Skills | <ul style="list-style-type: none"> • Excellent interpersonal and communication skills, with the ability to work effectively with a wide range of stakeholders. • Sound professional judgement; thoughtful, calm and measured in decision-making. • Ability to balance consultation and collaboration with decisive leadership. • Capacity to manage complexity, solve problems logically, and respond constructively to challenge. • Proficiency with IT systems, including MIS platforms (e.g. SIMS or equivalent). • Ability to manage change and contribute creatively to school improvement. • Commitment to ongoing professional learning and abreast of educational developments. | <ul style="list-style-type: none"> • Experience of contributing to self-evaluation, school development planning or quality assurance processes. • Experience of managing projects or systems with operational and strategic dimensions. • Confidence in presenting information and contributing to professional dialogue with governors or external stakeholders. | Application Interview Tasks |

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| Personal Qualities & Leadership Style | <ul style="list-style-type: none"> ● High level of integrity, professionalism and emotional intelligence. ● Calm, reflective and measured approach to decision-making. ● Resilience and adaptability, with the capacity to manage challenges and change. ● Ability to build trust, credibility and positive working relationships with a wide range of people. ● Willing to take responsibility and make difficult decisions as required. ● Ability to work in close partnership with the Headteacher, bringing complementary skills and shared values. | <ul style="list-style-type: none"> ● Evidence of a coaching or developmental approach to leadership. ● A positive, solution-focused mindset, with sensitivity and good humour. ● Confidence to provide both challenge and support in professional relationships. | Application Interview Tasks |
| Values, Inclusion & Wider Contribution | <ul style="list-style-type: none"> ● Commitment to delivering education in its broadest sense, enriched by wider curricular and extra-curricular opportunities. ● A clear commitment to equality, diversity and inclusion, ensuring high aspirations for all students. ● Willingness to contribute to the wider life of the school, including extra-curricular activities and pastoral support. ● Alignment with the school's values: <ul style="list-style-type: none"> ○ Aspiration ○ Courage ○ Enthusiasm ○ Integrity ○ Kindness ○ Respect ○ Responsibility | <ul style="list-style-type: none"> ● Experience of promoting inclusion and aspiration through curriculum, teaching or enrichment. ● Willingness to contribute to academic enrichment, cultural opportunities or wider school initiatives. ● Ability to model the school's values consistently through professional practice and leadership behaviour. | Application Interview Tasks |
| Safeguarding & Professional Conduct | <ul style="list-style-type: none"> ● Clear commitment to safeguarding and promoting the welfare of children and young people. ● Understanding of professional responsibilities related to safeguarding and child protection. ● Ability to uphold high standards of professional conduct at all times. | <ul style="list-style-type: none"> ● Experience of supporting safeguarding processes or working closely with safeguarding leads. ● Confidence in promoting a culture of vigilance, professionalism and care across the school. | Interview References |