

Deputy Head Teacher

The post holder will be responsible to the Head teacher and through them to the school's Local Governing Board (LGB) and Bellevue Place Education Trust. The Deputy Headteacher plays a pivotal role in the strategic leadership and day-to-day management of the school. Working in close partnership with the Headteacher, they provide the professional leadership and management required to ensure all pupils receive a high-quality education and achieve the best possible outcomes.

Core Purpose

- To support the Headteacher in the strategic leadership and management of the school
- To deputise for the Headteacher in their absence
- To take a lead role in monitoring and evaluating the quality of teaching and learning across the school

Key Responsibilities

- To support, and contribute to the school's commitment to equality of opportunity for all pupils and staff
- With the Head teacher, be responsible for the compilation, review and development of school documentation, including policies
- Operate at all times within the stated policies and procedures of the school
- Establish effective working relationships and set a good example through their presentation personal and professional conduct
- Demonstrate commitment to the involvement of parents in their children's learning
- Endeavour to give every child the opportunity to reach their potential and meet high expectations
- Liaise effectively with parents and the Local Governing Board (LGB) as necessary.
- Support the school's extra-curricular activities, actively leading a club
- To carry out any other duties as reasonably required by the Head teacher

1. Strategic Leadership

- Contribute to the development, implementation, and evaluation of the School Development Plan (SDP)
- Lead on specific whole-school initiatives (e.g., curriculum design, assessment)
- Foster a culture of high expectations and professional standards among staff and pupils
- Lead the development/maintenance of a creative, inclusive, and rigorous curriculum
- Present reports and data to stakeholders including the Local Governing Board as required

2. Teaching and Learning and Assessment

- Maintain a teaching commitment with some time spent in class- leading by example as an exemplary classroom practitioner
- Manage school-wide data systems to track pupil progress and coordinate interventions.
- Oversee the performance management of designated staff members, providing coaching and mentorship

3. Pastoral Care and Safeguarding

- Act as a Designated Safeguarding Lead (DSL) or Deputy DSL, ensuring all staff follow statutory guidance and that our school has robust safeguarding procedures in place
- Lead on behaviour management strategies, ensuring a positive and safe learning environment
- Maintain strong and positive relationships with parents, carers, and external agencies

4. Operational Management

- Manage the daily routines of the school such as assemblies, staff rotas, class timetables and cover arrangements
- Support with the recruitment and induction of new staff

Person Specification

	Essential	Desirable
Qualifications / Training:		
Honours degree from a recognised University	✓	
Qualified Teacher Status	✓	
Evidence of further professional qualifications such as an NPQSL		✓
Knowledge & Understanding		
Substantial primary teaching experience	✓	
Experience of whole-school curriculum management leading to school improvement	✓	
Excellent classroom practitioner	✓	
A strong commitment to inclusion with high expectations for all learners	✓	
Highly successful experience of leading and managing whole school developments in a number of areas regarding teaching & learning and raising standards of attainment and achievement across the school	✓	
Able to talk about characteristics of effective primary teaching and learning strategies	✓	

used to raise pupil attainment and achievement		
Leadership and Management		
Senior leadership and management experience	✓	
Experience of planning for change, development and improvement	✓	
The ability to set high and clear expectations, to hold others accountable for performance and the contributions they make to the school community	✓	
Ability to set & meet challenging targets, for pupils and the school, and to enable others to do this	✓	
Ability to analyse, prioritise and meet deadlines	✓	
Experience of whole school self review and evaluation	✓	
Able to demonstrate leadership qualities and people management skills	✓	
Able to motivate, promote good relationships and effectively communicate with all stakeholders	✓	
Experience of having led whole school initiatives	✓	
Commitment to safeguarding and promoting the welfare of children	✓	
Personal Skills and Attributes		
Promote the school's aims and values positively	✓	
Demonstrate a calm and patient and supportive approach	✓	
Be resilient in coping with the day-to-day pressures of school life	✓	
Ability to work under pressure and prioritise effectively	✓	
Commitment to maintaining confidentiality at all times	✓	
Develop good personal relationships within a school team	✓	
Demand ambitious standards for all pupils	✓	
Treat pupils and staff fairly, equitably and with dignity and respect to create and maintain a positive school culture	✓	
Establish and develop positive working relationships with parents, Local Governing Board (LGB) and community groups	✓	
Instill a strong sense of accountability in staff for the impact of their work on pupil outcomes across all Key Stages	✓	
To ensure that the school plays a constructive role in the life of the community and that its curriculum draws on the nature and resources of that community	✓	

Create an engaging and stimulating learning environment	✓	
To promote a positive image of the school	✓	
Be flexible in response to the changing demands of a new and growing Free School	✓	
Work collaboratively as a team member	✓	
Show a commitment to good attendance and excellent punctuality	✓	

How to Apply

If you have the skills, experience and drive to be successful in this role, please apply via MyNewTerm.

If you would like to arrange a tour, please contact info@rutherfordhouseschool.co.uk, stating the position you are applying for in the subject line.

Please note that if you have previously applied for this role and your application was unsuccessful, any further applications will not be considered.