

# Job Description – Deputy Headteacher

**Job Title:** Deputy Headteacher

**Reports to:** Headteacher

**Liaison with:** Headteachers, Hub Business Managers, Teachers, School-based administrators, CEO, DSAT Services Team

## **Main Job Purpose:**

Carry out the duties of this post in line with the remit outlined in the current *School Teachers' Pay and Conditions Document* including the conditions of employment for deputy headteachers and the school's own policy.

Under the overall direction of the headteacher play a lead role:

- In formulating the aims, objectives of the schools and establishing the policies through which they are to be achieved;
- Be responsible for the standards and curriculum of all pupils including monitoring of progress towards achievement;
- Proactively manage staff and resources;
- Take full responsibility for the school in the absence of the headteacher;
- Carry out the professional duties of a teacher as required;
- Take responsibility for child protection issues as appropriate; and
- Take responsibility for promoting and safeguarding the welfare of children and young people within the school.

## **Line Management Responsibilities:**

### **Main Duties:**

#### **1. Shaping the Future of the Academy**

- In partnership with the Headteacher, ASEC and Academy Trust establish and implement an ambitious vision and ethos for the future of the school;
- Play a leading role in the school improvement and school self-evaluation planning process;
- In partnership with the headteacher manage school resources;
- Devise, implement and monitor action plans and other policy developments;
- Lead by example to motivate and work with others;
- In partnership with the headteacher, lead by example when implementing and managing change initiatives; and
- Promote a culture of inclusion within the school community where all views are valued and taken into account.

#### **2. Leading teaching and learning in the academy**

- Be an excellent role model, exemplifying a high standard of teaching and promoting high expectations for all members of the school community;
- Work with the headteacher to raise standards through staff performance management;
- Lead the development and delivery of training and support for staff;

- Lead the development and review of all aspects of the curriculum including planning, recording and reporting, assessment for learning and the development of a creative and appropriate curriculum for all pupils;
- Work in partnership with the headteacher in managing the school through strategic planning and the formulation of policy and delivery of strategy, ensuring management decisions are implemented;
- With the headteacher, lead the processes involved in monitoring, evaluating and challenging the quality of teaching and learning taking place throughout the school, including lesson observations to ensure consistency and quality;
- Ensure the systematic teaching of basic skills and recording of impact is consistently high across the school;
- Develop, review systems to ensure robust evaluation of school performance, progress data and actions to secure improvements comparable to appropriate national standards; and
- Ensure through leading by example the active involvement of pupils and staff in their own learning.

### **3. Developing self and others**

- Support the development of collaborative approaches to learning within the school and beyond;
- Participate as required in the selection and appointment of teaching and support staff, including overseeing the work of supply staff/trainees/volunteers in the school in the absence of the headteacher;
- Be an excellent role model for both staff and pupils in terms of being reflective and demonstrating a desire to improve and learn;
- Take responsibility and accountability for identified areas of leadership, including statistical analysis of pupil groups, progress data and target setting; and
- Work with the headteacher to deliver an appropriate programme of professional development for all staff including quality coaching and mentoring, in line with the school improvement plan and performance management.

### **4. Managing the organisation**

- Lead regular reviews of all school systems to ensure statutory requirements are being met and improved on where appropriate;
- Ensure the effective dissemination of information, the maintenance of and ongoing improvements to agreed systems for internal communication;
- Working with the headteacher, undertake key activities related to professional, personnel/HR issues;
- Ensure a consistent approach to standards of behaviour, attendance and punctuality are implemented across the school;
- Be a proactive and effective member of the senior leadership team;
- Ensure the day-to-day effective organisation and running of the school including the deployment of staff as appropriate; and
- To undertake any professional duties, reasonably delegated by the headteacher.

### **5. Securing accountability**

- Lead and support the staff and local governing body in fulfilling their responsibilities with regard to the school's performance and standards;
- Support the headteacher in reporting the school's performance to its community and partners;
- Promote and protect the health and safety welfare of pupils and staff; and
- Take responsibility for promoting and safeguarding the welfare of children and young people within the school.

### **6. To promote the school's Church and community links by**

- Promoting and maintaining positive relationships with parents, other schools, churches, community groups and external agencies; providing relevant information to all stakeholders;
- Collaborating with other agencies to ensure pupil and community needs are met and to ensure a range of community-based learning experiences;
- Attending LGB meetings as required to report on the progress of the school;
- Continuing to foster links between the local schools, church and diocese to promote the pastoral and spiritual life of the school and leading regular acts of collective worship in accordance with DSAT and the aims of the DBE; and
- Promoting and ensuring equality and fairness including positive strategies for challenging racial and other prejudice.

## **7. Safeguarding**

- Be responsible for promoting the welfare of all children and young people; and
- Facilitate an organisational culture which is vigilant to, monitors, and prioritises the safeguarding of children and young people at all times, ensuring that appropriate policies and procedures are in place and are followed by staff, and working with other relevant agencies where appropriate.

## **8. To fully comply with the Trust's safeguarding policy.**

This job description is not exhaustive and will be subject to periodic review. It may be amended to meet the changing needs of the business. The post-holder will be expected to participate in this process and we would aim to reach agreement on any changes.

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Diocese of Salisbury  
Academy Trust  
*'Beyond expectations for all of God's children'*

	Essential	Desirable	Assessed
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Qualified Teacher Status.</li> <li>• Readiness for Deputy Headship.</li> <li>• Successful teaching experience in the primary phase.</li> <li>• Ability to support maintain and develop the Christian ethos of the school.</li> </ul>	<ul style="list-style-type: none"> <li>• NPQSL or other relevant qualifications for leadership.</li> <li>• Recent and relevant in-service professional development and training including Safeguarding.</li> </ul>	Application Form Interview
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• A clear understanding of the essential qualities necessary for effective teaching and learning.</li> <li>• A secure understanding of how to analyse school performance data and how to use it effectively to inform school improvement.</li> <li>• Up to date knowledge of statutory regulations and guidance relating to the post.</li> <li>• A good understanding of school self-evaluation including the processes within OFSTED.</li> <li>• Knowledge of current educational thinking and initiatives.</li> <li>• A firm understanding of Christian values and ethos and a willingness to develop and promote our distinctiveness as a Church of England Primary School.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience as a Deputy Head</li> <li>• Experience of being a school governor.</li> <li>• Experience / Knowledge of working in an outstanding setting.</li> </ul>	Application Form Interview
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• A passion for learning that extends beyond the school with a personal commitment to quality and excellence.</li> <li>• The ability to inspire trust and commitment from the whole school community.</li> <li>• The confidence and ability to lead collective worship throughout the school.</li> <li>• The ability to develop effective relationships with fellow professionals and colleagues in other public services to improve academic and social outcomes for all pupils.</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrates optimistic personal behaviour, positive relationships and attitudes towards their pupils and staff, and towards parents, governors and members of the local community.</li> <li>• Holds and articulates clear values and moral purpose, focused on providing a world-class education for the pupils they serve.</li> <li>• Provides a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing their exemplary behaviour in school and in the wider society.</li> </ul>	Application Form Interview

	Essential	Desirable	Assessed
	<ul style="list-style-type: none"> <li>• Able to inspire and influence others - within and beyond schools - to believe in the fundamental importance of education in young people's lives and to promote the value of education.</li> <li>• Confident, competent and capable of accurate self-assessment.</li> <li>• Emotionally self-aware and self-controlled.</li> <li>• Ability to work effectively and cooperatively between schools and with all stakeholders.</li> <li>• Resilient and resourceful.</li> <li>• Highest expectations of self and others.</li> <li>• Support the Trust's values of love, hope and joy.</li> </ul>	<ul style="list-style-type: none"> <li>• Able to create an ethos within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other.</li> </ul>	
<b>Professional Skills</b>	<ul style="list-style-type: none"> <li>• An outstanding teacher and leader with a proven track record of high achievement.</li> <li>• Develop and review whole school systems to ensure robust evaluation of school performance and actions to secure improvements.</li> <li>• Lead and manage a school team/s to successfully achieve agreed goals.</li> <li>• Be an effective team player that works collaboratively and effectively with others.</li> <li>• Develop and deliver effective and inspirational professional development for staff (including mentoring and coaching as appropriate).</li> <li>• Communicate effectively to a wide range of different audiences (verbal, written, using ICT as appropriate).</li> <li>• Demonstrate high quality teaching strategies.</li> <li>• Support, motivate and inspire both colleagues and pupils by leading through example.</li> <li>• Contribute effectively to the work of the Headteacher and senior leadership team.</li> <li>• Deal successfully with situations that may include tackling difficult situations and conflict resolution.</li> <li>• Work successfully with a range of external agencies.</li> <li>• Good ICT skills</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of supporting schools beyond your own to achieve desired outcomes.</li> <li>• Experience as a Designated or Deputy Designated Safeguarding Lead.</li> <li>• Experience of leading a whole school curriculum redesign.</li> <li>• Evidence of entrepreneurial approaches and aspirational thinking towards providing unique and outstanding opportunities for all pupils.</li> </ul>	Application Form Interview

