

Job Description



This authority has a responsibility for, and is committed to, safeguarding and promoting the welfare of children, young people and vulnerable adults, and requires all staff and volunteers to share this commitment.

Post Title	Deputy Headteacher
School	Shirley Heath Junior School
Salary Band/Range	L9-L13
Responsible to	Head Teacher
DBS Check	Any appointment is subject to an enhanced DBS check
Line management Responsibilities	Teaching and support staff, as agreed by the Head Teacher

1. Job Purpose

The Deputy Head Teacher will provide strategic and operational leadership to secure outstanding outcomes for pupils. Working in partnership with the Head Teacher, the post holder will lead significant aspects of school improvement, quality assurance, safeguarding, behaviour and Inclusion, ensuring that the school consistently meets the highest standards. The role is non-class-based, enabling the Deputy Head Teacher to focus on school-wide impact.

The Deputy Head Teacher will deputise for the Head Teacher in their absence.

Key lead for:

- Behaviour
- Inclusion (including disadvantaged pupils, LAC and EAL provision)
- Pupil premium spend and impact
- Performance management team leader
- CPD across the school
- Managing resources e.g. staff absence and cover
- Induction of all new staff
- Educational visits
- Pastoral support

2. Key Responsibilities

2.1 Quality of Education

	<ul style="list-style-type: none"> • Contribute to the strategic development, implementation, and evaluation of the curriculum to ensure it is ambitious, coherent, and well-sequenced • Ensure that curriculum intent, implementation, and impact are clearly articulated, evidenced, and understood by all staff • Monitor the quality of teaching and learning through lesson visits, work scrutiny, pupil voice, and data analysis • Ensure assessment is used effectively to support learning, inform teaching, and close attainment gaps • Champion inclusion and adapt curriculum provision to meet the needs of SEND, disadvantaged pupils, and higher attainers • Support subject leaders to evaluate impact and drive continual improvement
2.2	Behaviour and attitudes
	<ul style="list-style-type: none"> • Lead the development and consistent application of the school's behaviour policy • Ensure high expectations for behaviour, attendance, and punctuality are embedded across the school • Support behaviour and ensure interventions are impactful • Analyse behaviour and attendance data to identify trends and implement targeted interventions • Promote a calm, safe, and purposeful learning environment where pupils demonstrate positive attitudes to learning
2.3	Personal Development
	<ul style="list-style-type: none"> • Ensure pupils' personal development is central to school life, including confidence, resilience, independence, and respect • Lead enrichment opportunities, (including being EVC) pupil leadership, and wider personal development programmes • Ensure pupils understand how to keep themselves safe, healthy, and prepared for the next stage of education
2.4	Leadership and Management
	<ul style="list-style-type: none"> • Play a key role in school self-evaluation (SEF) and school improvement planning (SIP) • Lead and line-manage staff, supporting professional growth through coaching, mentoring, and high-quality CPD • Contribute to performance management, ensuring staff are well supported and held to account, challenging underperformance where necessary • Lead staff deployment, managing and organising cover for staff absence • Develop leadership capacity at all levels • Ensure efficient deployment of staff and resources to maximise impact • Promote staff wellbeing, professionalism, and a culture of reflective practice

2.5	Partnerships and Community
	<ul style="list-style-type: none"> • Foster strong, respectful relationships with parents and carers • Work effectively with governors, providing clear information about standards and improvement (Standards Committee) • Represent the school professionally at networks, meetings, and events • Support positive transition arrangements within and beyond the school
2.6	Professional Responsibilities
	<ul style="list-style-type: none"> • Fulfil the professional responsibilities of a teacher and leader as set out in the Teachers' Standards • Uphold and actively promote the school's ethos, values, and policies • Ensure equality of opportunity and promote inclusion and diversity • Maintain high standards of professionalism, integrity, and confidentiality

2.7	Safeguarding
	<ul style="list-style-type: none"> • Act as a Designated Safeguarding Lead • Ensure safeguarding and child protection arrangements are robust, effective, and compliant • Promote a strong safeguarding culture where all staff understand their responsibilities • Ensure pupils feel safe, are listened to, and know how to report concerns • Liaise effectively with families, external agencies, and safeguarding partners

The school is committed to keeping children, young people and vulnerable adults safe. The post holder is responsible for promoting and safeguarding the welfare of the children, young people and vulnerable adults for whom she/he is responsible or comes into contact with.

Compiled/Reviewed	K Evans
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