



Frieth CEC School - Job Description Deputy Headteacher

Job details

Salary: Leadership Group L5 – L8

Contract type: Full Time / Permanent

Reporting to: Headteacher

Main Purpose

The Deputy Headteacher has significant authority and is responsible for making high level decisions in the absence of the Headteacher.

In the absence of the Head Teacher, the Deputy Head Teacher will deputise fully, assuming complete responsibility for the school's leadership, management, and decision-making, including strategic, operational, staffing, and budgetary control.

Working in full partnership with the Head Teacher to shape and deliver the strategic vision, the Deputy Head Teacher at Frieth School holds a pivotal leadership role in shaping the culture and direction of the school. The Deputy Head Teacher is expected to demonstrate decisive leadership, professional courage, and accountability in driving the school forward.

Together with the Head Teacher, the Deputy Head Teacher will present a united and consistent leadership front, ensuring clarity of vision, high expectations, and unwavering commitment to excellence across all areas of school life.

Key Responsibilities

Strategic Leadership

- Work in close partnership with the Head Teacher to formulate, implement, and evaluate the school's strategic vision, aims, and objectives.
- Lead on key aspects of the School Development Plan (SDP), ensuring measurable impact and accountability for outcomes.
- Attend and contribute to governing body strategy and full governing body meetings, actively influencing and driving the school's long-term direction.
- Lead self-evaluation processes and make evidence-based judgements relating to the school's Ofsted grading and performance indicators.

Operational and Staff Leadership

- Assist in the day-to-day management of the school, ensuring effective organisation, high standards, and a positive culture.
- Lead, motivate, and hold staff accountable to deliver high-quality teaching and learning.
- Contribute to pay recommendations and performance management decisions for teaching staff, ensuring fairness, transparency, and alignment with school priorities.
- Develop and implement policies that underpin the school's vision and support continuous improvement.

Community and Stakeholder Engagement

- Strengthen relationships with pupils, parents, staff, governors, and the wider community to enhance the school's reputation and engagement.
- Actively support and collaborate with the PTA, attending meetings and events as a key representative of school leadership.



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The Deputy Headteacher will comply with the Teachers' Standards and model best practice for others. They may also be required to undertake any of the duties delegated from the headteacher.

Qualities

The Deputy Headteacher Will:

- Demonstrate exceptional leadership, confidence, and courage in decision-making, showing the ability to make bold and difficult choices in the best interests of the school, particularly in the Headteacher's absence.
- Show proactive support for the Headteacher, going above and beyond to uphold and advance the school's vision, values, and strategic priorities.
- Contribute fully to difficult and complex decisions, providing clear, evidence-based judgement and professional integrity, even under pressure.

Duties and responsibilities

School Culture and Behaviour

Working in partnership with the Headteacher, the Deputy Headteacher will:

- Model positivity, resilience, and professionalism, demonstrating a proactive, solution-focused approach that inspires confidence and fosters a culture of "how we can," not "why we can't."
- Be a visible and approachable leader, actively engaging with parents, carers, and the wider community to strengthen trust, communication, and collaboration.
- Uphold and raise educational standards, ensuring that pupils from all backgrounds are well-prepared for the next stage of their education and for life beyond school.
- Promote and sustain a culture of professionalism and mutual respect among staff, where high expectations, teamwork, and continuous growth are the norm.
- Encourage and model high standards of behaviour, embedding clear rules, routines, and values that are consistently understood and be proactive in ensuring these are upheld by all staff and pupils.

Standards and Attainment Lead

The Deputy Headteacher will:

- As Standards and Attainment Lead, the Deputy Headteacher will:
- Lead with full accountability for the school's assessment and attainment strategy, ensuring it is rigorous, transparent, and clearly understood by staff, pupils, and parents.
- Develop and maintain a systematic approach to data tracking and analysis, monitoring progress weekly to identify trends, celebrate success, and inform swift, targeted interventions.
- Analyse performance data at individual, group, and whole-school levels, with a strategic focus on closing gaps for disadvantaged, SEND, and EAL pupils.
- Hold staff rigorously to account for the accuracy, integrity, and timeliness of their data, ensuring all information entered reflects a true and reliable picture of pupil attainment and progress.
- Provide clear, evidence-based reports to governors, staff, and stakeholders that inform decision-making and strategic planning.



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- Work closely with the SENDCo to plan and implement interventions that secure measurable progress for underperforming pupils.
- Lead professional development for staff on the effective use of assessment and data to improve teaching, learning, and outcomes

Teaching and Learning

- Take full ownership and accountability for driving high standards in teaching and learning across the school, ensuring consistently excellent classroom practice and outcomes.
- Lead the development and implementation of a broad, ambitious, and coherent curriculum, ensuring it is well-structured, inclusive, and meets the needs of all learners.
- Use professional networks, and evidence-informed practice to continuously refine teaching and learning approaches.
- Drive a culture of professional excellence.
- Ensure inclusivity and accessibility, promoting a culture that enables every pupil to engage fully with the curriculum.

Organisational Management and School Improvement

- Contribute strategically to school development planning and governing body meetings, ensuring decisions are data-driven and aligned to long-term goals.
- Establish and oversee effective systems, processes, and policies that enable the school to run efficiently, ethically, and with clear lines of accountability.
- Ensure the safety and welfare of pupils and staff through a culture of vigilance and robust safeguarding practice.
- Work with the Headteacher in taking responsibility for the effective use of budgets agreeing financial requests for the curriculum in liaison with the finance officer.
- Take responsibility for an area of school improvement plans, feeding back to governors at full governing body meetings.

Staff Management and Professional Development

- Hold staff rigorously to account for their performance and professional standards, ensuring appraisal processes are meaningful, fair, and developmental.
- Performance manage staff, conducting appraisals, making pay recommendations, and ensuring accountability for pupil outcomes.
- Lead your team with clarity and purpose, setting expectations and monitoring impact.
- Promote staff wellbeing through proactive workload management, fostering a positive, motivated, and high-performing team culture.
- Ensure staff access high-quality professional development, aligned to both school priorities and individual career progression.
- Proactively manage and support staff performance, addressing issues swiftly and constructively, while keeping the Headteacher informed of progress and impact.

Governance, Accountability and Partnership Working

- Work in full partnership with the Headteacher and governing body, presenting confidently on key initiatives, progress data, and impact.
- Ensure full compliance with all statutory and regulatory frameworks, maintaining transparency and accountability in all areas of leadership.



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- Build strong partnerships with other schools, organisations, and professional networks to share best practice and improve outcomes for all pupils.
- Foster professional relationships with colleagues and external partners that enhance the school's capacity for innovation, improvement, and collaboration

Please note: The duties outlined above are illustrative of the general nature, scope, and level of responsibility attached to this role. They are not an exhaustive list. The Deputy Headteacher will be expected to undertake a wide range of additional tasks and responsibilities as required to meet the evolving needs and priorities of the school. The postholder must be flexible, proactive, and prepared to take on further duties appropriate to the seniority and accountability of the role, often at short notice, to ensure the continued success and smooth running of the school.