

## **JOB DESCRIPTION**

**Job Title:** Deputy Headteacher

**Salary Range:** L10-14

**Responsible to:** Headteacher

**Responsible for:** None

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### **Job Purpose**

To play a major role in partnership with the Headteacher in:

- Formulating the aims and objectives of the school
- Establishing the policies through which they will be achieved
- Managing staff resources
- Monitoring progress towards their achievement to promote the general educational progress and well-being of pupils in the school
- To carry out the professional duties of a Deputy Headteacher as directed by the Headteacher

### **Qualities and knowledge to:**

1. Hold and articulate clear values and moral purpose, focused on providing a world- class education for the pupils they serve
2. Demonstrate optimistic personal behaviour, positive relationships and attitudes towards their pupils and staff, and towards parents, governors and members of the local community
3. Lead by example – with integrity, creativity, resilience, and clarity – drawing on their own scholarship, expertise and skills, and that of those around them
4. Sustain wide, current knowledge and understanding of education and school systems locally, nationally and globally, and pursue continuous professional development
5. Work with political and financial astuteness, within a clear set of principles centered on the school's vision, ably translating local and national policy into the school's context
6. Communicate compellingly the school's vision and drive the strategic leadership, empowering all pupils and staff to excel

### **Pupils and staff to:**

1. Demand ambitious standards for all pupils, overcoming disadvantage and advancing equality, instilling a strong sense of accountability in staff for the impact of their work on pupils' outcomes
2. Secure excellent teaching through an analytical understanding of how pupils learn and of the core features of successful classroom practice and curriculum design, leading to rich curriculum opportunities and pupils' well-being
3. Establish an educational culture of 'open classrooms' as a basis for sharing best practice within and between schools, particularly within The Lime Trust, drawing on and conducting relevant research and robust data analysis

4. Create an ethos within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other
5. Identify emerging talents, coaching current and aspiring leaders in a climate where excellence is the standard, leading to clear succession planning
6. Hold all staff to account for their professional conduct and practice

**Systems and process to:**

1. Ensure that the school's systems, organisation and processes are well considered, efficient and fit for purpose, upholding the principles of transparency, integrity and probity
2. Provide 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.
3. Establish rigorous, fair and transparent systems and measures for managing the performance of all staff, addressing any under-performance, supporting staff to improve and valuing excellent practice
4. Welcome strong governance and actively support the Lime Trust Board and local governing body to understand its role and deliver its functions effectively – in particular its functions to set school strategy and hold the Headteacher to account for pupil, staff and financial performance
5. Exercise strategic, curriculum-led financial planning to ensure the equitable deployment of budgets and resources, in the best interests of pupils' achievements and the school's sustainability
6. Distribute leadership throughout the organisation, forging teams of colleagues who have distinct roles and responsibilities and hold each other to account for their decision making

**The self-improving school system to:**

1. Create an outward-facing school which works with other schools and organisations, particularly within The Lime Trust – in a climate of mutual challenge - to champion best practice and secure excellent achievements for all pupils
2. Develop effective relationships with fellow professionals and colleagues in other public services to improve academic and social outcomes for all pupils
3. Challenge educational orthodoxies in the best interests of achieving excellence, harnessing the findings of well evidenced research to frame self-regulating and self-improving schools
4. Shape the current and future quality of the teaching profession through high quality training and sustained professional development for all staff
5. Model entrepreneurial and innovative approaches to school improvement, leadership and governance, confident of the vital contribution of internal and external accountability
6. 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

**In addition to this you will:**

1. To work in accordance with and contribute to the values, culture, ethos, equalities and inclusion policies of the school proactively promoting anti-racist, anti-sexist and anti-discriminatory behaviours in the day-to-day operation of the job

2. Be aware of and comply with all policies and procedures including those relating to child protection, health, safety and security, confidentiality, equal opportunities and data protection, reporting all concerns to an appropriate person
3. To take appropriate action to identify, evaluate and minimise any risks to health, safety and security in the immediate working environment
4. Appreciate and support the role of other professionals
5. Ensure the development and progression of equality within the sphere of responsibility to this post and the fair and equal treatment of all colleagues, children, parents and visitors;
6. The above-mentioned duties are neither exclusive nor exhaustive and the post holder may be required to carry out other relevant and/or reasonable duties as directed by their Headteacher/Line Manager commensurate with the skills, abilities and grade of the post

#### **Personal & Professional Development**

1. Attend and participate in relevant meetings as required
2. Participate in training, other learning activities and performance development
3. To actively look for and participate in initiatives and opportunities to promote your own personal & professional development

#### **Confidentiality and Data Protection**

1. To treat all information acquired through employment, both formally and informally, in strict confidence
2. To be aware of the school's responsibilities under the Data Protection Act 2018 for the security, accuracy and relevance of personal data held on such systems and ensure that all processes comply with this

The above-mentioned duties are neither exclusive nor exhaustive and the post holder may be required to carry out other relevant and/or reasonable duties as directed by their Headteacher/Line Manager commensurate with the skills, abilities and grade of the post.

To be alert to issues of child protection, ensuring that the welfare and safety of children attending the School/Nursery is promoted and safeguarded and to report any child protection concerns to the person responsible for child protection using safeguarding policies procedures and practice.

Prevent, identify and minimise risk of interpersonal abuse or violence, safeguarding children and other vulnerable people, initiating the management of cases involving actual or potential abuse or violence where needed.

Be aware of and update colleagues, as appropriate to comply with current legislation and policies affecting practice, e.g. Children's Act, National Service Frameworks, Child Protection Procedures, Health and Safety and Data Protection.

### Person Specification – Deputy Head

		Essential/ Desirable	Shortlist	Interview	Task, presentation
<b>Qualifications, skills and experience</b>	Appropriate degree qualification	E	✓		
	NPQH or further professional qualification	D	✓		
	Successful experience as a senior leader in a multicultural setting	E	✓	✓	✓
	Effective interpersonal, communication and presentation skills; both written and oral; including IT skills	E	✓	✓	✓
	Ability to manage time well and work under pressure to deadlines	E	✓	✓	✓
<b>Qualities and Knowledge</b>	Ability to provide clear educational direction with a moral purpose and lead by example	E	✓	✓	✓
	Ability to form and maintain appropriate professional relationships with children and young people	E	✓	✓	
	Understanding of and strong commitment to safeguarding and child protection	E	✓	✓	
	Successful experience of creating and maintaining effective partnerships with parents and the community, and fellow professionals	E	✓	✓	
	Understanding of the potential of mobile technology to improve outcomes for pupils.	D	✓	✓	
	Knowledge of current statutory requirements and educational developments towards a world-class education	E	✓	✓	
<b>Pupils and Staff</b>	Ability to lead, manage and motivate the whole school community	E	✓	✓	✓
	Understanding of the principles of effective teaching and learning and the ability to promote a culture of learning throughout the school	E	✓	✓	
	Successful experience of monitoring, evaluating and pursuing excellence in	E	✓	✓	

	teaching and learning, holding staff to account				
	Ability to create and maintain an environment which promotes good behaviour, discipline and celebrates success, reducing inequalities and promoting social inclusion	E	✓	✓	
	Understanding of the role and impact of assessment in children's learning	E	✓	✓	
<b>Systems and process</b>	Ability to work in partnership with the governing body	E	✓	✓	
	Ability to collect, analyse and use data on pupils' progress and performance to raise standards, using appropriate systems including ICT	E	✓	✓	
	Ability through strategic financial planning to manage all available resources, ensuring best value	E	✓	✓	
<b>The self-improving school</b>	Ability to imagine and share a powerful strategic vision for the direction of the school	E	✓	✓	✓
	Successful experience of leading and managing quality assured professional development activities; to lead and manage change	E	✓	✓	