



TEACH POOLE – MULTI ACADEMY TRUST

JOB DESCRIPTION

Job Title:	Deputy Headteacher
School:	TEACH Poole
Initial Place of Work:	Ad Astra Infant School
Salary Grade:	Ad Astra Leadership Scale L5 – L9
Responsible to:	Head Teacher
Responsible for:	All School Staff

Purpose of Job

To play a major role under the direction of the Head Teacher in formulating the aims and objectives of the school, establishing the policies through which they shall be achieved, managing staff and resources to achieve the aims and objectives of the school and monitor progress towards their achievement.

Introduction

The Deputy Headteachers will have delegated responsibilities which are specific to the post, but sit within a standardised framework of leadership duties. This will be in addition to carrying out the professional duties of a teacher other than the Head Teacher.

Key Responsibilities

1. Core Purpose and Accountability

- 1.1. To play a major role under the direction of the Head Teacher in formulating the aims and objectives of the school, establishing the policies through which they shall be achieved, managing staff and resources to achieve the aims and objectives of the school and monitor progress towards their achievement.
- 1.2. Undertake the professional duties of the Deputy Headteacher reasonably delegated to you by the Head Teacher.
- 1.3. Alongside any other Deputy Headteachers, undertake the professional duties of the Head Teacher, in the event of their absence from the school.

- 1.4. In partnership with the Head Teacher, CEO and the Senior Leadership Teams, provide professional leadership and management of Teaching and Learning throughout the school.
- 1.5. To provide professional leadership and management of School Improvement Plan priorities.
- 1.6. Undertake the role of Designated Safeguarding Lead for the school.

2. Generic/Teachers

- 2.1. You are to carry out the duties of a school teacher as set out in the School Teachers Pay and Conditions Document 2021 and subject to any amendments due to Government legislation. This includes any duties as may be reasonably directed by the Head Teacher and the accountabilities expected of class teachers in the TEACH Trust.
- 2.2. To facilitate and encourage learning which enables students to achieve high standards, to share and support the corporate responsibility for the well-being, education and discipline of all children.
- 2.3. All staff are expected to uphold the schools' principles and policies which underpin good practice and the raising of standards, and are expected to uphold and promote the school's and Trust's vision and values.
- 2.4. All staff will be involved in working together, as part of a Trust-wide Senior Leadership Team, to develop areas of provision that impact positively on learning and teaching across all Trust schools.
- 2.5. All staff will take an active role in the School Self Evaluation process. As Deputy Headteacher you will be expected to, along with the other Deputy Heads, Head Teacher and other central leadership, take a leading role in the ongoing completion of the Self Evaluation Forms.
- 2.6. All staff are expected to actively undertake continuing professional development through keeping abreast of the latest developments and thinking, coaching and mentoring, and self evaluation and peer review.

3. Performance Appraisals

- 3.1. To undertake annual Performance Appraisals, setting and agreeing targets linked to school development plan priorities with the Head Teacher.

4. Key Areas

4.1. Impact on educational progress beyond your own assigned pupils:

Strategic direction/Shaping the future

a) Support the Head Teacher and Trust CEO in:

- Ensuring the vision for the school is clearly articulated, shared, understood and acted upon effectively by all

- Demonstrating the vision and values of the schools in everyday work and practice
 - Motivating and working with others to create a shared culture and positive climate particularly with other schools in the Trust, promoting a cohesive and 'primary' ethos
- b) Assist the Head Teacher in the ongoing and annual review of standards of leadership, quality of teaching and learning; behavior and safety; pupil outcomes and all other areas of the school's provision, consistent with the latest OFSTED guidance.
 - c) Create costed appropriate development plans which contribute positively to the achievement of School Improvement Plans and which actively involves all staff in its design and execution.
 - d) Support the Head Teacher in developing and implementing policies and practices for curriculum areas which reflect the school's commitment to high attainment and achievement and is consistent with national and local strategies and policies.
 - e) Promote high expectations for attainment across the Trust.
 - f) Support the Head Teacher in monitoring the progress made in achieving action and development plans and targets, and evaluate the effect on teaching and learning.
 - g) Work with relevant outside agencies and stakeholders to inform future action.
 - h) Work with colleagues in the TEACH Trust to help bring about Trust –wide improvements and consistency in practice.

4.2. Leading Learning and Teaching, developing and enhancing the teaching practice of others:

- a) Work with the Headteacher to raise the quality of teaching and learning and pupils' achievement, setting high expectations and monitoring and evaluating effectiveness of learning outcomes.
- b) Provide regular feedback for colleagues in a way which recognises good practice and supports their progress against Teacher Standards and performance appraisal objectives resulting in a tangible impact on pupils' learning.
- c) Develop staff:
 - Undertake coaching and mentoring
 - Plan, organise and deliver staff meetings, where necessary bringing in outside speakers
 - Keep abreast of the latest developments in Primary education and, after agreement with the Headteacher, disseminate effectively to other members of staff
- d) Plan, delegate and evaluate work carried out by development team(s) and individuals.
- e) Create, maintain and enhance effective relationships across both schools.
- f) Recruit and select teaching and support staff.

4.3. Securing Accountability

- a) Work with the Headteacher to ensure the schools' accountability to a wide range of groups, particularly parents, carers, governors, TEACH Trust, OFSTED and the DfE;
- ensuring that pupils enjoy and benefit from a high quality education,
 - promoting collective responsibility across the Trust to encourage one community
 - develop a Trust-wide ethos which enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes
 - work with the Governing Board and TEACH Trust (providing information, objective advice and support) to enable it to meet its statutory responsibilities
 - support the Head Teacher in developing and presenting a coherent, understandable and accurate account of the school's performance to a range of audiences including governors, parents and carers, TEACH Trust, Local Authority and OFSTED
 - Reflect on own personal contribution to the school's achievements and take account of feedback from others
- b) Engage all staff in the creation, consistent implementation and improvement in schemes of work and curriculum plans which encapsulates key school learning strategies.
- c) Provide guidance on a choice of teaching and learning methods/strategies;
- Coach and mentor
 - Model and demonstrate
 - Act as a role model for other staff
 - Exemplify good practice
 - Undertake shared planning, team teaching etc
- d) Develop and implement systems for recording individual pupils' progress.
- e) Support the Head Teacher in evaluating the quality of teaching and standards of achievement, setting targets for improvement.

4.4. Resource Management

- a) Work with the Headteacher to provide effective organisation and management of the schools and seek ways to improve organisational structures and functions based on rigorous self-evaluation.
- b) Work with the Headteacher to ensure the schools and the people and resources within them are organised and managed to provide an efficient, effective and safe learning environment.

- c) Work with the Head Teacher to evaluate school budget allocations to ensure they are spent in line with development and learning priorities and best value principles.

4.5. Developing Self and Working with Others

- a) Work with the Headteacher to build a professional learning community which enables others to achieve across all Trust schools.
- b) Support staff, within your team and within Trust schools, in achieving high standards through effective continuing professional development.
- c) Be committed to your own professional development.
- d) Implement successful performance appraisal processes with an allocated team of staff.
- e) Treat people fairly, equitably and with dignity and respect to create and maintain a positive Trust-wide culture.
- f) Build a collaborative learning culture within the schools and actively engage with TEACH Trust schools to build effective learning communities.
- g) Acknowledge the responsibilities and celebrate the achievements of individuals and teams.
- h) Develop and maintain a culture of high expectations for self and others.
- i) Regularly review own practice, set personal targets and take responsibility for own professional development.

4.6. Strengthening Community

- a) Work with the Headteacher to engage with the internal and external school community to secure equity and entitlement.
- b) Work with the Headteacher to collaborate with other schools in the Trust and beyond and other organisations, in order to share expertise and bring positive benefits to their own and other schools.
- c) Work with the Headteacher to work collaboratively at both strategic and operational levels with parents and carers and across multiple agencies for the well-being of all children.

5. Specific Duties for Deputy Headteacher

The more specific leadership responsibilities will be agreed, on an annual basis, with the Headteacher. This job description will be reviewed at regular intervals and is subject to change as the needs of the Trust evolve.

Produced By: TEACH Poole
Date: March 2026



DEPUTY HEAD – PERSON SPECIFICATION

This person specification is related to the requirements of the post as determined by the job description. You should refer to these requirements when completing your staff profile form.

ATTRIBUTES	CRITERIA	METHOD OF ASSESSMENT
Professional Qualifications & Training	<ul style="list-style-type: none"> • Qualified Teacher Status • First Degree or Equivalent • Evidence of further professional development 	Application form Certificates Interview
Knowledge & Understanding	<ul style="list-style-type: none"> • Substantial primary teaching and senior leadership experience, e.g. year leader or KS leader. • 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 • Good understanding and use of assessment, including target setting and tracking • Understanding of effective techniques and policies for behaviour management • Knowledge and experience of up to date developments in ICT • A good understanding of the requirements of transition between key stages 	Application form Interview References
Leadership & Management	<ul style="list-style-type: none"> • Senior leadership and management experience at, at least, Year Leadership or Key Stage Level • A good understanding of whole school issues • Experience of planning for change, development and improvement 	Application form Interview References

	<ul style="list-style-type: none"> • 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 conducting staff induction, mentoring and performance management • Experience of whole school self review and evaluation • Knowledge of the role of Governors and Trust Board • Able to demonstrate leadership qualities and good people management skills • Able to motivate, promote good relationships and effectively communicate with all stakeholders across the whole Trust • Experience of having successfully led whole school initiatives • Commitment to supporting community/external agencies involvement in school • Commitment to safeguarding and promoting the welfare of children • Experience of deputising in Head Teacher's absence 	
Personal Qualities	<ul style="list-style-type: none"> • Creative, enthusiastic and proactive, keen to embrace new ideas and challenges • Approachable, caring and empathetic • Works well as part of a team and can unite people effectively • Flexible, listens well and is prepared to seek advice and support • Demonstrates a concern for the pastoral & spiritual welfare of all in the school • Committed to continuing professional development for self and others • Forward thinking, resilient, enthusiastic • Trustworthy and loyal to the Headteacher, CEO and Trust board. • A can-do attitude to overcoming obstacles • Preparedness to go above and beyond • Resilience and stamina 	<p>Application form</p> <p>Interview</p> <p>References</p>
Other Factors	<ul style="list-style-type: none"> • Commitment to Equal Opportunities • Enhanced DBS check 	<p>Application form</p> <p>Interview</p> <p>References</p>

