

Job Description: Deputy Headteacher

Job Title:	Deputy Headteacher
Salary Range:	Leadership Scale.
Contract type:	Full time
Reporting to:	Headteacher
Responsible for:	Teaching Staff and Midday Supervisors

Main Purpose

The Deputy Headteacher under the direction of the Headteacher, will take a major role in:

- Formulating the aims and objectives of the school
- Establishing policies for achieving these aims and objectives
- Managing staff and resources to that end
- Monitoring progress towards the achievement of the school's aims and objectives.
- If the Headteacher is absent, the Deputy Headteacher will deputise, as directed by the governing body.
- The Deputy Headteacher will also be expected to fulfil the professional responsibilities of a Headteacher, as set out in the School Teachers' Pay and Conditions Document (STPCD).

Duties and Responsibilities

Qualities and knowledge

Under the direction of the Headteacher:

- Support with the day to day management of the school
- Communicate the school's vision compellingly and support strategic leadership
- Lead by example, holding and articulating clear values and moral purpose and focusing on providing excellent education for all pupils
- Build positive relationships with all members of the school community, showing positive attitudes to them
- Keep up to date with developments in education and have a good knowledge of education systems locally, nationally and globally



- Work with political and financial astuteness, translating policy into the school's context
- Seek training and continuing professional development to meet own needs

Pupils and staff

Under the direction of the Headteacher:

- Demand ambitious standards for all pupils, instilling a strong sense of accountability in staff for the impact of their work on pupil outcomes
- Ensure excellent teaching in the school, including through training and development for staff
- Establish a culture of 'open classrooms' as a basis for sharing best practice
- Create an ethos within which all staff are motivated and supported to develop their skills and knowledge
- Identify emerging talents, coaching current and aspiring leaders
- Hold all staff to account for their professional conduct and practice

Systems and processes

Under the direction of the Headteacher:

- Ensure that the school's systems, organisation and processes are well considered, efficient and fit for purpose
- Provide a safe, calm and well-ordered environment for all pupils and staff, addressing any underperformance, supporting staff to improve and valuing excellent practice.
- Work with the Governing Body as appropriate
- Support strategic, curriculum led financial planning to ensure effective use of budgets and resources
- Support distribution of leadership throughout the school.

The self improving school system

Under the direction of the Headteacher:

- Create an outward facing school which works with other schools and organisations to secure excellent outcomes for all pupils
- Develop effective relationships with fellow professionals
- Model innovative approaches to school improvement and leadership
- Inspire and influence others to believe in the fundamental importance of education in young people's lives and to promote the value of education.



Other areas of responsibility: Outcomes for disadvantaged pupils.

- To promote a culture of achievement for all across the school; setting high expectations for all pupils and working with staff to diminish the difference in performance between disadvantaged pupils and their peers.
- Track and monitor the progress made by pupils who are eligible for pupil premium funding.
- Attend Pupil Progress Meetings
- Work with other staff in analysing the progress made by disadvantaged children across the school, identifying where children are making slow progress or falling behind and deploying staff and resources to enable children to make rapid progress.
- Analyse the impact of different interventions and provide reports for governors and SLT on the impact of Pupil Premium Funding on outcomes for disadvantaged pupils.
- Work with the School Business Manager and Headteacher in developing and publishing the school's Pupil Premium Strategy and analysing its impact.

The Deputy Headteacher will be required to safeguard and promote the welfare of children and young people and follow school policies and the staff code of conduct.

Please note that this job description is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all the tasks that the deputy Headteacher will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher.