

## Deputy Headteacher - Job Description

### Deputy Headteacher: Job Description

**Reporting to:** The Headteacher

**Contract type:** Full Time - Permanent

**Pay range:** L9 – L13

#### Main purpose

The Deputy Head's and Headteacher will work as a close team and provide the lead in all aspects of the school's work to all stakeholders.

The Deputy Headteacher, with the active support of the Headteacher and the current DHT, will take a major role in:

- Formulating the educational aims and objectives of the school
- Establishing and/or promoting 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 Head will deputise, as directed by the governing board.

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

- Support with the day-to-day management of the school
- Communicate the school's vision compellingly and support strategic leadership
- Establishing non-negotiables for pupil and staff performance and having high expectations for all
- 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 initiatives, and actively and visibly planning and implementing any necessary changes in the school as a result
- 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**

- 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
- Promoting a culture where all leaders and governors are highly ambitious and lead by example

### **Systems and processes**

- 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, focused on safeguarding pupils and developing exemplary behaviour
- Implement systems for managing the performance of all staff, addressing any underperformance, supporting staff to improve and valuing excellent practice
- Work with the governing board as appropriate
- Support strategic, curriculum-led financial planning to ensure effective use of budgets and resources
- Support distribution of leadership throughout the school
- Monitoring and evaluating the performance of the school, its achievements, responding and reporting to the Headteacher as required
- Ensuring and agreeing the production of the Self Evaluation Schedule (SES) and the School Improvement Plan (SIP)

### **The self-improving school system**

- Create an outward-facing school which works with other schools and organisations to champion best practice and secure excellent outcomes for all pupils

- Develop effective relationships with fellow professionals in other public services to improve academic and social outcomes for all pupils
- Model entrepreneurial and 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
- Provide high quality continuing professional development for staff
- Provide ongoing support for all staff
- Inspire and influence others – within and beyond school – to believe in the fundamental importance of education in young people's lives and to promote the value of education

#### **Other areas of responsibility**

- Operational Designated Safeguarding Lead (DSL) for the school working alongside the Strategic Lead (HT)
- Strategic lead for a core subject.
- Lead on other key priorities based on needs of school.
- Promote and support the work of REACH South Trust including taking opportunities to work within other schools

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 is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Deputy Headteacher will carry out. The post holder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher. The job description will be reviewed annually in consultation with the Headteacher