

## JOB DESCRIPTION

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JOB TITLE:	Deputy Head Teacher
RESPONSIBLE TO:	Line Manager – Head Teacher
LOCATION:	Meopham Community Academy
SALARY GRADE:	L7 – L11
HOURS:	32.5

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### PURPOSE OF THE POST:

- 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
- Taking responsibility for curriculum and for the development of teaching and learning throughout the school.

### MAIN ROLES AND RESPONSIBILITIES

#### Key Duties and responsibilities

#### School culture and behaviour

Under the direction of the Head Teacher, the Deputy Headteacher will:

- Create a culture where pupils experience a positive and enriching school life
- Uphold educational standards to prepare pupils from all backgrounds for their next phase of education and life
- Ensure a culture of staff professionalism
- Encourage high standards of behaviour from pupils, built on rules and routines that are understood by staff and pupils and clearly demonstrated by all adults in school
- Use consistent and fair approaches to managing behaviour, in line with the school's behaviour policy

#### Teaching, curriculum, and assessment

Under the direction of the Head Teacher, the Deputy Headteacher will:

- Establish and sustain high-quality teaching across all subjects and phases, based on evidence
- Ensure teaching is underpinned by subject expertise
- Effectively use formative assessment to inform strategy and decisions
- Ensure the teaching of a broad, structured, and coherent curriculum
- Establish curriculum leadership, including subject leaders with relevant expertise and access to professional networks and communities
- Use valid, reliable, and proportionate approaches to assessing pupils' knowledge and understanding of the curriculum
- Ensure the use of evidence-informed approaches to reading so that all pupils are taught to read
- Work collaboratively with schools within The Golden Thread Alliance to share best practice and systems

#### Additional and special educational needs (SEN) and disabilities

Under the direction of the Head Teacher, the Deputy Headteacher will:

- Promote a culture and practices that enables all pupils to access the curriculum
- Have ambitious expectations for all pupils with SEN and disabilities
- Make sure the school works effectively with parents, carers, and professionals to identify additional needs and provide support and adaptation where appropriate
- Make sure the school fulfils statutory duties regarding the SEND Code of Practice.

#### Organisational management and school improvement

Under the direction of the Head Teacher, the Deputy Headteacher will:

- Establish and sustain the school's ethos and strategic direction together with the Local Governing Body and Trustees, and through consultation with the school community
- Establish and oversee systems, processes, and policies so this school can operate effectively
- Ensure staff and pupils' safety and welfare through effective approaches to safeguarding, as part of duty of care
- Manage staff well with due attention to workload

	<ul style="list-style-type: none"> <li>• Ensure rigorous approaches to identifying, managing, and mitigating risk</li> <li>• Allocate financial resources appropriately, efficiently, and effectively</li> <li>• Identify problems and barriers to school effectiveness, and develop strategies for school improvement that are realistic, timely and suited to the school's context</li> <li>• Make sure these school improvement strategies are effectively implemented</li> </ul> <p><u>Professional development</u></p> <p>Under the direction of the Head Teacher, the Deputy Headteacher will:</p> <ul style="list-style-type: none"> <li>• Ensure staff have access to appropriate, high standard professional development opportunities</li> <li>• Keep up to date with developments in education</li> <li>• Seek training and continuing professional development to meet needs</li> </ul> <p><u>Governance, accountability and working in partnership</u></p> <p>Under the direction of the Head Teacher, the Deputy Headteacher will:</p> <ul style="list-style-type: none"> <li>• Understand and welcome the role of effective governance, including accepting responsibility</li> <li>• Ensure that staff understand their professional responsibilities and are held to account</li> <li>• Ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties</li> <li>• Work successfully with other schools and organisation</li> <li>• Maintain working relationships with fellow professionals and colleagues to improve educational outcomes for all pupils</li> </ul>
General	<p>The Deputy Headteacher will have delegated responsibilities, which are both schoolwide and within The Golden Thread Alliance. This will be in addition to carrying out the statutory, professional duties of a teacher. The Deputy Headteacher will promote and support the vision and direction of Meopham Community Academy, playing a significant role, under the direction of the Head Teacher. If the Head Teacher is absent, the Deputy Headteacher will deputise, as directed by the Trust Leadership Team. In the absence of the Head Teacher, the Deputy Headteacher will also be expected to fulfil the professional responsibilities of the Head Teacher, as set out in the School Teachers' Pay and Conditions Document (STPCD).</p>

<p>Responsibilities for Data Protection</p>	<ul style="list-style-type: none"> <li>• Promote a culture of data protection within the school, ensuring that staff understand and adhere to data protection policies.</li> <li>• Work closely with the DPO to implement and monitor data protection practices.</li> <li>• Report any data breaches, potential breaches, or subject access requests (SARs) to the designated Data Protection Officer (DPO) and/or onsite data protection lead promptly.</li> <li>• Review data protection concerns or breaches, ensuring that corrective actions are taken promptly.</li> <li>• Ensure that all staff receive appropriate data protection training.</li> </ul>
<p>Qualities</p>	<p>The Deputy Headteacher will:</p> <ul style="list-style-type: none"> <li>• Uphold public trust in school leadership and maintain high standards of ethics, behaviour, and professional conduct</li> <li>• Build positive and respectful relationships across the school community</li> <li>• Serve in the best interests of the school's pupils</li> </ul> <p>As Deputy Headteacher you are to carry out the duties of a school teacher as set out in the Pay and Conditions Document 2020 and subject to any amendments due to Government legislation. This includes any duties as may be reasonably directed by the Head Teacher, safeguarding and the accountabilities expected of class teachers.</p>

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. The job description will be reviewed from time to time to reflect the changes needs and circumstances of the school. Such reviews and any consequential changes will be carried out in consultation with the post holder.

*The Golden Thread Alliance is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. The duties above are neither exclusive, nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.*

Postholder's signature:

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Postholder's name:

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Date: \_\_\_\_\_

PERSON SPECIFICATION

CRITERIA	QUALITIES
Qualifications and training	<ul style="list-style-type: none"> <li>• Qualified Teacher Status</li> <li>• Degree</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• Successful leadership and management experience in a school</li> <li>• Extensive teaching experience</li> <li>• Demonstrable experience of school self-evaluation and development planning               <ul style="list-style-type: none"> <li>• Demonstrable experience of curriculum design, implementation and management.</li> <li>• Demonstrable experience of successful line management and staff development for the curriculum, assessment and/or inclusion</li> </ul> </li> </ul>
Skills and knowledge	<ul style="list-style-type: none"> <li>• Data analysis skills, and the ability to use data to set targets and identify weaknesses</li> <li>• Understanding of high-quality teaching, and the ability to model this for others and support others to improve               <ul style="list-style-type: none"> <li>• Curriculum design, implementation and management.</li> </ul> </li> <li>• Understanding of school finances and financial management</li> <li>• Effective communication and interpersonal skills</li> <li>• Ability to communicate a vision and inspire others               <ul style="list-style-type: none"> <li>• Ability to build effective working relationships</li> </ul> </li> </ul>
Qualities	<ul style="list-style-type: none"> <li>• A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school</li> <li>• Ability to work under pressure and prioritise effectively</li> <li>• Commitment to maintaining confidentiality at all times               <ul style="list-style-type: none"> <li>• Commitment to safeguarding and equality, ensuring that personal beliefs are not expressed in ways that exploit the position of the Deputy Head Teacher.</li> </ul> </li> </ul>

Postholder's  
signature: \_\_\_\_\_



Postholder's

name:

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Date:

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