



Deputy Headteacher Job Description

Salary: L5-L10 (dependent on experience)

Reporting to: Headteacher

Main Purpose of the job

- Uphold and promote the Christian ethos of the school
- As DSL take responsibility for safeguarding the welfare of children and staff within the school.
- Lead on assessment and data
- With the support of staff and parents, be responsible for maintaining the exemplary behaviour of our children
- Working with external parties and staff, lead on our outstanding wider learning offer
- Take creative responsibility for community and global engagement
- Working in partnership with the Headteacher and under their guidance and deputising in their absence carry out the duties of this post in line with the remit outlined in the current *School Teachers' Pay and Conditions Document* including the conditions of employment for deputy headteachers and the school's own policy
- In collaboration with the SLT be responsible for all timetabling
- Under the overall direction of the headteacher, play a lead role in formulating the aims and objectives of the school and establishing the policies through which they are to be achieved including the SDP and the SEF.
- Proactively manage staff and resources
- Carry out the professional duties of a teacher as required

Duties and responsibilities

Shaping the future

- In partnership with the headteacher and governors, develop and implement an ambitious Christian vision and ethos for the future of the school.
- Play a leading role in the school improvement and the school self-evaluation planning process.
- In partnership with the headteacher, manage school resources.
- Devise, implement and monitor action plans and other policy developments.
- Lead by positive example to motivate and work with others in an emotionally intelligent way.
- In partnership with the headteacher, lead by example when implementing and managing change initiatives.
- Promote a culture of inclusion within the school community where all views are valued and taken into account.

Leading, teaching and learning

- Be an excellent role model, exemplifying the highest standard of teaching and promoting high expectations for all members of the school community.
- Work with the headteacher to proactively raise and maintain standards through staff performance management.
- Lead the development and delivery of training and support for staff.
- Lead the development and review of recording data, reporting and assessment for learning
- Work in partnership with the headteacher in managing the school through strategic planning and the formulation of policy and delivery of strategy, ensuring management decisions are implemented.



- With the headteacher, support the processes involved in monitoring, evaluating and challenging the quality of teaching and learning taking place throughout the school, including lesson observations to ensure consistency and quality.
- Develop, review systems to ensure robust evaluation of school performance, progress data and actions to secure and maintain continuous improvements.

Developing self and others

- Support the development of collaborative approaches to learning within the school and beyond.
- Organise and support the induction of staff new to the school and those being trained within the school.
- Act as an induction co-ordinator for ECTs and have responsibility for students on teaching practice and those undertaking work experience, as appropriate.
- Participate as required in the selection and appointment of teaching and support staff, including overseeing the work of supply staff/trainees/volunteers in the school in the absence of the headteacher.
- Take responsibility and accountability for identified areas of leadership, including statistical analysis of pupil groups, progress data and target setting.
- Work with the headteacher to deliver an appropriate programme of professional development for all staff, including quality coaching and mentoring, in line with the school improvement plan and performance management.
- Support the annual appraisal process for all identified support and teaching staff.

Managing the organisation

- Lead regular reviews of all school systems to ensure statutory requirements are being met and improved on where appropriate.
- Ensure the effective dissemination of information, the maintenance of and ongoing improvements to agreed systems for internal communication.
- Working with the headteacher, undertake key activities related to professional, personnel/HR issues.
- Manage HR and other leadership processes as appropriate e.g. sickness absence, disciplinary, capability.
- Ensure a consistent approach to standards of behaviour, attendance and punctuality are implemented across the school.
- Be a positive, proactive and effective member of the senior leadership team.
- To ensure the day-to-day effective organisation and running of the school including the deployment of staff and timetabling.
- To undertake any professional duties, reasonably delegated by the headteacher.

Securing accountability

- Lead and support the staff and governing body in fulfilling their responsibilities with regard to the school's performance and standards.
- Support the headteacher in reporting the school's performance to its community and partners.
- Promote and protect the health and safety welfare of pupils and staff.
- As DSL take responsibility for promoting and safeguarding the welfare of children, young people and staff within the school.

Strengthening community

- Work with the headteacher in developing the policies and practice, which promote inclusion, diversity and the extended services that the school offers.
- Develop and maintain contact with all specialist support services as appropriate.
- Promote the positive involvement of parents/carers in school life.
- Organise and conduct meetings where appropriate with parents and carers to ensure positive outcomes for all parties.



- Strengthen and develop partnership and community working.
- Promote positive relationships and work with colleagues in other schools and external agencies.

Exercising the teachers' professional skills and judgement

- To have specialist and up to date knowledge of the curriculum and use this to raise standards in teaching and learning.
- To have specialist and up to date knowledge of identified projects to inform and enhance teaching with the framework.
- To be able to inspire, motivate and support other staff, by planning, co-ordinating and leading INSET as appropriate.
- To encourage and develop a shared understanding of the contribution the school makes to all aspects of pupils' lives.
- To be accountable for effective deployment of all resources within the school.

Impact on educational progress of pupils

- To be accountable for standards of achievement, based on prior attainment where applicable.
- Analyse progress through use of appropriate assessments, data and records to make measurable contribution to whole school targets.
- To monitor and manage standards of behaviour.
- To promote and develop exemplary behaviour for learning across the school.

Leading, developing and enhancing the teaching practice of other staff

- Be a lead practitioner.
- Maintain an ethos of challenge and support where all staff can achieve success.
- Develop and nurture leadership potential in others to build the capacity of the school.
- Lead staff in professional development activities and evaluate outcomes.
- To be part of Performance Management arrangements of the school.
- Offer feedback, advice and coaching to colleagues measured against Performance Management targets.