



Bishops Down Primary School  
**DEPUTY HEADTEACHER JOB DESCRIPTION**

*'All Stakeholders at Bishops Down Primary School make the education of their pupils their first concern, and are accountable for achieving the highest possible standards in work and conduct. Teachers act with honesty and integrity; have strong subject knowledge, keep their knowledge and skills as teachers up-to-date and are self-critical; forge positive professional relationships; and work with parents in the best interests of their pupils.'*

All stakeholders at Bishops Down Primary School ASPIRE to exemplify the following values:

**Achievement** *in personal goals and academic attainment*

**Self-belief**, *to be confident in different situations*

**Perseverance**, *to be resilient in times of change*

**Independence**, *to be a life-long learner*

**Respect** *for each other and the world around them*

**Equality** *for all*

Together with the Teacher Standards, these values are the foundation of every job description.

**Post:** Deputy Headteacher

**Name of Teacher:**

**Responsible to:** The Headteacher, the Governors of the school and the Local Authority

**Job Purpose:** You are required to carry out the duties of a Deputy Headteacher as set out in the current Schoolteachers' Pay and Conditions document. In particular, you are required to play a major role, under the direction of the Headteacher, in formulating the aims and objectives of the school, undertaking as necessary the full range of professional duties of the Headteacher in the event of the latter's absence from school.

**Salary:** At a point on the Leadership Scale within the range 5-9, as agreed by the Governing Body.

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**General Duties**

- Some group intervention teaching and ad hoc cover if required.
- Assist the Head with Budget planning and monitoring
- Timetable, attend and minute weekly staff meetings.
- Attend and minute school's Leadership Team and to assist the Head in the smooth and effective operation of the team
- Assist the Head in developing the school's curriculum plan
- Assist the Head in monitoring the school's teaching and learning standards
- Manage and further develop the school's assessment practices
- Contribute to the school's statutory and informal target setting practices
- Give direction, support and advice to colleagues in consultation with the Headteacher
- Uphold all standards required by the school's stated vision and values statement
- Take advantage of appropriate professional development opportunities
- Take a lead role in whole school Collective Worship
- Contribute to the school plan and work as part of a team towards its goals
- Act as an Appraisal Team Leader
- Liaise effectively and positively with other agencies, with parents and with governors to promote the work of the school
- To deputise in the Headteacher's absence
- Line manage Midday supervisors.

**Personal characteristics**

It is expected that a Deputy Headteacher fulfils *Hay Group Leadership Characteristics and Competencies* Level 4 working towards the Head Teacher Professional Standards.

Specific attributes will include:

- Undertakes analysis of very complex problems
- Gain and maintain the trust of all staff members.
- Challenges others in the pupil's best interests and confronts poor performance
- Reconciles diverse and conflicting agendas
- Makes the complex simple
- Rises to challenges
- Lives up to his/her professed beliefs even when it is difficult to do so
- Creates development opportunities
- Sets and tackles challenging targets
- Actively manages emotions and energy
- Influences indirectly
- Uses own systems
- Prepares for future opportunities
- Creates a community where there is mutual respect and builds team spirit

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**Commitment to the School**

- The Deputy Head will adhere to and actively promote the school's Teaching and Learning Policy.
- The Deputy Head understands that their behaviour in, and out of school can impact on the reputation of the school and the teaching profession as a whole.

In relation to the School Improvement Plan, to carry out all duties and action allocated specifically to you to the best of your ability.

This Job Description may be reviewed at the end of the academic year or earlier if necessary. In addition, it may be amended at any time after consultation with you.

**Signed by Post Holder** \_\_\_\_\_

**Date** \_\_\_\_\_