

JOB DESCRIPTION	
SCHOOL	Kingsnorth Church of England Primary School
JOB TITLE	Deputy Headteacher
GRADE	Leadership Pay Scale
REPORTS TO	Headteacher/Governors
DATE	September 2024

Job purpose

If the headteacher is absent, the deputy headteacher will deputise, as directed by the governing body.

They will be committed to our distinctively Christian vision and developing opportunities for children and staff to develop spiritually

The deputy headteacher, under the direction of the headteacher, will take a major role in:

- Driving improvement linked to the aims and objectives of the school
- Embedding policies for achieving these aims and objectives
- Managing staff and resources
- Ensuring a robust culture of safeguarding

Qualities

The deputy headteacher will:

- Uphold public trust in school leadership and maintain high standards of ethics, behaviour and professional conduct
- Be an excellent classroom practitioner and be passionate about education
- Build positive and respectful relationships with the school community and across the Trust
- Serve in the best interests of the school's pupils

Duties and responsibilities

School culture and behaviour

Under the direction of the headteacher, the deputy headteacher will:

- Work within the school leadership team (SLT) and alongside other staff members to uphold a culture where pupils experience a positive and enriching school life
- Improve educational standards in order to prepare pupils from all backgrounds for their next phase of education and life
- Upholding a culture of staff professionalism
- Ensure 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
- Model and maintain our Christian ethos, vision and values

Teaching, curriculum and assessment

Under the direction of the headteacher, the deputy headteacher will:

- Sustain high-quality teaching, through coaching across all subjects and phases

- Use software to work with pupil data; analysing, problem solving, action planning, target setting and evaluating data to raise standards across the curriculum
- Ensure the teaching of a broad, structured and coherent curriculum based on evidence-informed approaches
- Be expected to teach model lessons across the school

Organisational management and school improvement

Under the direction of the headteacher, the deputy headteacher will:

- Sustain the school's ethos and strategic direction together with the governing board and through consultation with the school community
- Oversee systems, processes and policies so the school can operate effectively
- Manage staff with due attention to workload
- Ensure rigorous approaches to identifying, managing and mitigating risk
- Allocate financial resources appropriately, efficiently and effectively
- Identify problems and barriers to school effectiveness, and develop strategies for school improvement that are realistic, timely and suited to the school's context
- Ensure school improvement strategies are effectively implemented

Professional development

Under the direction of the headteacher, the deputy headteacher will:

- Ensure staff have access to appropriate, high standard professional development opportunities
- Keep up to date with all developments in education through research
- Proactively seek training and continuing professional development to meet needs

Governance, accountability and working in partnership

Under the direction of the headteacher, the deputy headteacher will:

- Work effectively with governors
- Ensure that staff understand their professional responsibilities and are held to account
- Ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties
- Work successfully with other schools and organisations
- Maintain working relationships with fellow professionals and colleagues to improve educational outcomes for all pupils

Other areas of responsibility

- The deputy headteacher will be a key holder for the school, will be a key point contact outside of school hours

The employee is expected to undertake any other duties which from time to time may be required and be relevant and commensurate with the post, as deemed necessary by the Headteacher.

The school is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment and work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies.

The employee is expected to show a commitment to promoting the ethos and values of the school, as well as the wider trust.

This job description may be amended at any time following discussion between the head teacher and member of staff and will be reviewed annually