



Slade Primary School

Deputy Headteacher Job Description

Purpose of the Role

Under the direction of the Headteacher, the Deputy Headteacher will play a major role in:

- Formulating the aims and objectives of the school
- Establishing and implementing policies to achieve these aims
- Leading and managing staff and resources effectively
- Monitoring and evaluating progress towards the school's priorities

In the absence of the Headteacher, the Deputy Headteacher will deputise as directed by the Governing Board.

The Deputy Headteacher will fulfil the professional responsibilities of a Headteacher as set out in the School Teachers' Pay and Conditions Document (STPCD).

Professional Qualities

The Deputy Headteacher will:

- Uphold public trust in school leadership and maintain the highest standards of ethics, behaviour and professional conduct
- Build positive, respectful and inclusive relationships across the school community
- Act at all times in the best interests of pupils
- Demonstrate resilience, integrity and a commitment to excellence

Duties and Responsibilities

School Culture and Behaviour

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

- Promote a culture in which pupils experience a positive, inclusive and enriching school life
 - Uphold high educational standards, preparing pupils from all backgrounds for the next stage of their education and life
 - Foster a culture of professionalism, collaboration and high expectations among staff
 - Secure high standards of behaviour through clear rules, routines and consistent adult modelling
 - Ensure behaviour is managed fairly and consistently in line with the school's behaviour policy
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Teaching, Curriculum and Assessment

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

- Establish and sustain high-quality teaching across all subjects and phases, rooted in evidence-informed practice
 - Ensure teaching is underpinned by strong subject knowledge and expertise
 - Promote effective use of formative and summative assessment to inform strategy and decision-making
 - Secure a broad, coherent, well-sequenced and ambitious curriculum
 - Develop strong curriculum leadership, ensuring subject leaders have appropriate expertise and professional networks
 - Implement valid, reliable and proportionate assessment systems
 - Ensure evidence-informed approaches to early reading so that all pupils become confident, fluent readers
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Additional and Special Educational Needs and Disabilities (SEND)

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

- Promote a culture and practice that enables all pupils to access a rich and ambitious curriculum
 - Maintain high expectations for pupils with SEND
 - Ensure effective partnership working with parents, carers and external professionals
 - Ensure the school meets its statutory duties under the SEND Code of Practice
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Organisational Management and School Improvement

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

- Contribute to the school's strategic direction in partnership with the Headteacher and Governing Board
- Establish and oversee effective systems, processes and policies
- Ensure robust safeguarding arrangements and promote the welfare of all pupils and staff
- Manage staff effectively, with due regard to wellbeing and workload
- Identify risks and ensure appropriate mitigation strategies are in place
- Support effective and efficient use of financial resources
- Lead and implement sustainable school improvement strategies that reflect the school's context
- Play an active role in recruitment and oversee the induction of new staff in line with the Slade ethos

Professional Development

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

- Ensure high-quality professional development for all staff
- Promote a culture of continuous professional learning
- Remain up to date with educational research, policy and national developments
- Engage in relevant training and professional development to fulfil the role effectively

Governance, Accountability and Partnership

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

- Work effectively with the Governing Board and understand the principles of strong governance
- Ensure staff understand their professional responsibilities and are held to account for their impact
- Ensure compliance with statutory and regulatory requirements
- Build effective partnerships with other schools, agencies and organisations
- Maintain constructive professional relationships to improve outcomes for all pupils

Key Responsibility: Strategic Leadership of Teaching and Learning

The Deputy Headteacher will provide strategic leadership and oversight of teaching and learning across the school, including the design, implementation and continuous development of a broad, balanced and ambitious curriculum.

The postholder will secure consistently high standards of pedagogy, curriculum coherence and classroom practice to ensure strong outcomes for all pupils.

This will include:

- Leading the strategic development, monitoring and evaluation of the Quality of Education
- Ensuring the curriculum is well-sequenced, inclusive and responsive to the needs of all learners
- Using assessment and monitoring information to inform whole-school priorities and drive improvement
- Line managing Phase Leaders and Subject Leaders, providing professional challenge, support and accountability
- Holding leaders accountable for standards, impact and sustained improvement within their areas
- Promoting collaboration, professional dialogue and evidence-informed practice

The role requires a visible, credible and inspirational leader who can articulate a clear vision for excellence in teaching and learning, support and develop both teaching and support staff, and drive sustained improvement across the school.

Additional Information

This job description outlines the general nature and level of responsibility of the role. It is not a comprehensive list of all duties. The postholder may be required to undertake other duties appropriate to the grade of the post.

This job description may be amended at any time in consultation with the postholder.

Last review date:

Line _____ Manager's Signature: _____
Date: _____

Postholder's Signature: _____
Date: _____