



Job Description

Job Title: Deputy Head Teacher

Responsible to: The Head Teacher

Salary: **Leadership Scale (L4-L8)**

General Duties

The Deputy Headteacher will:

- Promote the vision, values and ethos of the school
- Share in the corporate leadership responsibility for the school
- Support the education, wellbeing and safeguarding of all pupils
- Work in accordance with the School Teachers' Pay and Conditions Document
- Have due regard to the National Curriculum, statutory frameworks and school policies

Professional Responsibilities

The Deputy Headteacher will:

- Assist the Headteacher in the leadership and management of the school
- Undertake duties delegated by the Headteacher
- Act in the absence of the Headteacher where required
- Play a key role as a member of the Senior Leadership Team
- Maintain a teaching commitment of 2–3 days per week
- Act as a Designated Safeguarding Lead

Key Areas of Responsibility

Strategic Leadership

- Contribute to the development and implementation of the school's vision and strategic direction
- Lead on aspects of the School Improvement Plan
- Contribute to rigorous self-evaluation and school review
- Monitor, evaluate and raise standards across the school
- Support effective use of staffing and resources

Teaching, Learning and Curriculum

- Model and promote excellent classroom practice
- Lead the development of high-quality teaching and learning
- Use evidence-informed approaches, including insights from cognitive science, to improve outcomes
- Lead on assessment to ensure it informs teaching and accelerates progress
- Take responsibility for agreed curriculum area(s)

Leadership and Management of Staff

- Inspire, motivate and support staff through strong professional relationships
- Lead and contribute to professional development and coaching
- Act as an appraisal reviewer
- Support the monitoring and improvement of teaching across the school
- Promote a culture of collaboration, inclusion and high expectations

Safeguarding and Inclusion

- Act as a Designated Safeguarding Lead
- Ensure safeguarding is effective and embedded across the school
- Promote inclusion and ensure all pupils are supported to achieve their full potential

Partnerships and Community

- Build and maintain positive relationships with parents, governors and the wider community
- Represent the school at events and contribute to its wider life
- Work collaboratively with external partners and agencies

Operational Responsibilities

- Contribute to staff recruitment and retention
- Support the effective organisation and day-to-day running of the school

Additional Information

This job description is not a contract of employment and may be amended following consultation to reflect the evolving needs of the school.

Signature of Post holder _____ **Date** / /

Signature of Headteacher _____ **Date** / /