

# Cliftonville Primary and Pre-School

## Job Description

### Deputy Headteacher



<b>Responsible to:</b>	Headteacher, the Governing Body and the Coastal Academies Trust
<b>Number on roll:</b>	840+ 37 full pre-school (mixture of 15 and 30 hrs)
<b>Pay Scale:</b>	Leadership L13-14 (£70,287-72,040 FTE)
<b>Start date:</b>	1 <sup>st</sup> September 2026

#### Main purpose of the job

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

- Under the overall direction of the headteacher play a lead role:
  - in contributing to the strategic direction of the school; formulating the aims and objectives together with establishing the policies through which they are to be achieved
  - be responsible for the overall standards and curriculum of all pupils including monitoring of progress towards achievement
  - proactively manage staff and resources
  - Lead and support the staff, governing body and Coastal Academy Trust in fulfilling their responsibilities with regard to the school's performance and standards
  - 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
- Take full responsibility for the school in the absence of the headteacher
- Carry out the professional duties of a teacher as required
- Take responsibility for child protection issues as appropriate
- Take responsibility for promoting and safeguarding the welfare of children and young people within the school.

## **Duties and responsibilities**

This job description is set out under five key areas of responsibility:

1. Strategic direction of the school
2. Leading on Teaching and learning
3. Leading and managing staff
4. Managing the organisation
5. Efficient and effective deployment of staff and resources

### **1. Strategic direction of the school**

- In partnership with the headteacher and governors establish and implement an ambitious vision and ethos for the future of the school
- Play a leading role in the school improvement and school self-evaluation planning process
- Strategic Academic standards/outcomes for key groups – monitoring the progress of Pupil premium and SEN, AEN and EAL pupils
- Strategic development of the wider curriculum across the school through the subject leaders
- Strategic development of Teaching & Learning pedagogy- inclusive practice for all pupils including those with special and additional needs and supporting all staff in understanding the needs of SEN, AEN and EAL pupils
- In partnership with the headteacher manage school resources
- Devise, implement and monitor action plans and other policy developments
- Lead by example to motivate and work with others
- 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

### **2. Leading Teaching and learning**

- Demonstrating a clearly articulated view of primary education with others which puts the child at the heart of the experience
- 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
- Raise standards across the school by developing and reviewing systems to ensure robust evaluation of school performance, progress data and actions to secure improvements comparable to appropriate national standards
- Lead the development and delivery of training and support for staff ensuring the most effective teaching approaches for pupils
- Lead the development and review of all aspects of the curriculum and its delivery through inclusive practice, working closely with the senior leaders with responsibility of English and maths together with the other subject leads across the school (including planning, recording and reporting)
- With the headteacher and the senior leadership team, lead the processes involved in monitoring, evaluating and challenging the quality of teaching and learning taking place throughout the school, including lesson observations and provision maps to ensure consistency and quality to meet the needs of all pupils
- Demonstrating outstanding classroom teaching in order to establish credibility and act as a role model with the highest of expectations for all teaching and support staff
- Ensure through leading by example the active involvement of pupils and staff in their own learning

### **3. Leading and managing self and staff**

- In the absence of the Headteacher, deputise for her, undertaking all the duties and responsibilities that the role requires

- Providing regular information to the Headteacher, Governing Body and Coastal Academies Trust on the evaluation and impact of provision
- Ensure individual staff accountabilities are clearly defined, understood and agreed and are subject to rigorous review and evaluation
- Take responsibility and accountability for identified areas of leadership, including statistical analysis of pupil groups, progress data and target setting
- Ensuring all members of staff recognise and fulfil their statutory responsibilities to all pupils
- 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 appraisal – Co-ppraisal
- Support the development of collaborative approaches to learning within the school and beyond including providing training opportunities for teachers and teaching assistants to learn about effective strategies to support pupils
- Be an excellent role model for both staff and pupils in terms of being reflective and demonstrating a desire to improve and learn
- Lead the annual appraisal process for all identified support and teaching staff - Co-ppraisal
- Ensure and support the induction of staff new to the school and those being trained within the school
- Participate as required in the selection and appointment of teaching and support staff

Line management responsibilities to include:

- Assistant Headteachers (\*3)
- SENDco
- HLTA's (Higher Level Teaching Assistants) (\*5)

#### **4. 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 proactive and effective member of the senior leadership team
- Ensure the day-to-day effective organisation and running of the school including the deployment of staff as appropriate – including the maintenance of the cover timetable
- To undertake any professional duties, reasonably delegated by the headteacher

#### **5. Efficient and effective deployment of staff and resources**

- Identifying resources required to meet the needs of pupils and advising the Headteacher of priorities for expenditure
- Advising the Headteacher and Governing Body on the efficient and effective deployment of staff
- To lead on the PP strategy and contribute to the evaluation of Pupil Premium funding for vulnerable groups
- Maintaining and developing a range of resources, co-ordinating their deployment and monitoring their effectiveness in meeting the objectives of school teaching and learning priorities

#### **Additional expectations of a senior leader**

In addition to the specific responsibilities outlined above, the Deputy Headteacher, as a senior leader within the school, will be expected to:

- Treat people fairly, equitably, and with dignity and respect to create and maintain a positive school culture
- Support the aims and ethos of the school and the Coastal Academies Trust including peer support, external partnership working, inclusion, community support and promoting the positive involvement of parents/carers in school life
- Set a good example in terms of dress, punctuality and attendance
- Take on any additional responsibilities which might from time to time be agreed with the Headteacher
- Attend and participate in open evenings and pupil performances
- Build strong links with parents and carers -organise and conduct meetings where appropriate with parents and carers to ensure positive outcomes for all parties
- Uphold the school's behaviour code and uniform regulations
- Participate in and where appropriate lead staff training
- Attend and where appropriate lead team, SLT and staff meetings
- Develop strong links with governors, the Coastal Academies Trust, outside agencies, and neighbouring schools
- Take appropriate responsibility for own health, safety and welfare

**Claire Whichcord**

**March 2026**

