

# Job Description

## Deputy Headteacher



The Stour Academy Trust

# Our Vision



The Stour Academy Trust recognises that our education system needs to quickly and more radically shift to close equity gaps and to better prepare our young people for the 21<sup>st</sup> century. We are transforming our schools from passive forms of learning focused on direct instruction and memorisation, by moving towards interactive methods that promote the critical and individual thinking needed in today's innovation-driven economy.

Our pedagogical model combined with the intentional deployment of technology will help us deliver personalised learning in an enabling environment. Technology will accelerate our progress but will not be the driver of our vision.

We aim to nurture a community of learners that challenge thinking, where our staff are empowered to take risks and develop their practice to meet the needs of an evolving school system, which is not held back by traditional restrictions and ideologies.

By limiting routine or unnecessary tasks we allow professionals to focus on learning behaviours and interactions which will promote emotional intelligence and the development of children as life-long, curious learners.

There will be no barriers to achievement within our learning community and our teachers will build strong relationships that facilitate the learning of others.

Collaboration will open doors, minds and possibilities and enable individuals to meet their personal goals.

## **Main Purpose of the Role**

The Deputy Headteacher will play a pivotal role in providing strategic and operational leadership to the school, working closely with the Headteacher to realise the school's vision and values. They will take a lead role in driving high standards of teaching, learning, and pupil achievement across all phases, ensuring a broad, balanced, and coherent curriculum is delivered effectively to meet the diverse needs of all pupils.

As the senior leader deputising for the Headteacher, the Deputy Headteacher will assume full responsibility for the school's leadership and management in the Headteacher's absence. This includes maintaining the smooth day-to-day running of the school, overseeing staff performance and development, and ensuring the highest standards of behaviour, attendance, and safeguarding are upheld.

The Deputy Headteacher will champion a positive, inclusive, and nurturing school culture that supports pupils' personal development, well-being, and readiness for their next phase of education and life. They will lead by example, fostering a professional environment where staff are motivated, supported, and empowered to innovate and continuously improve their practice.

## **Key Responsibilities and Duties**

### **Teaching and Learning**

- Lead and sustain high-quality teaching and learning across all subjects and phases, based on evidence-informed practice.
- Ensure the delivery of a broad, balanced, and coherent curriculum that meets the needs of all pupils, including those with SEND, ensuring compliance with statutory duties regarding the SEND Code of Practice.
- Oversee valid, reliable, and proportionate assessment systems to monitor pupil progress and inform teaching.
- Promote evidence-informed approaches to reading and early years pedagogy.
- Support curriculum leadership by developing subject leaders and key stage leaders with relevant expertise and professional networks.
- Use data and monitoring to identify areas for improvement and lead targeted interventions to raise pupil achievement.
- Maintain high expectations for pupil behaviour and learning, managing behaviour consistently and fairly in line with the school's behaviour policy.
- Encourage high levels of pupil attendance and engagement with learning.

### **Leadership**

- Deputise for the Headteacher, assuming full leadership and management responsibility in their absence.
- Support the Headteacher in formulating and communicating the school's vision, aims, and strategic objectives.
- Lead the day-to-day operational management of the school, including staff deployment and resource management.
- Monitor progress towards school priorities and contribute to the development, implementation, and evaluation of school policies and improvement plans.
- Promote a culture of professionalism, high standards, and continuous improvement among staff.
- Ensure statutory compliance with safeguarding, SEND, and inclusion requirements.
- Lead specific school improvement projects or areas of responsibility as delegated by the Headteacher.

- Build and maintain positive relationships with pupils, staff, parents, carers, and the wider community.

### **Supporting the School Vision and Values**

- Champion the school’s vision of personalised, innovative, and inclusive education.
- Create a nurturing and inclusive school culture where all pupils feel safe, valued, and supported to achieve their potential.
- Foster strong collaborative working across the school community, encouraging collective ownership and responsibility.
- Promote equity by ensuring all pupils have access to high-quality learning opportunities and support.
- Uphold and model the school’s values in all aspects of leadership and professional conduct.

### **Professional Development**

- Lead and support staff development through coaching, mentoring, and targeted professional learning.
- Manage performance appraisal and professional development processes in line with school policy.
- Model high standards of ethics, behaviour, and professional conduct.
- Facilitate collaboration and knowledge-sharing among staff to improve teaching practice and pupil outcomes.
- Engage with external professional networks and keep abreast of national developments in education to inform school improvement.

### **Safeguarding**

The Stour Academy Trust places the safeguarding and wellbeing of all pupils at the heart of its work. The Teacher is expected to:

- Work in strict accordance with statutory safeguarding guidance (e.g., Keeping Children Safe in Education) and the Trust's safeguarding and child protection policies.
- Promote the safety, welfare, and wellbeing of all pupils during classroom cover and throughout the school day.
- Remain vigilant to signs of pupil distress or safeguarding concerns and promptly report these to the designated safeguarding lead (DSL).
- Maintain a safe learning environment and adhere to all health and safety procedures relevant to their role.
- Contribute actively to the culture of safeguarding within the Trust by maintaining professional conduct and promoting pupil protection at all times.

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This job description reflects the key requirements and expectations for the Deputy Headteacher role within The Stour Academy Trust's Primary School settings. It aligns with the Trust's vision to deliver a personalised, inclusive, and technologically enhanced education that prepares pupils for success in the 21st century.

**The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.**