**Deputy Headteacher Job Description**

**Post:** Deputy Headteacher

**Salary:** Leadership Range L17-L21 with residential allowance in addition

**Accountability**: Headteacher and Governing Body.

Line-managed by Headteacher.

# Main purpose

The Deputy Headteacher, under the direction of the Headteacher, will take a major role in:

* Formulating the aims and objectives of the school
* Establishing policies for achieving these aims and objectives
* Managing staff and resources to that end
* Monitoring progress towards the achievement of the school’s aims and objectives

If the Headteacher is absent, the Deputy Headteacher will deputise, as directed by the governing board.

The Deputy Headteacher will also be expected to fulfil the professional responsibilities of a Headteacher, as set out in the School Teachers’ Pay and Conditions Document (STPCD).

The deputy Headteacher will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

# Duties and responsibilities

Qualities and knowledge

Under the direction of the Headteacher:

* Support with the day-to-day management of the school
* Communicate the school’s vision and support strategic leadership
* Lead by example, holding and articulating clear values and moral purpose, and focusing on providing excellent education for all students
* Build positive relationships with all members of the school community, showing positive attitudes to them
* Keep up to date with developments in education, and have a good knowledge of education systems locally, nationally and globally
* Work with political and financial astuteness, translating policy into the school’s context
* Seek training and continuing professional development to meet own needs

Students and staff

Under the direction of the Headteacher:

* Demand ambitious standards for all students, instilling a strong sense of accountability in staff for the impact of their work on student outcomes
* Take the lead on quality assuring curriculum development across the school, working with, and line managing, Curriculum Leaders.
* Contribute to the timetable design across the school to ensure all students access a relevant, broad, balanced and differentiated Curriculum.
* To organise all cover within the school. This will involve:

Organising the cover of absent/sick colleagues on a daily basis.

Organising in partnership with the Headteacher long term cover arrangements

* Establish a culture of ‘open classrooms’ as a basis for sharing best practice
* Create an ethos within which all staff are motivated and supported to develop their skills and knowledge
* Identify emerging talents, coaching and mentoring current and aspiring leaders
* Hold all staff to account for their professional conduct and practice

Systems and processes

Under the direction of the Headteacher:

* Ensure that the school’s systems, organisation and processes are well considered, efficient and fit for purpose
* Analyse school student progress data. Use findings to inform the School Evaluation Report and School Improvement Planning.
* Present outcomes to a range of stakeholders, including taking part in regular Governor monitoring visits
* To be part of the Safeguarding team, dealing with all child protection issues to ensure that concerns are promptly dealt with and cases appropriately referred. This includes the review of school procedures and ensuring the provision of regular staff training in the identification of child protection issues and the requirements of the procedure to protect students.
* Implement systems for managing the performance of all staff, addressing any underperformance, supporting staff to improve and valuing excellent practice
* Work with the governing board as appropriate
* Support strategic, curriculum-led financial planning to ensure effective use of budgets and resources
* Support distribution of leadership throughout the school, holding others to account

The self-improving school system

Under the direction of the Headteacher:

* Create an outward-facing school which works with other schools and organisations to secure excellent outcomes for all students
* Have a leading role in the strategic direction and development of the school, contributing to the Self Evaluation and School Improvement processes
* Contribute to the maintenance and formulation of school policies that set the ethos of the school and establish expected practice within the school.
* Develop effective relationships with fellow professionals
* Model entrepreneurial and innovative approaches to school improvement and leadership

Other areas of responsibility

To provide professional support and guidance to staff in relation their continuous professional development and coordinating whole school training initiatives.

NQT Manager

Lead on Induction training for new staff

Liaise with external schools and agencies in the placement of students and work experience positions in the school.

Designated teacher with responsibility to promote the educational achievement of looked-after children

Have oversight of the Annual Review of EHC Plans

This is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the deputy Headteacher will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher.

**Deputy Headteacher Person Specification**

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| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **Education and Training** | * Recognised QTS * Evidence of commitment to own continuing professional development | * Leadership/ Management training * NPQSL or willingness to undertake NPQSL or other Leadership Development Training |
| **Experience** | * Knowledge and experience of teaching students with ASD and Severe or Complex Learning Difficulties * A proven track record of outstanding teaching with a track record of innovative practice * Successful experience in a leadership and management role * Experience of successfully leading teams of staff and team meetings * Involvement in curriculum development within a school * Experience of managing and monitoring a budget | * Experience of teaching in more than one school setting * Experience of teaching different needs and age groups within a special school * Experience of working with school governors * Responsibility for developing, monitoring and evaluating an aspect of school provision |
| **Skills and knowledge** | * A good understanding of the current statutory and curriculum requirements of schools * Competent at using a range of IT * Understanding of high-quality teaching, and the ability to model this for others and support others to improve * Effective communication and interpersonal skills * Ability to work under pressure and prioritise effectively | * Understanding of school finances and financial management * Data analysis skills, and the ability to use data to set targets and identify weaknesses |
| **Personal qualities** | * A commitment to getting the best outcomes for all students and promoting the ethos and values of the school * Commitment to maintaining confidentiality at all times * Ability to communicate a vision and inspire others * Ability to build effective working relationships * Ability to manage own workload and maintain work/ life balance * Sense of humour, stamina and persistence * A proactive approach to managing change |  |

# Notes:

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

Last review date:

Next review date:

Headteacher’s signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Postholder’s signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_