

**Deputy Headteacher  
Job Description**

<b>Job Title</b>	Deputy Headteacher
<b>Salary Grade</b>	Leadership Scale L4 - 9
<b>Reports to</b>	Headteacher
<b>Responsible for</b>	Teaching and non-teaching staff
<b>Job Purpose</b>	<ul style="list-style-type: none"> <li>• To support the vision, ethos and policies of the school and promote high levels of achievement</li> <li>• To support the creation and implementation of the school improvement plan within the national and local context, and to take sole responsibility for appropriately delegated aspects of the plan.</li> <li>• To support all staff in achieving the priorities and targets which the school sets for itself, and to provide them with support and guidance to carry out their roles.</li> <li>• To support the evaluation of the effectiveness of the school's policies and developments.</li> <li>• To ensure that parents are well informed about the school curriculum, its targets, children's attainment and their part in the process of improvement</li> <li>• To support the Headteacher in ensuring that the school adheres to all child protection and safeguarding requirements</li> </ul>
<b>Responsibilities</b>	<ul style="list-style-type: none"> <li>• To carry out the professional duties of a class teacher and adhere to all teacher standards, exemplifying high standards of classroom practice.</li> <li>• To take responsibility for the development and monitoring of curriculum areas or whole school curriculum aspects relevant to the school improvement plan.</li> <li>• To support the Headteacher in the monitoring of the quality of teaching and children's achievements including the analysis of performance data.</li> <li>• To support the Headteacher in developing links with parents, other schools, educational institutions and the wider community, including businesses and industry, in order to enhance teaching and learning and children's personal development</li> <li>• Research and lead creative and imaginative ways of anticipating</li> </ul>

	<p>and solving problems and identifying opportunities that will enhance the quality of education across the school.</p> <ul style="list-style-type: none"> <li>• Take a lead role in the pastoral care of all staff by supporting the Headteacher to develop positive working relationships and sustain motivation, with and between all staff.</li> <li>• Manage own workload and that of others to allow an appropriate work/life balance.</li> <li>• To lead groups of staff in developmental activities, delegate appropriately and evaluate outcomes.</li> <li>• To support the Headteacher in the implementation of the school's performance management policy.</li> <li>• To support the Headteacher in the appointment, deployment and development of staff to make most effective use of their skills, expertise and experience and to ensure that all staff have a clear understanding of their roles and responsibilities.</li> <li>• To manage the school effectively in the absence of the Headteacher.</li> <li>• To take a leading role in developing and promoting the inclusive ethos of our school.</li> <li>• To support the Headteacher in the management and organisation of relevant groupings of children to ensure effective teaching and learning takes place and that children's personal development and pastoral needs are met.</li> <li>• To work with the Headteacher and Governors in establishing priorities for expenditure and monitoring the effectiveness of spending and usage of resources with a view to achieving value for money.</li> <li>• To provide effective professional support to the Headteacher.</li> <li>• To provide information and advice to the Headteacher and Governing body and support proper accountability processes throughout the school.</li> <li>• Attend Senior Leadership Team meetings and termly meetings of the Full Governing Body when required to provide information and advice regarding specific areas of responsibility.</li> <li>• Regularly review own practice, set personal targets and take responsibility for your own personal development.</li> <li>• To carry out the role of Deputy Designated Safeguarding Lead and ensure that the school adheres to all child protection and safeguarding requirements</li> <li>• To support the Headteacher in ensuring the school is compliant with the requirements of data protection legislation</li> </ul> <p>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.</p>
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