

St George's School

Canterbury Road, Colchester, Essex CO2 7RU
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Telephone 01206 506800
Headteacher: Carl Messer BA(Ed)Hons NPQH



Autumn 2024

St George's School

Position of Deputy Headteacher

Job Description (Draft) 2024-2025

Name: *Your name could be here!*

Job Title and Grade : Grade of **Deputy Headship** (Range : **L13-L17**)

Responsible to : **Headteacher**

Main purpose

Deputy headship, under the direction of the headteacher, is a key role in:

- Formulating the aims and objectives of the school
- Establishing policies, approaches and habits for achieving these aims and objectives
- Managing colleagues and resources accordingly
- Monitoring progress towards the achievement of the school's aims and objectives
- Deputise for the Headteacher as required
- Fulfil the professional responsibilities of a headteacher, as set out in the School Teachers' Pay and Conditions Document (STPCD).

And in the context of this position:

- Lead the curriculum, teaching and learning
- Support the day-to-day operation of the school

Qualities

In deputy headship you will:

- Uphold public trust in school leadership and maintain high standards of ethics, behaviour and professional conduct
- Build positive and respectful relationships across the school community
- Serve in the best interests of the school's pupils
- Demonstrate selflessness, integrity, objectivity, accountability, openness, honesty and leadership by example
- Value the contribution within and by the core leadership team

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Duties and responsibilities

School culture and behaviour

Under the direction of the headteacher, the deputy headteacher will:

- Create a culture where pupils experience a positive and enriching school life
- Uphold educational standards in order to prepare pupils from all backgrounds for their next phase of education and life
- Ensure a culture of collegial professionalism
- Encourage high standards of behaviour from pupils, built on relationships, routines and respectful rules that are understood by colleagues and pupils and clearly demonstrated by all adults in school
- Use consistent and fair approaches to managing behaviour, in line with the school's behaviour policy, and celebrate the positive

Curriculum

Your responsibility in delivering the curriculum will be to support teachers in teaching all core and foundation subjects of the national curriculum, religious education, and other subjects such as citizenship and personal social and health education. You will not be responsible for teaching a class group on a daily or regular basis.

General Duties

The position of deputy headship requires that you should help support teachers generally within the school in connection with the teaching of pupils, the preparation and marking of their work, and the promotion of their progress and welfare. You will work under the reasonable direction of the Headteacher, whose responsibility it is to ensure that the workload of each teacher is managed effectively. You will safeguard the health and safety of all persons in the school, and will supervise pupils in accordance with school policy.

Particular Duties

The duties may be varied to meet the changing demands of the school at the reasonable direction of the Headteacher. This job description is therefore subject to change after consultation with the post holder to reflect the changing needs of yourself and the school. Any dispute arising from this job description may invoke the Grievance Procedure.

Teaching, curriculum and assessment

Under the direction of the headteacher, the deputy headteacher will:

- Establish and sustain high-quality teaching across all subjects and phases, based on evidence
- Ensure teaching is underpinned by subject expertise
- Effectively use formative assessment to inform strategy and decisions

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- Ensure the teaching of a broad, structured and coherent curriculum
- Establish curriculum leadership, including subject leaders with relevant expertise and access to professional networks and communities
- Use valid, reliable and proportionate approaches to assessing pupils' knowledge and understanding of the curriculum
- Ensure the use of evidence-informed approaches to reading so that all pupils are taught to read

Governance, accountability and working in partnership

Under the direction of the headteacher, the deputy headteacher will:

- Understand and welcome the role of effective governance, including accepting responsibility
- 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
- Work successfully with other schools and organisations
- Maintain working relationships with fellow professionals and colleagues to improve educational outcomes for all pupils

Other areas of responsibility

Where directed, perform the role of:

- Key leader of the Woodlands site
- Key Leader of the Towers site
- Work with other deputy headteachers to the common aim, also leading on child protection and student support.

Please note that 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, under the reasonable direction of the headteacher.