



Job Description

Job Title:		Deputy Headteacher			
Location:		Whitehouse Primary School			
Date:	May 2025	Status:	Final	Pay range:	L5 – L9
Responsible to:		Headteacher			
Responsible for:		Assigned school teaching and support staff			
Job purpose:		Work with the Headteacher(s) to: <ul style="list-style-type: none"> • Play a lead role in formulating the aims/objectives of the school and establishing the policies and practices through which they are to be achieved • Be responsible for monitoring outcomes and progressing actions • Proactively manage staff and resources • Leadership of one or more significant whole school priorities e.g. curriculum, inclusion. • Carry out the professional responsibilities of a teacher. • Deputise for the Headteacher, when required. 			

The following is typical of the duties the post holder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

Main responsibilities as Deputy Headteacher:

Carry out the professional responsibilities of a Deputy Headteacher, in addition to those of a Teacher, as set out in the School Teachers' Pay and Conditions Document. Carry out teaching duties in accordance with the school's schemes of work and the National Curriculum.

Educational leadership and management

1. Contribute to the development, monitoring and evaluation of a robust school improvement plan and take personal responsibility for one or more key priorities.
2. Assist the Headteacher in the management, organisation and running of the school, including contributing to the development and implementation of school aims/objectives, procedures, policies and practices.
3. Develop a shared expectation of outstanding learning and teaching and ensure staff are provided with effective opportunities to develop their professional expertise.
4. Support an aspirational and innovative culture of learning and teaching in the academy.
5. Support the Headteacher to develop and implement an effective curriculum that enables all learners to achieve.

6. Ensure the welfare and safety of all students from all groups, including their safeguarding.
7. Act as one of the school's Designated Safeguarding Leads, providing advice and support to staff, liaising with the local authority and working with other agencies to ensure safeguarding issues are dealt with promptly and effectively.
8. Develop and implement assessment strategies, data analysis and appropriate intervention programmes to ensure that identified standards of learner achievement are met.
9. Enhance the teaching practice of others through monitoring/evaluation and promoting improvement strategies to secure effective teaching and learning for learners.
10. Line manage a team of staff including the effective recruitment, appraisal and development of its members in order that the team's objectives are achieved.
11. Facilitate an ethos within the team which encourages staff to work collaboratively, share knowledge and understanding, celebrate achievements and accept responsibility for outcomes.
12. Undertake the professional duties of the Headteacher in the event of their absence from the school, as required by the Headteacher or Chief Executive Officer.

Strategic leadership and management

13. Develop and maintain the values of NEAT within the academy.
14. Contribute professionally to the broader NEAT agenda including the development and delivery of strategic plans and priorities.

People leadership and management

15. Be a role model in a culture of working together to achieve high standards throughout the academy.
16. As delegated, manage performance and ensure that staff receive appropriate support to achieve those high standards.
17. Ensure appraisal and ongoing feedback for allocated staff in the academy.
18. Facilitate a climate of reflective practice and professional development that enables all staff to achieve their best. Participate in, and where appropriate, lead staff training and development and continuous professional development. Contribute to and participate in shared CPD arrangements across NEAT.
19. Develop the capacity of colleagues encouraging staff to work collaboratively, share knowledge and understanding, celebrate achievements and accept responsibility for outcomes.

Parental, community and sector engagement

20. With the Headteacher, develop strong and effective partnerships with parents.

21. With the Headteacher, develop a thriving sense of school community to include present, past and future pupils and parents.
22. Create proactive links with the community including, for example, businesses, feeder schools, other local schools, local community groups and religious organisations.
23. Take an active role in developing networks across the education sector including other primary schools and multi academy trusts.

Responsibility as a Teacher:

To be accountable for the educational progress of all learners within any designated classes/groups through effective learning and teaching.

Trust responsibilities

24. Work to fulfil the vision and values of the trust.
25. Assist in maintaining a healthy, safe and secure environment and act in accordance with the trust's health and safety policies and the school's/central team's health and safety procedures.
26. Promote and implement the trust's equality, diversity and inclusion policy in all aspects of employment and service delivery.
27. Promote and safeguard the welfare of children and young persons s/he is responsible for, or comes into contact with, in accordance with the trust's safeguarding policy and school's child protection policies and protocols.
28. Assist in ensuring the trust's responsibilities to protect personal data and to share information as a public authority are implemented effectively.
29. Participate in appraisal, training and development and other activities that contribute to performance management.
30. Attend and participate in regular team and 1:1 meetings.