



BOROUGH GREEN
Primary School

Deputy Headteacher

Job Description

Reporting to: The Headteacher

Salary: L2-7

Date: May 2024

Core Purpose

To assist the Headteacher in overall strategic leadership and, with others, lead, develop and support the strategic direction, vision, values and priorities of the school. This will include the development, implementation and evaluation of school policies, practices and procedures.

The Deputy Headteacher is expected to demonstrate consistently high standards of professional conduct and is expected to meet the teachers' standards supporting other teachers in the school to fulfil them.

If the Headteacher is absent, the Deputy Headteacher will deputise, as directed by the Governing Body.

The Deputy Headteacher will also be expected to fulfil the professional responsibilities of a Headteacher in their absence, as set out in the School Teachers' Pay and Conditions Document.

Professional Conduct

The Deputy Headteacher 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
- Take responsibility for their own continued professional development, engaging critically with educational research
- Help to 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 staff professionalism
- Encourage high standards of behaviour from pupils, built on rules and routines that are understood by staff 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
- Demonstrate excellence as a classroom practitioner



Strategic

- Support the Headteacher in developing and communicating a clear strategic vision of how to develop and maintain the school successfully
- Have a deep understanding of research based pedagogy
- Implement accurate performance indicators for pupils and staff and hold everybody accountable for them
- Have an up-to-date understanding of Ofsted requirements and ensure the effective and rigorous self-review framework is embedded within the school
- Support the Headteacher in developing and communicating a clear strategic vision of how to develop and maintain the school successfully
- Lead on designated sections of the school development plan
- Fulfil the role of a deputy designated safeguarding lead
- Support the Headteacher in managing the school effectively and ensuring the successful implementation of change, and deputise in their absence
- To work collaboratively with the Headteacher, Senior Leadership Team, Governors, Local Authority and other stakeholders

Duties

Teaching, curriculum and assessment

Under the direction of the Headteacher, the Deputy Headteacher will help to:

- 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
- 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



Additional and special educational needs (SEN) and disabilities

Under the direction of the Headteacher, the Deputy Headteacher will help to:

- Promote a culture and practice that enables all pupils to access the curriculum
- Have ambitious expectations for all pupils with SEN and disabilities
- Make sure the school works effectively with parents, carers and professionals to identify additional needs and provide support and adaptation where appropriate
- Make sure the school fulfils statutory duties regarding the [SEND Code of Practice](#)

Organisational management and school improvement

Under the direction of the Headteacher, the Deputy Headteacher will help to:

- Establish and sustain the school's ethos and strategic direction
- Establish and oversee systems, processes and policies so the school can operate effectively
- Ensure staff and pupils' safety and welfare through effective approaches to safeguarding, as part of a duty of care
- Manage staff well with due attention to workload
- Ensure rigorous approaches to identifying, managing and mitigating risk
- Allocate financial resources appropriately, efficiently and effectively following the school's financial policy and procedures
- Identify problems and barriers to school effectiveness, and develop strategies for school improvement that are realistic, timely and suited to the school's context

Professional development

Under the direction of the Headteacher, the Deputy Headteacher will help to:

- Ensure staff have access to appropriate, high-standard professional development opportunities
- Keep up to date with developments in education
- Seek training and continuing professional development to meet their own needs



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Governance, accountability and working in partnership

Under the direction of the Headteacher, the Deputy Headteacher will help to:

- Understand and welcome the role of effective governance
- 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

**The Deputy Headteacher may be required to do other duties, as deemed necessary by the Headteacher appropriate to the role.