



Job Description: Deputy Headteacher

The Deputy Headteacher will work under the overall direction of the Headteacher to play a major role in the day-to-day running of the school. This role is subject to the current School Teachers' Pay and Conditions Document and is based on the National Standards of Excellence for Headteachers.

Core Purpose and Strategic Leadership

- **Vision and Strategy:** Work with the Headteacher and Governing Board to define, articulate, and deliver the vision and ethos of the school.
- **Deputising:** Take on the full professional duties of the Headteacher during any period of their absence.
- **School Improvement:** Contribute to the formulation, implementation, and review of the School Development Plan and strategic objectives.
- **Expansion Project:** Assist the Headteacher in leading the school through the ambitious expansion program from primary to secondary education.
- **Policy Development:** Establish and review the policies through which the school's aims and objectives are achieved.

Leading Teaching, Learning, and Assessment

- **Specialist Expertise:** Demonstrate and disseminate the specialist teaching approaches required for students with SLD/PMLD.
- **Curriculum Leadership:** Work with phase leaders to determine and implement an ambitious, diverse, and inclusive curriculum.
- **Quality of Provision:** Play a leading role in developing high-quality teaching and learning styles tailored to complex needs.
- **Monitoring and Evaluation:** Implement robust systems for monitoring and reviewing classroom practice to ensure consistent school-wide focus on achievement.

- **Data and Progress:** Use pupil data to monitor progress , set challenging targets, and improve specific aspects of teaching.
- **Learning Environment:** Ensure a safe, purposeful, and nurturing atmosphere where pupils feel secure, confident, and motivated.

Managing the Organisation and Staff

- **Staff Empowerment:** Manage, inspire, and empower staff through strong leadership and a shared sense of responsibility.
- **Performance Management:** Assist in implementing successful appraisal processes and challenge underperformance effectively.
- **Professional Development:** Coordinate and lead an appropriate programme of CPD and staff induction, including serving as an ECT mentor.
- **Resource Management:** Manage staff and physical resources effectively to achieve educational goals and ensure value for money.
- **Wellbeing:** Create a culture where staff wellbeing, morale, and an appropriate work/life balance are fostered.
- **Inclusion Oversight:** Provide strategic oversight for SEND across the school and manage the inclusion team.

General and Operational Duties

- **Daily Operations:** Oversee the day-to-day running of the school across both sites, including managing pupil behaviour and discipline.
- **Visibility:** Maintain a high and substantial presence in the daily life of the school.
- **Staff Cover:** Responsible for the organisation of cover for staff absences and running return to work meetings.
- **Communication:** Present accurate accounts of school performance to governors, parents, and the Local Authority.
- **Community Engagement:** Liaise effectively with parents, stakeholders, and the PTA to support the school's vision.
- **Transition Management:** Coordinate with other phases to ensure a smooth transition for pupils across year groups.
- **Supervision:** Carry out required supervision duties and any other professional requirements reasonably requested by the Headteacher.

Safeguarding and Inclusion

- **Commitment:** Promote and prioritize the welfare and safeguarding of all children and young people.
- **Compliance:** Ensure all safeguarding systems, records, and safer recruitment processes are up-to-date and meet legislative requirements.
- **Equity:** Champion equity and inclusion, ensuring the school curriculum and culture account for the diversity of the community.