

# Gordon Primary School



## Job Description: Deputy Headteacher

Gordon Primary School is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

### Job details

**Salary:** L8 to L15 (£65,007 to £75,545) includes inner London allowance

**Contract type:** Full Time / Permanent

**Reporting to:** Headteacher

### Main purpose

The deputy headteacher, under the direction of the headteacher, will take a major role in:

- Formulating the aims and objectives of the school
- Establishing policies for achieving these aims and objectives
- Managing staff and resources
- Monitoring progress towards the achievement of the school's aims and objectives

If the Headteacher is absent, the Deputy Headteacher will deputise, fulfilling the professional responsibilities of a Headteacher, as set out in the School Teachers' Pay and Conditions Document (STPCD)

### Qualities

The Deputy Headteacher will:

- Uphold public trust in school leadership and maintain high standards of ethics, behaviour and professional conduct by being an exemplary role-model
- Build positive and respectful relationships across the school community
- Serve in the best interests of the school's pupils, putting the needs and wellbeing of the children at the forefront of all decision making

### 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 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
- Work with parents, staff and outside agencies to ensure there are no barriers to learning
- Undertake the role of Deputy Designated Safeguarding Lead and ensure staff and pupils' safety and welfare through effective approaches to safeguarding

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### Teaching, curriculum and assessment

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

- establish and sustain high-quality education across all subjects and phases, by ensuring staff use creative, responsive, effective and consistent approaches to teaching and learning
- ensure teaching is underpinned by strong subject expertise and the solid understanding of the developmental stages of pupils' learning
- take responsibility for the educational standards of all pupils, including monitoring progress towards achievement
- effectively use a range of monitoring approaches to inform strategic planning and resource management
- ensure the teaching of a broad, structured and coherent curriculum where all statutory requirements are fulfilled
- enhance curriculum leadership, ensuring subject leaders have relevant expertise and access to professional networks and communities
- take a proactive approach to curriculum review and development through collaborative working with colleagues in other settings and accessing evidence-based research
- ensure staff are supported in the implementation of statutory assessments and that all related administration tasks are completed accurately and on time

### Additional and special educational needs (SEN) and disabilities

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

- promote a culture and practices that enable all pupils to access the curriculum
- have ambitious expectations for all pupils with SEN and disabilities
- support colleagues in working effectively with parents, carers and professionals to identify additional needs and provide support and adaptation where appropriate
- support the Assistant Head / Inclusion Manager / SENDco with ensuring the school fulfils statutory duties regarding the [SEND Code of Practice](#).

### School improvement

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

- model the school's ethos, values, vision and strategic direction together with the governing board and through consultation with the school community
- allocate financial resources appropriately, efficiently and effectively
- identify problems and barriers to school effectiveness, and develop strategies for school improvement that are realistic, timely and suited to the school's context
- ensure rigorous approaches to identifying, managing and mitigating risk
- work in collaboration with other senior and middle leaders to ensure school improvement strategies are effectively implemented and outcomes are communicated to the school community

### Organisational management

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

- review and oversee systems, processes and policies so the school can operate effectively
- manage staff well with due attention to workload and wellbeing
- manage the absence of staff and ensure effective cover is in place for classes and individual pupils

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- oversee the supervision of pupils at break/lunchtime and support colleagues by being present in the playgrounds
- plan and deliver a weekly assembly linked to the school's Key Events and Assembly Themes plan

## Professional development

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

- 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

## Governance, accountability and working in partnership

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

- understand and welcome the role of effective governance
- attend and contribute to Governing Body meetings as and when required
- 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

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 carry out other duties commensurate to the post under the direction of the Headteacher.

## Notes:

This job description may be amended at any time in consultation with the postholder.

**Last review date:** 1 March 2024

**Next review date:**

**Headteacher signature:** \_\_\_\_\_

**Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Postholder's signature:** \_\_\_\_\_

**Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_