

Remove logo on adoption and replace with school logo

Please note prior to using this job description, you should ensure you have adapted it wherever necessary to fit the requirements of your school/Trust. You should remove/replace/amend text in purple to reflect your school/Trust’s individual circumstances.

Model Job Description: Deputy/Assistant Headteacher

This school is committed to safeguarding and promoting the welfare of children and young people, and expects all staff to share this commitment.

The [Deputy/Assistant] Headteacher will carry out their professional duties in accordance with and subject to the national conditions of employment for [Deputy/Assistant] Headteachers, the provisions of all applicable legislation, and any orders and regulations having effect under the applicable legislation.

The [Deputy/Assistant] Headteacher will be responsible to the Headteacher and will play a major role in supporting the Headteacher with the strategic leadership of the school, acting in accordance with the school’s ethos, policies and practices. The [Deputy/Assistant] Headteacher will, as a member of the Senior Leadership Team, work collaboratively with others to raise standards of learning, achievement and conduct.

This job description will be reviewed on an annual basis.

Principal Accountabilities

1. Whole School Organisation and Strategy
	1. Support the Headteacher in providing strategic leadership and direction, playing a major role in formulating the aims and objectives of the school. Collaborate with others to lead, develop and support the direction, vision, values and priorities of the school.
	2. Assist the Headteacher in developing, implementing and monitoring the school’s policies, practices and procedures.
	3. [*Deputy Headteacher only:* Deputise for the Headteacher when they are not in school or otherwise unavailable.]
2. Teaching
	1. Under the direction of the Headteacher, lead and manage teaching and learning throughout the school.
	2. [Insert any specific areas of leadership responsibility related to teaching delivery, *e.g. timetabling, monitoring teachers’ planning, or leading on improvements to delivery of teaching and learning.*]
	3. [Insert any specific teaching classroom teaching duties, *e.g. deliver high quality teaching and learning to assigned classes.*]
	4. Participate, to such an extent as may be appropriate having regard to other duties, in the teaching of pupils at the school, including the provision of cover for absent teachers.
3. Management of Curriculum and Pupils
	1. Assist the Headteacher in determining, implementing and reviewing the curriculum to ensure breadth, balance and relevance to all pupils whatever their abilities, aptitudes and needs.
	2. Assist the Headteacher in determining and implementing systems for monitoring and improving pupils' attainment and progress. Model good classroom practice.
	3. [Insert any specific areas of leadership responsibility related to behaviour management and discipline, *e.g. maintain and develop high standards of behaviour management across the whole school in line with the school’s behaviour management policy, or deal effectively with behaviour management concerns referred by other members of staff.*]
	4. Promote and ensure the safety and well-being of pupils.
4. Management of Staff
	1. Lead, manage and develop staff, including appraising and managing performance.
	2. Develop, monitor and evaluate staff tasks, responsibilities and job descriptions. Assist the Headteacher with the organisation and deployment of staffing resources within the school.
	3. Participate in the selection and appointment of high-quality staff, where required to by the Headteacher.
	4. Assist the Headteacher with the development, implementation and embedding of policies and procedures for staff development, appraisal and support.
	5. Have a proper regard for staff well-being and legitimate expectations, including the expectation of a healthy balance between work and other commitments.
5. Professional Development
	1. Promote the participation of staff in relevant continuing professional development.
	2. Participate in arrangements for the appraisal and review of your own performance and, where appropriate, that of other staff.
	3. Participate in arrangements for your own further training and professional development and, where appropriate, that of other staff.
6. Management of Resources
	1. Under the direction of the Headteacher, assist with the management of the school's financial, physical and information resources.
	2. Support the Headteacher in determining short, medium and long term priorities for the school.
	3. Deploy resources appropriately, under the direction of the Headteacher and in accordance with school policies and procedures.
7. Communication and Collaboration
	1. Consult and communicate with the Headteacher, the Governing Body, staff, pupils, parents and carers.
	2. Establish and maintain effective communication and relationships with colleagues and other relevant professionals within and beyond the school, including relevant external agencies and bodies, and organisations representing staff.
	3. Represent the school to other groups and the local community, and promote links with other local schools.
	4. Support and encourage the involvement of parents in the life and work of the school through the medium of the Parent Teacher Association and by other appropriate means.

Person Specification

General Qualities

* Be inspirational, visionary, stable and supportive.
* Possess stamina, energy, drive and confidence.
* Demonstrate the ability to effectively address priority issues, and to be adaptable and responsive to circumstances.
* Demonstrate the ability to gain and maintain the confidence and respect of colleagues, pupils and parents.
* Be a balanced decision maker with consistency of judgement and inner integrity.
* Have due regard for existing good practice, implementing any necessary change with foresight and sensitivity.
* Demonstrate and promote high standards of literacy and numeracy, articulacy, and the correct use of standard English, in teaching and in communication with parents/carers and the wider school community.
* Promote inclusion and demonstrate a commitment to equal opportunities.

Whole School Organisation and Strategy

* Demonstrate the ability and commitment to work collaboratively with the Headteacher in the leadership and development of the school.
* Evidence leadership experience, including the ability to analyse issues, and to develop effective and creative responses.

Teaching & Management of Curriculum and Pupils

* Evidence extensive and successful teaching experience across a range of ages, demonstrating the skills of an outstanding classroom practitioner.
* Evidence in-depth and up-to-date knowledge of the National Curriculum and sound experience of curriculum delivery, monitoring and assessment, including assessments related to public examinations and qualifications. Demonstrate a fully comprehensive understanding of the different types of qualifications and their suitability for meeting pupils’ needs.
* Evidence the ability to analyse complex curriculum issues, and to develop effective and creative responses or solutions.
* Evidence the skills necessary to communicate effectively about curriculum, both within the school and in the community, for example to parents.
* Demonstrate regard for personal achievement for each pupil within the school community, and an understanding of different and diverse individual needs.
* Evidence the ability to inspire high levels of performance in pupils.
* Evidence the ability to analyse complex issues relating to pupils’ attainment and progress, and to develop effective and creative responses or solutions.

Management of Staff & Professional Development

* Evidence experience and a proven record of achievement in a leadership role within an educational setting.
* Evidence the ability to address problems and resolve conflict by applying skills of leadership, arbitration, and reconciliation, handling difficult situations effectively with subtlety and sensitivity.
* Evidence the ability to lead by example, inspire high levels of performance in others, and maintain high levels of morale.
* Evidence the ability to work as part of a successful team, motivating others to achieve shared goals.
* Demonstrate the capacity for development and improvement, and evidence continuous professional development in a leadership role.

Management of Resources

* Demonstrate a broad understanding of financial and resources management.
* Demonstrate the ability to analyse complex issues, and to develop effective and creative responses, plans or solutions.
* Demonstrate commitment to maintaining and improving the quality of the school environment.

Communication and Collaboration

* Demonstrate effective communication with the Headteacher, the Governing Body, staff, pupils, parents and carers.
* Demonstrate effective communication with other relevant professionals, including relevant external agencies and bodies, and organisations representing staff.
* Be sensitive to the school's role within the community, and establish effective links and standing within the community.

Qualifications

* Educated to graduate degree level.
* Hold Qualified Teacher Status.
* Evidence of continued professional development in a leadership role.