



Job description: Deputy Headteacher

The Beeches 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: L13 – L17 (£69,596 - £76,772)

Location: Peterborough

Contract type: full-time / permanent

Reporting to: headteacher

Responsible for:

- Deputising for the headteacher
- Line management of designated staff as directed by the headteacher
- The whole school curriculum
- Teaching, learning and standards across the school, particularly for vulnerable / disadvantaged pupils
- The continuing professional development of staff

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 to that end
- Monitoring progress towards the achievement of the school's aims and objectives
- Promoting a positive, ambitious and collaborative school culture
- Providing strategic leadership for the development, implementation and evaluation of the school's curriculum, ensuring it is ambitious, inclusive and enables all pupils to achieve high standards
- Ensuring the progress, attainment and wider outcomes of all pupils' especially those experiencing disadvantage or deprivation
- Leading the school's work in supporting disadvantaged pupils, by taking responsibility for the strategic use of the Pupil Premium Grant

- Working collaboratively as a member of the Senior Leadership Team to secure high-quality teaching, learning and curriculum provision across the school
- Deputising for the Headteacher across all aspects of school leadership:

If the headteacher is absent, the deputy headteacher will deputise, as directed by the governing board.

The deputy headteacher will also be expected to fulfil 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
- Build positive and respectful relationships across the school community
- Serve in the best interests of the school's pupils
- Provide inspirational, energetic, collaborative and supportive leadership across the school
- Provide strong and creative strategic, organisational and operational leadership across the school
- Provide strong and timely management of all school staff

Duties and responsibilities

School culture and behaviour

Under the direction of the headteacher, the deputy headteacher will:

- Work alongside the senior leadership team (SLT) and other staff members 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
- Promote and consistent implementation of high standards of pupil behaviour by ensuring fair, clearly understood rules and routines are embedded across the school and modelled by all staff and pupils, in line with the school's behaviour policy

Teaching, curriculum and assessment

Under the direction of the headteacher, the deputy headteacher will:

- Provide strategic leadership for teaching, learning and standards across the school, ensuring high expectations for achievement, progress and behaviour are consistently embedded
- Establish and sustain high-quality teaching across all subjects and phases, based on evidence
- Lead improvements in the quality of teaching and learning
- Ensure teaching is underpinned by subject expertise
- Lead / support valid, reliable and proportionate approaches to whole-school assessment systems, and effectively use formative assessment to assess pupils' knowledge and understanding of the curriculum, and inform strategy and decisions
- Analyse and interpret pupil performance data to inform strategic decision-making

- Ensure the design, implementation and review of a broad, structured, coherent, ambitious and inclusive curriculum that meets the needs of all pupils, particularly those who are disadvantaged or have SEND
- Establish curriculum leadership, including subject leaders with relevant expertise and access to professional networks and communities
- Identify underachievement and implement timely, impactful interventions ensuring pupils including those who are disadvantaged / vulnerable receive effective and co-ordinated support
- Teach assigned classes to a high standard and act as a role model for others
- Ensure the safety and wellbeing of all pupils

Additional and special educational needs (SEN) and disabilities

Under the direction of the headteacher, the deputy headteacher will:

- Promote a culture and practices 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:

- Establish and sustain the school's ethos and strategic direction together with the governing board and through consultation with the school community
- 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 duty of care
- Lead self-evaluation processes and contribute to the School Improvement Plan
- Lead, manage and develop staff effectively with due attention to workload
- Support the Headteacher in the development and implementation of staff development and appraisal systems and lead the performance management and appraisal of staff as directed
- Line manage designated staff and support their professional development
- Ensure rigorous approaches to identifying, managing and mitigating risk
- Ensure financial resources are used appropriately, efficiently and effectively
- Identify problems and barriers to school effectiveness, and develop strategies for school improvement that are realistic, timely, suited to the school's context and effectively implemented
- Work collaboratively with the Senior Leadership Team to secure and sustain high-quality teaching and learning
- Support and lead the school in preparing for inspection and external review
- Support and lead the organisation and deployment of staffing resources
- Contribute to the recruitment and selection of staff
- Promote staff wellbeing and a healthy work-life balance
- Deputise for the Headteacher in their absence

Professional development

Under the direction of the headteacher, the deputy headteacher will:

- Support and lead high-quality continuing professional development (CPD)
- Ensure staff have access to appropriate, high standard professional development opportunities
- Monitor the quality of teaching through observations, learning walks, book scrutiny and pupil voice
- Coach, mentor and support staff, including ECTs and new teachers
- Keep up to date with developments and research in education
- Seek training and continuing professional development to meet own needs
- Promote the deep engagement of staff in relevant CPD opportunities

Governance, accountability and working in partnership

Under the direction of the headteacher, the deputy headteacher will:

- Understand and welcome the role of effective governance, including accepting responsibility
- Attend Full Governing Board meetings and run the subject leaders' section prior to the meetings
- Report to governors concisely on curriculum developments, pupil outcomes and the impact of strategies designed to support disadvantaged and vulnerable pupils
- 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 as an ambassador for the school, building partnerships with other schools, organisations and external partners
- Maintain working relationships with fellow professionals and colleagues to improve educational outcomes for all pupils
- Promote and lead on the development of high levels of parental and community engagement

Other areas of responsibility

- Support safeguarding leadership, including acting as Deputy DSL
- Lead areas of school improvement linked to curriculum quality, enrichment opportunities, clubs and pupil equity, ensuring opportunities that enhance the curriculum and broaden pupils' experiences
- Support and contribute to the management of the school's financial, physical and information resources
- Ensure resources are deployed effectively in line with school policies
- Contribute to operational leadership, including timetabling and staffing where required
- Direct colleagues responsible for website updates relating to curriculum information and ensure that published material meets statutory requirements

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 do other duties appropriate to the level of the role.

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

Last review date: April 2026

Next review date: April 2027

Headteacher/line manager's signature:

Date:

Postholder's signature:

Date:

Skills and knowledge	<ul style="list-style-type: none"> • Outstanding classroom practitioner with evidence of impact • Understanding of high-quality teaching, and the ability to model this for others and support others to improve • Strong knowledge of the primary curriculum and progression • Deep understanding of effective primary pedagogy • Knowledge of research-informed and evidence-based practice • Ability to provide high-quality feedback and coaching • Data analysis skills, and the ability to use data to set targets and identify weaknesses • Proven strategies for closing attainment gaps • Secure understanding of statutory safeguarding requirements • Ability to deploy staff and resources effectively • Understanding of school finances and financial management • Ability to present reports to governors and stakeholders 	E E E E E E E E E E E E	
Personal qualities	<ul style="list-style-type: none"> • A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school • Ability to inspire, motivate and challenge staff through a clear, visionary and supportive leadership approach. • Demonstrates resilience, emotional intelligence, integrity and professionalism, with the confidence and drive to lead effectively. • A reflective, evidence-informed practitioner who models accountability and adopts a collaborative leadership style. • Strong and creative organisational and operational leadership skills • Ability to work under pressure and prioritise effectively • Ability to build trust and credibility across the school community • Excellent written and verbal communication skills, with the ability to build and sustain effective working relationships through strong interpersonal skills • Ability to manage difficult conversations professionally • Commitment to ongoing professional development • Ability to contribute to the wider life of the school • Commitment to safeguarding and promoting the welfare of children • Commitment to equality, diversity and inclusion 	E E E E E E E E E E E E E	

Last review date: April 26

Next review date: April 27

