



The Duke of Bedford Primary School



Job Description

Job Title: Interim Deputy Headteacher

Salary: L8 - L12

This role will have a small teaching commitment.

Under the direction of the headteacher and in line with school policies:

Main Duties and Responsibilities

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

- Providing the vision and leadership for the school, establishing policies for achieving the school aims
- Ensuring an effective broad curriculum, that meets the needs of all pupils
- Leading staff in securing excellent teaching through an analytical understanding of how children learn and of the core features of successful classroom practice and curriculum design
- The strategic overview of data and assessment, monitoring achievement and progress throughout the school

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 with all stakeholders
- Lead by example, serving in the best interests of the pupils

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, following our HEART values
- 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 and maintain 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

Teaching, curriculum and assessment

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

- Demonstrate outstanding teaching personally
- Ensure the curriculum is broad, structured and coherent
- Ensure effective teaching across the school that is underpinned by subject expertise
- Establish and sustain high-quality teaching across all subjects and phases, based on evidence
- Have a strategic overview of assessment and data within the school
- Effectively use formative assessment to inform strategy and decisions
- Establish curriculum leadership, including subject leaders with relevant expertise and access to professional networks and communities
- Triangulate evidence 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:

- 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](#).

Safeguarding

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

- Take on the role of DDSL
- Take an active part in managing and reporting on safeguarding

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
- Make significant contributions to the school development plan and termly monitoring and evaluation plans
- Establish and oversee robust 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
- Manage all staff well with due attention to workload
- Ensure rigorous approaches to identifying, managing and mitigating risk
- 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
- Make sure these school improvement strategies are effectively implemented

Professional development

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

- Lead staff training when required
- Ensure staff have access to appropriate, high standard professional development opportunities
- Sustain wide, current knowledge and understanding of education and school systems locally, nationally and globally, and pursue continuous professional development.
- Develop effective relationships with fellow professionals and colleagues in other public services to improve academic and social outcomes for all pupils.
- Seek training and continuing professional development to meet needs, inspiring and influencing others – within and beyond the school.
- Undertake performance management reviews and act as a reviewer for staff delegated by the headteacher

Governance, accountability and working in partnership

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

- Oversee the curriculum, pastoral care and the administration of the school to ensure that they are delivered to meet the needs of all pupils.
- Demand ambitious standards for all pupils, overcoming disadvantage and advancing equality, instilling a strong sense of accountability in staff for the impact of their work on pupils' outcomes.
- Understand and welcome the role of effective governance, including accepting responsibility
- Monitor and evaluate the curriculum for both quality and value for money
- Ensure that staff understand their professional responsibilities and are held to account
- Secure excellent teaching through an analytical understanding of how pupils learn and of the core features of successful classroom practice and curriculum design, leading to rich curriculum opportunities and pupils' well-being
- Promote respect and understanding of diverse cultures, languages and ethnic groups, including faith groups
- 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
- Participate in the teaching of pupils at the School, including the provision of cover for absent teachers.