



# Oaklands Primary School

**Post of:** Deputy Headteacher

**Salary:** Leadership Scale 9:13

**Responsible for:** Leadership and Management

**Reporting to:** Headteacher

## Main Purpose

Under the leadership of the Headteacher, the Deputy Headteacher will play a pivotal role in:

- Defining and driving the school's vision, aims, and objectives
- Developing and implementing policies to achieve these goals
- Effectively managing staff and resources to maximise impact
- Monitoring and evaluating progress to ensure high standards of achievement

In the absence of the Headteacher, and as directed by the governing board, the Deputy Headteacher will assume the professional responsibilities of the Headteacher, as outlined in the School Teachers' Pay and Conditions Document (STPCD).

## Leadership and Management

Working closely with the Headteacher, the Deputy Headteacher will:

- Oversee the day-to-day management of the school, ensuring smooth operations
- Help shape the school's strategic vision, setting high expectations and a strong focus on pupil achievement
- Take a lead role in the School Development Plan, driving key initiatives
- Inspire, motivate, and influence staff and pupils by leading by example and championing educational excellence
- Foster positive relationships with pupils, staff, parents, and the wider community
- Stay up to date with local, national, and global developments in education
- Prepare and present reports to governors, local authority officers, parents, and external agencies
- Act as Deputy or Lead Designated Safeguarding Lead, overseeing pupil welfare and ensuring their safety
- Act as curriculum lead for foundation subjects
- Manage the school pupil data system and subsequent analysis
- Support the systems for good attendance in school including home visits and phone calls
- Commit to ongoing training and professional development
- Act as a key holder for the school and respond to out-of-hours emergencies in the Headteacher's absence

## Pupils and Staff

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

- Set high expectations for all pupils, fostering a culture of ambition and accountability among staff
- Take a leading role in maintaining high standards of behaviour and discipline in line with the school behaviour procedures supporting staff where needed
- Strengthen parental and community engagement, encouraging active participation in school life

- Promote excellent teaching and learning, identifying opportunities for staff training and development
- Foster a culture of collaboration and shared best practices through open classroom initiatives
- Support and mentor staff, identifying emerging leaders and guiding career progression
- Uphold high professional standards, offering guidance and support while holding staff accountable
- Lead on Key Stage assemblies
- Engage in teaching duties, modeling best practice and supporting colleagues

This may include:

- Providing cover for absent colleagues or those attending professional development
- Delivering in-class support through demonstration lessons
- Leading booster or intervention groups
- Conducting whole-school assemblies

## School Systems and Processes

The Deputy Headteacher will:

- Ensure that school systems, structures, and processes are well-organised, efficient, and aligned with school goals
- Maintain a safe, calm, and inclusive environment, prioritising safeguarding and exemplary behaviour
- Conduct appraisals for teaching staff and/or teaching assistants, addressing underperformance while recognising and nurturing excellence
- Work closely with the governing board, providing strategic input
- Oversee resource allocation, ensuring pupil premium funding is used effectively to maximise impact

## A Self-Improving School

To enhance the school's ongoing improvement, the Deputy Headteacher will:

- Develop an outward-facing approach, collaborating with other schools and organisations for shared success
- Build strong professional networks and effective relationships with educational partners
- Encourage innovative and entrepreneurial approaches to leadership and school improvement
- Inspire and advocate for the transformational power of education, instilling a lifelong love of learning

## Additional Responsibilities

The Deputy Headteacher will also contribute to key school initiatives, including:

- Health & Safety compliance
- Data Protection adherence
- Championing equality, diversity, and inclusion in all school operations

This job description is illustrative of the role's responsibilities and is not exhaustive. The Deputy Headteacher may be required to undertake other duties in line with the level of the role.

Headteacher/line manager's signature: \_\_\_\_\_

Dated: \_\_\_\_\_

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

Dated: \_\_\_\_\_

## Person specification

CRITERIA	QUALITIES
<b>Qualifications and training</b>	<ul style="list-style-type: none"><li>• Qualified teacher status</li><li>• Degree</li></ul>
<b>Experience</b>	<ul style="list-style-type: none"><li>• Successful leadership and management experience in a school</li><li>• Teaching experience</li><li>• Involvement in school self-evaluation and development planning</li><li>• Demonstrable experience of successful line management and staff development</li></ul>
<b>Skills and knowledge</b>	<ul style="list-style-type: none"><li>• Data analysis skills, and the ability to use data to set targets and identify weaknesses</li><li>• Understanding of high-quality teaching, and the ability to model this for others and support others to improve</li><li>• Understanding of school finances and financial management</li><li>• Effective communication and interpersonal skills</li><li>• Ability to communicate a vision and inspire others</li><li>• Ability to build effective working relationships</li></ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"><li>• A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school</li><li>• Ability to work under pressure and prioritise effectively</li><li>• Problem-solving abilities</li><li>• Commitment to maintaining confidentiality at all times</li><li>• Commitment to safeguarding and equality, ensuring that personal beliefs are not expressed in ways that exploit the position</li></ul>