



## Job Description

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| <b>Post title</b>                           | Deputy Headteacher                                                                                                                                                                                                                                                                                        |
| <b>Grade</b>                                | LPR 7-11 (£60,145- £66,368)                                                                                                                                                                                                                                                                               |
| <b>School Name</b>                          | Shotton Primary School                                                                                                                                                                                                                                                                                    |
| <b>Reporting to</b>                         | The postholder will be accountable to the Headteacher, Governing Board and Local Authority for the leadership, internal organisation, management, and control of the school.                                                                                                                              |
| <b>Location</b>                             | Your normal place of work will be Shotton Primary School                                                                                                                                                                                                                                                  |
| <b>Disclosure and Barring Service (DBS)</b> | This post is <b>subject to an Enhanced Disclosure</b><br>This post is exempt from the Rehabilitation of Offenders Act 1974. As the post will involve regulated activity with children, it is a criminal offence to apply for this post if you are included on the children's barred list held by the DBS. |

### Description of role

Under the overall direction of the Headteacher, as described in the current "School Teachers' Pay and Conditions" and "Teachers Standards" documents, the Deputy Headteacher will play a major role in the strategic and operational leadership of the school, including formulating aims and objectives, establishing and implementing policy, managing staff and resources and evaluating progress and impact. The Deputy Headteacher will undertake professional duties reasonably delegated by the Headteacher and, during the Headteacher's absence, will undertake the Headteacher's professional duties to the extent required by the Headteacher or Governing Board.

### Duties and Responsibilities

Listed below are the responsibilities this role will be primarily responsible for:

#### 1. Strategic leadership and deputising

- Contribute substantially to the school's vision, values, strategy, self-evaluation and improvement planning and lead agreed priorities from design through implementation to impact evaluation.
- Provide clear, ethical and visible leadership, model the Teachers' Standards and school values and uphold public trust in the profession.
- Deputise for the Headteacher and exercise delegated authority consistently, lawfully and proportionately, escalating material risks or decisions where appropriate.
- During the Headteacher's absence, undertake the Headteacher's professional duties to the extent required by the Headteacher or Governing Board.
- Provide accurate, timely reports and professional advice to the Headteacher, Governing Board and relevant committees within the scope of delegated responsibilities.

- Share responsibility, under the direction of the Headteacher, for the education, welfare, safety and achievement of all pupils.

## **2. Safeguarding, welfare and online safety**

- Support the Headteacher in establishing a whole-school safeguarding culture in which children are listened to, believed, supported and able to report concerns safely.
- Ensure safeguarding and child-protection policies and procedures are understood and followed within delegated areas and take immediate, appropriate action on concerns.
- Undertake any separately designated safeguarding responsibility, such as DSL or deputy DSL, only where formally assigned and supported by the required authority, time, training and resources.
- Support effective safer recruitment, induction, professional-boundary, allegations, low-level-concerns, whistleblowing and ongoing-vigilance arrangements.
- Promote online safety and support the responsible senior leader, DSL and IT staff with filtering, monitoring, information security and access management.
- Ensure delegated alternative or off-site provision is subject to appropriate safeguarding checks, due diligence and regular review of safety, attendance, suitability and impact.

## **3. Teaching, curriculum and assessment**

- Model excellent, evidence-informed and inclusive classroom practice and fulfil the Teachers' Standards.
- Lead agreed aspects of teaching, curriculum and assessment, ensuring coherence, ambition, statutory compliance and effective subject or phase leadership.
- Take strategic responsibility for designated curriculum areas and monitor their effectiveness and impact.
- Promote effective cross-phase and cross-curricular collaboration to strengthen curriculum continuity, progression and pupil outcomes.
- Promote effective early reading and systematic synthetic phonics where applicable and secure appropriate adaptation for pupils' needs.
- Use proportionate quality assurance, assessment and performance information to evaluate learning, identify priorities and improve practice without generating unnecessary workload.
- Teach the classes or groups assigned by the Headteacher and use protected PPA and leadership/management time appropriately.
- Support the organisation and delivery of school assemblies, collective worship and other whole-school events in accordance with statutory requirements and the ethos of the school.

## **4. Behaviour, attendance and personal development**

- Help establish high expectations, clear routines and consistent, fair and respectful approaches to behaviour, relationships and bullying prevention.
- Support lawful, inclusive and proportionate implementation of the school's behaviour and suspension/exclusion arrangements within delegated authority.
- Lead or support attendance improvement, including data analysis, early identification, work with families, reasonable adjustments and partnership with the local authority and other services.
- Act as Senior Attendance Champion only where formally designated and ensure the responsibilities of that role are appropriately resourced and evaluated.
- Promote pupils' wider personal development, wellbeing, citizenship and readiness for their next phase.

## **5. SEND, inclusion and equality**

- Maintain ambitious expectations for pupils with SEND, disabilities, disadvantage and other additional needs and remove barriers to participation and achievement.
- Work closely with the SENCO and other leaders to implement the SEND Code of Practice, graduated response, EHC plans, reasonable adjustments and accessibility arrangements.
- Ensure SEND and equality considerations are embedded in delegated curriculum, teaching, assessment, attendance, behaviour and staff-development responsibilities.
- Advance equality of opportunity, eliminate unlawful discrimination, foster good relations and model respect for rights and protected characteristics.
- **Promote understanding of diversity, inclusion and respect within contemporary British society and ensure these principles are reflected in the life of the school.**

## **6. Staff leadership and professional development**

- Line-manage, deploy, support and develop designated staff fairly and effectively, with due regard to professional standards, workload, wellbeing and work-life balance.
- Undertake delegated appraisal and capability responsibilities in accordance with school policy, maintaining confidentiality and accurate records.
- Plan, deliver and evaluate sustained professional development, coaching, induction and collaborative improvement based on evidence and identified need.
- Contribute to safer recruitment, selection, induction and retention and maintain constructive relationships with employee and trade-union representatives.

## **7. Organisation, resources and compliance**

- Manage delegated staff, budgets, resources, premises or projects with efficiency, transparency, value for money and appropriate controls.
- Implement effective systems, policies, records and routines within delegated areas and identify, report and mitigate educational, safeguarding, staffing, financial and operational risks.
- Support compliance with health and safety, emergency planning, business continuity, data protection, records management, freedom of information and cybersecurity requirements.
- Protect personal and confidential information and ensure access is lawful, necessary, secure and consistent with school policy.

## **8. Improvement, partnership and accountability**

- Use a balanced range of evidence, including pupil and staff voice, outcomes, learning, attendance, behaviour and safeguarding information, to evaluate the quality and impact of provision.
- Build respectful partnerships with pupils, parents, governors, colleagues, Durham County Council and external professionals and agencies.
- Develop and sustain productive partnerships with employers, business partners, community organisations and other stakeholders to enhance pupils' opportunities and outcomes.
- Contribute to governance through accurate reporting, transparent accountability, implementation of lawful Governing Board decisions and constructive response to challenge.
- Engage in appraisal, continuing professional development, relevant research and professional networks and contribute positively to the wider education system.

## **Values and behaviours**

To demonstrate and be a role model for the school's values and behaviours to promote and encourage positive behaviours, enhancing the quality and integrity of the service in education we provide.

## **Communication**

To communicate effectively with our pupils, senior leadership team, peers, parents, carers, and partners and to work collaboratively to provide the best possible education. Communication between colleagues, services and partner organisations is imperative in providing the best possible education.

## **Health, Safety and Wellbeing**

To take responsibility for health, safety, and wellbeing in accordance with the schools Health and Safety policy and procedures.

## **Equality and diversity**

To promote a society that gives everyone an equal chance to learn, work and live, free from discrimination and prejudice and ensure our commitment is put into practice. All employees are responsible for eliminating unfair and unlawful discrimination in everything that they do and for having due regard for equality relating to pupils in line with the Public Sector Equality Duty.

## **Confidentiality**

To work in a way that does not divulge personal and/or confidential information and follow the school's policies and procedures in relation to data protection and security of information.

## **Climate Change**

To contribute to our school's responsibility in relation to climate change by considering and limiting the carbon impact of activities during the course of your work, wherever possible.

## **Performance management**

To promote a culture whereby performance management is ingrained, and the highest of standards and performance are achieved by all. Contribute to the school's appraisal processes to ensure continuous learning and improvement and to increase schools' performance.

## **Quality assurance (for applicable posts)**

To set, monitor and evaluate standards at individual, team and school level so that the highest standards of educational outcomes are delivered and maintained. Use data, where appropriate, to enhance the quality of education and support decision making processes.

## **Management and leadership (for applicable posts)**

To provide vision and leadership to inspire and empower all employees so they can reach their full potential and contribute to the school's values and behaviours. Headteachers and leaders must engage in personal development to ensure they are equipped to lead transformational change; always searching for better ways to do things differently to meet school changes and priorities.

## **Financial management (for applicable posts)**

To manage a designated budget, ensuring that the service achieves value for money in all circumstances through the monitoring of expenditure and the early identification of any financial irregularity.

The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by the Headteacher.