Job Description – Deputy Headteacher

Post Title	Deputy Headteacher (Newcastle Bridges School)
Salary Grade	L15 – 20
Reporting To	Headteacher
Line Management of	TBA

Job Purpose (including main duties and responsibilities)

- To assist the Head Teacher in leading, managing, organising and developing the school and its staff.
- To deputise for the Head Teacher as required.
- To carry out other leadership and management responsibilities or tasks allocated.
- To carry out the professional duties of a teacher.

Main Duties:

- To ensure the vision and values of Prosper Learning Trust are core to the development of the school
- To support the Headteacher and other senior colleagues in formulating the aims and objectives of the school; establishing the policies through which they will be achieved; managing staff and resources to that end; and monitoring progress towards their achievement
- Carry out the professional duties of a Deputy Headteacher as set out in the School Teachers' Pay and Conditions Document. Carry out teaching duties in accordance with the school's schemes of work and the National Curriculum
- Undertake the professional duties of the Headteacher in the event of their absence from school as required by the Local Advisory Committee
- Assist the Headteacher and the Senior Leadership Team in the management, organisation and running of the school, including assisting in the development and implementation of school aims, procedures, policies and practices
- Manage staff and resources in a specified area of responsibility
- Manage and monitor budgets for a specified area of responsibility
- Act as a 'critical friend' and provide effective professional challenge and support to the
- Headteacher and Senior Leadership Team

Leadership, Strategic Direction and Development

- Support the aims, vision and policies of the school and promote high levels of achievement
- Assist in the creation of the School Development Plan and take a lead role in implementing specific objectives
- Support staff in achieving priorities and targets which the school sets for itself, and provide them with support and guidance in implementing schemes of work
- Support the evaluation of the effectiveness of the school's policies and procedures and cover issues of inclusivity
- Ensure that parents are well informed about the school curriculum, its targets, children's attainment and progress and their part in the process of improvement
- Demonstrate good teaching practice and innovate, inspire and motivate other staff
- Promote teamwork and trust and be a professional role model for other staff
- Participate in, and where appropriate, lead staff training and development
- Assist the Headteacher in the implementation of performance management systems
- Work with SLT members to provide effective induction of all new staff

Teaching and Learning

- Support the Headteacher to develop the appropriate pedagogy for pupils in the school
- Support the Headteacher in determining and delivering an appropriate curriculum for the school and ensure that each pupil's education programme meets their individual needs
- Support the Headteacher in the monitoring of the quality of teaching and pupils' achievements in a designated area of provision including the analysis of performance data
- Support the Headteacher in developing links with parents, other schools, educational institutions and the wider community, in order to enhance teaching and learning and children's personal development

Effective Deployment of Staff and Resources

- Demonstrate good teaching practice and innovate, inspire and motivate other staff
- Promote teamwork and trust and be a professional role model for other staff
- Participate in, and where appropriate, lead staff training and development
- Assist the Head Teacher in the implementation of performance management systems
- Work with SLT members to provide effective induction of all new staff
- Support the Headteacher in the appointment, deployment and development of staff to make most effective use of their skills, expertise and experience and to ensure that all staff have a clear understanding of their roles and responsibilities
- Support the Headteacher in the management and organisation of relevant groupings of children to ensure that effective teaching and learning takes place and that children's personal development needs are met

Specific Responsibilities

Under the direction of the Headteacher the Deputy Headteacher will:

- Develop a vision for the school's curriculum to ensure it fits the needs of all pupils
- Ensure the curriculum is broad and ambitious
- Provide a range of subjects and qualifications which are suitable for the needs of all pupils
- Support Curriculum Leads in planning and sequencing their curriculum to ensure it enables all pupils to gain the relevant knowledge and understanding in each subject
- In liaison leaders, improve teachers' practice and in turn pupil outcomes
- Work with leaders to further develop and refine assessment processes enabling teachers to accurately assess pupils' knowledge and understanding of the planned curriculum so that strengths can be highlighted, and weaknesses can be addressed quickly
- Liaise with Curriculum Leads to ensure that all curriculum plans, and teaching, learning and assessment practices are accessible to all pupils
- Carry out quality assurance practices with other senior leaders and curriculum leads to an agreed timetable
- Where areas for improvement are identified, draw up action/support plans so that teachers can learn from best practice in the school
- Encourage all Curriculum Leads and their teams to engage with Trust wide professional development opportunities and sharing of practice
- Oversee all policies and procedures relating to the quality of education

General Information

The academy will endeavour to make any reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown, but in consultation with you may be changed by the CEO to reflect or anticipate changes in Prosper Learning Trust priorities or the job commensurate with the job grade and title.

PERSON SPECIFICATION – Deputy Headteacher

Method of Candidate Assessment:

A = Application
I = Interview
R = Reference
P = Presentation
T = Task

Essentials	Desirable	A/I/R
Qualifications		
DfE recognised teaching qualification and QTS or equivalent		A
Evidence of relevant professional development at senior leadership level	Working towards NPQH	A
Evidence of recent relevant professional development and training in specified area of job role	Recent safeguarding training	A
Commitment to further develop own professional knowledge and skills		A/I
Experience		
Substantial experience of successful leadership as a senior leader in a special school or AP	Experience with SEND or AP pupils	A/I
Experience of collaborative working with vulnerable families and multi-agency teams to support pupils and their families		A/I/R
Experience of change management	Experience of leading on change management	A/I
Experience of innovative curriculum design that reflects the needs of the pupils	Experience managing an extended school curriculum	A/I/T
Experience of managing and leading a wide range of staff	Experience as a lead for appraisal	A/I
Experience of contributing to the planning and evaluation of a School or Departmental Development Plan or sections thereof		I
Experience of using a range of tools and evidence, including learner performance data, to monitor and evaluate aspects of a provision		I

November 2026

Experience of working successfully with governors, parents, Local Authority or other stakeholders	Successful experience of working with a diverse community	A/I
Knowledge and experience of the common inspection framework in a leadership and management role (Ofsted)		A/I
Evidence of implementing effective whole school safeguarding policies and practice	Experience of being the designated Lead for Safeguarding or the Deputy Designated Lead for Safeguarding	A/I/T
	Has undertaken the role of Designated Teacher for Children in Care and Previous Children in Care	A/I
Abilities and Skills		
Able to provide effective and inspirational leadership that inspires confidence and motivates staff, parents and pupils		I/R
Able to prioritise and organise the demands of being a Deputy Headteacher and being able to delegate effectively		I/T
Experience of leading and managing a range of staff		A/I/T
Demonstrate excellent interpersonal skills, both written and oral		A/I/R
Knowledge and Understanding		
Knowledge and understanding of pupils with a wide range of moderate and complex educational needs	Experience of managing transitions to the next setting	A/I
Clear understanding of the role of self-evaluation in the continuous improvement of the School		I
Secure knowledge and understanding of safeguarding procedures	An understanding of the role of extended school activities and the role they play in the community	A/I/T
Knowledge and understanding of issues around equality, diversity and well-being	Knowledge and understanding of legal issues, including equal opportunities	I
Personal Qualities		
Exceptional role model with the highest standards of integrity, who is approachable and demonstrates a strong and collaborative leadership style		A/I/R/T

Dynamic and reflective leadership qualities that ensure the continual drive towards excellence for all pupils		I/T
Ability to make difficult decisions based on putting pupils first		I/T
Ability to manage change and meet competing deadlines		I
Willingness to ask for advice and support where necessary		I