



# Rumboldswyke Church of England Primary School



## Deputy Headteacher Job Description

*Our vision is to provide a nurturing, creative, Christian community where everyone will achieve their potential with confidence and joy, and embrace 'Life in all its fullness.'*

*John 10:10*

**Post:** Deputy Headteacher (full-time)  
**Pay Scale:** Leadership 3-5  
**Responsible to:** The Head of School and the Local Governing Body

As Deputy Headteacher the main purpose of the role would be as follows:

- To assist the Head of School in developing and leading the school effectively and efficiently.
- To assist the Head of School build a school culture and curriculum which takes account of the richness and diversity of the school's community.
- To improve and monitor the progress and attainment of all pupils by providing the highest possible quality of education
- To be a consistently excellent teacher and learner
- To take responsibility for promoting the safeguarding and welfare of children within the school as a DDSL.

*If the Head of School is absent, the Deputy Headteacher will deputise, as directed by the Local Governing Body.*

*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).*

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

## **Duties and Responsibilities**

### **Strategic Direction and Development of the school**

- Play a leading role in the school improvement and school self-evaluation planning process within the local, national and international context
- In partnership with the Head of School and governors, establish and implement an ambitious vision and ethos for the future of the school
- Demonstrate the vision and values in everyday work and practice
- In partnership with the Head of School, develop and review systems to ensure robust evaluation of school performance, progress data and actions to secure improvements comparable to appropriate national standards
- In partnership with the Head of School, lead by example when implementing and managing change initiatives
- Promote a culture of inclusion with the school community where all views are valued and taken into account
- To further develop links with the local community where appropriate

### **Teaching, Learning, Curriculum and Assessment**

- In partnership with the Head of School, lead the development and review of all aspects of the curriculum including planning, recording, reporting and assessment for learning
- With the Head of School, lead the processes involved in monitoring, evaluating and challenging the quality of teaching and learning taking place throughout the school
- To help create an environment and code of behaviour which promotes good teaching, effective learning and high standards of achievement and behaviour.
- To support staff with the organisation and implementation of the curriculum.
- Be an excellent role model, exemplifying a high standard of teaching and promoting high expectations for all members of the school community
- Ensure a culture and ethos of challenge and support where all pupils can achieve success and become engaged in their own learning through an appropriate and enriched curriculum
- To assist the Head of School with monitoring the policy and practice of assessment and record-keeping throughout the school.
- To lead a core curriculum subject.
- To lead a key stage
- To help develop the policies and practices across the school that promote high achievement through effective teaching, learning and assessment
- Co-ordinate the sharing of best practice across the school and seek opportunities to collaborate with other innovative and high performing schools and networks to share and develop pedagogies
- To help create an effective and exciting environment for learning

## **Professional Development of self and others**

- Work with the Head of School to deliver an appropriate programme of professional development for all staff including quality coaching and mentoring, in line with the school improvement plan and performance management
- Work with the Head of School to raise standards through staff appraisal and professional review
- Assist the Head of School to organise and support the induction of staff new to the school
- To demonstrate high standards of classroom practice, organisation and display.
- Participate as required in the selection and appointment of teaching and support staff, including overseeing the work of supply staff/trainees/volunteers in the school
- To keep up to date with current educational thought and development through reading, contact with advisors, visits and other activities aimed at keeping abreast of good practice.

## **Leading the organisation**

- Ensure a consistent approach to standards of behaviour, attendance and punctuality are implemented across the school
- Be a proactive and effective member of the senior leadership team
- Ensure the day-to-day effective organisation and running of the school including the deployment of staff as appropriate
- To undertake any professional duties, reasonably delegated by the Head of School

## **Additional and special educational needs (SEN) and disabilities**

Under the directions of the Head of School, 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](#).

## **General**

- To help develop effective communication systems within the school and between the school and the community.
- To work closely with the Head of school in planning public functions or events.
- To support the Friends of Rumboldswyke (PTA) events and meetings.
- To act as liaison between the Head of School and staff, as required.
- To act as 'critical friend' to the Head of School
- To work with the Local Governing Body, attending meetings and events as required.
- To carry out additional responsibilities as required by the Head of School

## **Person Specification**

Criteria	Essential Qualities	Desirable Qualities
<b>Qualifications and training</b>	<ul style="list-style-type: none"> <li>• Qualified teacher status</li> <li>• Degree</li> </ul>	<ul style="list-style-type: none"> <li>• National Award for SEN Co-ordination, or a willingness to complete it within 3 years of appointment</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Successful leadership and management experience in a school</li> <li>• Involvement in school self-evaluation and development planning</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrable experience of successful line management and staff development</li> </ul>
<b>Skills and knowledge</b>	<ul style="list-style-type: none"> <li>• Understanding of high-quality teaching, and the ability to model this for others and support others to improve</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>	<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 school finances and financial management</li> </ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>• Commitment to getting the best outcomes for pupils and promoting the ethos and values of the school</li> <li>• Commitment to equal opportunities and securing good outcomes for pupils with SEN or a disability</li> <li>• Ability to work under pressure and prioritise effectively</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> <li>• Problem-solving abilities</li> </ul>	

**Closing Date for applications: Midday Monday 12<sup>th</sup> May 2025**

**Interview Date: w/b 19<sup>th</sup> May 2025**

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

If you don't have all of the experience listed above, but are interested in applying, contact [bursar@rumboldswyke.org.uk](mailto:bursar@rumboldswyke.org.uk)