



## **Grafton Primary School** **Job Description**

### **DEPUTY HEADTEACHER**

Required from 1<sup>st</sup> September 2026

**Salary Range for Deputy Headteacher: L15-L19**

#### **Main purpose**

The Deputy Head teacher is expected to deputise for and support the Head teacher with regard to the internal organisation and management of the school, take a leading role in the coordination of the whole school and uphold, through personal example, the school's Vision, Aims and Values.

The Deputy Head Teacher under the direction of the Head Teacher, will take a major role in:

- Formulating the aims and objectives of the school
- Establishing policies for achieving these aims and objectives
- Managing staff and resources to that end
- Monitoring progress towards the achievement of the school's aims and objectives
- Being Designated Safeguarding Lead , Pastoral care, Standards and Outcomes in an agreed Phase, Curriculum and Assessment Lead, and Manage the day to day logistics of this four-form entry school.

If the Head Teacher is absent, the Deputy Head Teacher will deputise, as directed by the governing board. The Deputy Head Teacher will also be expected to fulfil the professional responsibilities of a Head Teacher, as set out in the School Teachers' Pay and Conditions Document (STPCD).

#### **Qualities**

The Deputy Head Teacher will epitomise our school values in their professional conduct and uphold the Nolan Principles of Public Life, they will:

- Uphold public trust in school leadership and maintain high standards of ethics, behaviour and professional conduct
- Build enthusiastic, positive and respectful relationships across the school community
- Serve in the best interests of the school's pupils

#### **Skills**

1. To be responsible for supporting the Headteacher and Governors in accounting for the efficiency and effectiveness of the school and sharing responsibility for school improvement.
2. To support the Headteacher and Governors in annual budget planning and monitoring and undertake such reasonable activities that the Headteacher and governors may from time to time require.
3. To support and lead on the strategic deployment of staff and participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.

4. To carry out professional duties of a teacher and deputy headteacher, as described in parts 10 and 12 of the School Teacher's Pay and Conditions Document, including those duties particularly assigned by the Headteacher.
5. To contribute to an exciting, stimulating and creative curriculum that caters for all needs
6. To build positive and respectful relationships across the school community, with compassion, patience and integrity and contribute to a positive ethos for learning and promote the values and achievement of the school to its wider community.
7. To promote and protect the health and safety welfare of pupils and staff and take responsibility for promoting and safeguarding the welfare of children and young people within the school and to comply with individual responsibilities, in accordance with the role, for health & safety in the workplace.

## **SPECIFIC RESPONSIBILITIES**

Under the direction of the Head Teacher, the Deputy Head Teacher will:

1. **Provide excellent curriculum leadership** – liaising with national and local expertise to ensure that MJS's excellent practice is shared and developed.
2. They will be responsible for the knowledge and skills that pupils will gain, the way that the curriculum is taught and assessed in order to support pupils to build their knowledge and to apply that knowledge as skills and the assessment procedures across the school to measure the outcomes that pupils achieve as a result of the education they have received
3. Be highly strategic, ensuring that the school has a robust monitoring, evaluation and review cycle that ensures all practice is highly impactful for all groups of pupils.

Oversee a CPDL system that supports staff development, at all stages of experience, ensuring quality and positive impact on staff practice and pupil outcomes.

4. Develop staff as subject leaders to lead, monitor, review and evaluate the curriculum plan of what pupils need to know in total, and in each subject (including Religious Education and Relationships Education) overseeing the curriculum budget including Sports & PE Premium expenditure.
5. Support Heads of Year in monitoring standards within their year groups.
6. Ensure that the school's curriculum is rooted in the solid consensus of the school's leaders about the knowledge and skills that pupils need to take advantage of the opportunities, responsibilities and experiences of later life. In this way, it can powerfully address social, racial and cultural disadvantage.
7. Ensure clear what end points the curriculum is building towards, and what pupils will need to be able to know and do at those end points.
8. Plan and sequence the curriculum so that new knowledge and skills build on what has been taught before, and towards those defined end points.
9. Reflect the school's local context throughout the curriculum by addressing typical gaps in pupils' knowledge and skills.
10. Ensure the curriculum remains as broad as possible for as long as possible.
11. Maintain a high academic/vocational/technical ambition for all pupils, so that the school does not offer disadvantaged pupils or pupils with SEND a reduced curriculum.
12. Set out the aims of a programme of education and structure for those aims to be implemented, including the knowledge, skills and understanding to be gained at each stage. Thus enabling the evaluation of pupils' knowledge and understanding against those expectations.
13. Provide pupils with the essential knowledge that they need to be educated citizens, introducing them to the best that has been thought and said and helping to engender an appreciation of human creativity and achievement.

Under the direction of the Head Teacher, the Deputy Head Teacher will lead highly effective **assessment systems across the school that:**

1. Helps pupils to embed knowledge and use it fluently
2. Assists teachers in producing clear next steps for pupils, that is not unnecessarily burdensome for staff and pupils.
3. Supports the teaching of the curriculum but not substantially increase teachers' workloads by necessitating too much one-to-one teaching or overly demanding programmes that are almost impossible to deliver without lowering expectations of some pupils.
4. Collects attainment and progress data that are proportionate and represent an efficient use of school resources and are sustainable for staff.
5. Is not in conflict with teaching a broad, rich curriculum and achieving success in examinations and tests.
6. Ensures that the most disadvantaged pupils and pupils with SEND are given the knowledge and cultural capital they need to succeed in life.
7. Balances national assessments and examinations as useful indicators with the assessment of the standard of pupils' work from first-hand evidence.
8. Refers to the nationally generated performance information about pupil progress and attainment, e.g. the IDSR.
9. Refers to first-hand evidence of how pupils are doing, drawing together evidence from the interviews, observations, work scrutiny's and peer review findings.
10. Informs governors about pupils' attainment, progress.
11. Inform governors about the destinations to which its pupils progress when they leave the school.
12. Involve listening to a range of pupils read.
13. Discussions with pupils about what they have remembered about the content they have studied.

### **Designated Safeguarding Lead or Deputy Designated Safeguarding Lead**

Under the direction of the Head Teacher, the Deputy Head Teacher will:

1. Ensure that the school complies with the statutory guidance in relation to safeguarding: 'Keeping Children Safe in Education: statutory guidance for schools and colleges', The Equality Act 2010, 'Prevent' strategy and all other safeguarding statutory guidance.
2. Be a highly effective Designated Safeguarding Lead with responsibility for the Safeguarding team and practice and policy across the school.
3. They will establish a safeguarding culture that goes far beyond what is statutorily required.
4. Embed a culture of safeguarding and facilitate effective arrangements to: identify pupils who may need early help or who are at risk of neglect, abuse, grooming or exploitation; help pupils reduce their risk of harm by securing the support they need, or referring them in a timely way to those who have the expertise to help; and manage safe recruitment and allegations about adults who may be a risk to pupils.
5. Attend and provide regular, in-depth training and induction of the highest standards for all volunteers, staff members and governors e.g. contextual safeguarding, use of CPOMS, updates on statutory guidance, whistle blowing, LADO details etc.
6. Liaise with outside agencies e.g. Social Services, Police and ensure that record keeping is of the highest quality.
7. Report to those responsible for governance regarding all aspects of the role and work with them to ensure that they understand their role and carry this out effectively ensuring that the school fulfils its statutory duties.
8. Work with the Head Teacher and Governors to develop / monitor / review a strategic plan for safeguarding practice, ensuring regular external audits.

## **Governance, accountability and working in partnership**

Under the direction of the Head Teacher, the Deputy Head Teacher will:

1. Understand and welcome the role of effective governance, including accepting responsibility
2. Ensure that staff understand their professional responsibilities and are held to account
3. Ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties
4. Work successfully with other schools and organisations
5. Maintain working relationships with fellow professionals and colleagues to improve educational outcomes for all pupils

## **Organisational management and school improvement**

Under the direction of the Head Teacher, the Deputy Head Teacher will:

1. Establish and sustain the school's ethos and strategic direction together with the governing board and through consultation with the school community
2. Establish and oversee systems, processes and policies so the school can operate effectively
3. Ensure staff and pupils' safety and welfare through effective approaches to safeguarding, as part of duty of care
4. Manage staff well, ensuring that highly effective and meaningful engagement takes place with staff at all levels and they will be present around the school so that any issues are quickly identified.
5. When issues are identified e.g. parental/carer concerns, workload concerns, behaviour concerns, the Deputy Head Teacher will ensure that they are consistently dealt with appropriately and quickly so that staff report high levels of support for any well-being issues.
6. Ensure rigorous approaches to identifying, managing and mitigating risk
7. Allocate financial resources appropriately, efficiently and effectively
8. Identify problems and barriers to school effectiveness, and develop strategies for school improvement that are realistic, timely and suited to the school's context
9. Make sure these school improvement strategies are effectively implemented
10. The Deputy Head Teacher will work with the Assistant Headteachers to ensure that all cover arrangements are effective and clearly communicated.

## **Other Duties and Responsibilities**

1. To attend daily and weekly meetings, in accordance with school policy and to lead such meetings as required.
2. To take whole school assemblies and to support other staff with assemblies.
3. To prepare and present reports, as required to governors, LA officers, parents or outside agencies.
4. To keep all aspects of paperwork including records and policies up to date and actioned as appropriate
5. To attend occasional meetings and events during evening hours or in school holidays, as required.
6. To promote the safeguarding of children at all times.
7. To carry out duties and responsibilities in accordance with Health and Safety Policy and relevant Health and Safety legislation.
8. To be very familiar with the SEND Code of Practice 2014 and the Equalities Act 2010
9. To demonstrate consistent loyalty and commitment to the school and its Headteacher.
10. To ensure that duties are undertaken with due regard to and compliance with the Data Protection Act and other legislation.

11. To operate within the school's equal opportunities framework at all times.
12. In consultation with the Headteacher, deploy staff and resources efficiently and effectively (i.e. timetables).
13. In line with the Complaints Procedure to effectively and efficiently before escalation, resolve complaints (staff/parents) in a timely, caring and supportive manner.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Head Teacher will carry out. The post holder may be required to do other duties appropriate to the level of the role.