



**Burnside  
College**



# Deputy Headteacher

## Job Description & Person Specification

Burnside College  
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Wellbeing Award  
for Schools

2023-2026



## **Purpose of the role (job statement)**

To play a major role under the direction of the Headteacher in formulating the aims and objectives of the school, establishing the policies through which they shall be achieved, managing staff and resources to achieve the aims and objectives of the school and monitor progress towards their achievement.

The Deputy Headteacher will have delegated responsibilities which are both school-wide and of considerable weight. This will be in addition to carrying out the professional responsibilities of a deputy head teacher as set out in the School Teachers Pay and Conditions Document and to meet the core professional standards for teachers contained within the framework in the STPCD.

Deputy Head duties - play a major role under the overall direction of the headteacher in:

- Formulating the aims and objectives of the school
- Establishing the policies through which they are to be achieved
- Managing staff and resources to that end
- Monitoring progress towards their achievement

If the headteacher is absent from the school the deputy headteacher must undertake their professional duties to the extent required by the headteacher/governing body.

## **Responsibilities:**

### **Core Purpose and Accountability**

- work in partnership with the headteacher in order to fulfil the aims of the school
- be part of the senior leadership team. Lead appropriate teams and projects to sustain success, standards and quality of curriculum provision
- take responsibility with the headteacher for the discipline, general behaviour and welfare of the children
- assist in the supervision and welfare of staff and students
- by example, provide an outstanding professional model as a classroom practitioner
- continue initiatives and generate enthusiasm amongst the staff in order to promote teamwork and a sense of purpose and job satisfaction
- perform such day to day managerial duties as may be required, for example, timetables and duty rotas
- be a performance management team leader
- provide assistance to the head teacher in the organisation of programmes for staff development in particular to assessment
- support the headteacher in promoting good relationships with parents, governors, external agencies and the wider community by presenting a positive image of the school
- contribute towards the wider ethos and vision of the school
- implement school and authority policies
- ensure that there is no discrimination of gender or culture in any aspect of school life
- work in co-operation with staff as required and direct and supervise their work, oversee their planning and offer guidance on schemes of work

### **Strategic Direction/Shaping the Future**

- support the headteacher in ensuring the vision for the school is clearly articulated, shared, understood and acted upon effectively by all
- demonstrate the vision and values of the school in everyday work and practice
- motivate and work with others to create a shared culture and positive climate
- assist the headteacher in the ongoing and annual review of standards of leadership, teaching and learning in specific areas of responsibility and across all areas of school provision, consistent with school policies
- create development plans which contribute positively to the achievement of the school development plan and which actively involves all staff in its design and execution
- develop and implement policies and practices for the subject/area(s) which reflects the school's commitment to high achievement and is consistent with national and local strategies and policies
- promote high expectations for attainment
- establish short, medium and long term plans for the development and resourcing for the specific areas of responsibility
- monitor the progress made in achieving subject/area plans and targets, and evaluate the effect on teaching and learning
- work with outside agencies and stakeholders to inform future action

### **Leading Learning and Teaching, Developing and Enhancing the Teaching practice**

- work with the headteacher to raise the quality of teaching and learning and pupil's achievement, setting high expectations and monitoring and evaluating effectiveness of learning outcomes
- provide regular feedback for colleagues in a way which recognises good practice and supports their progress against professional and performance management objectives resulting in a tangible impact on students learning
- develop whole staff, phase teams and individuals to enhance performance
- undertake coaching and mentoring
- plan, organise and deliver staff meetings, where necessary bringing in outside speakers
- keep up to date with the latest developments in the area and disseminate effectively to other members of staff
- plan, delegate and evaluate work carried out by team(s) and individuals
- create, maintain and enhance effective relationships
- recruit and select teaching and support staff

## **Accountability**

- work with the headteacher to ensure the school's accountability to a wide range of groups, particularly parents/carers, governors and the DFE; ensuring that pupils enjoy and benefit from a high quality education
- promote collective responsibility within the whole school community
- develop a school ethos which enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes
- work with the governing body (providing information, objective advice and support) to enable it to meet its responsibilities
- develop and present a coherent, understandable and accurate account of the school's performance to a range of audiences including governors, parents and carers
- reflect on personal contribution to school achievements and take account of feedback from others
- agree, monitor and evaluate the subject pupil progress targets to make a measurable contribution to whole school targets
- engage all staff in the creation, consistent implementation and improvement in schemes of work and curriculum plans which encapsulates key school learning strategies
- provide guidance on a choice of teaching and learning methods/strategies, coach and mentor, model and demonstrate, act as a consultant for other staff, exemplify good practice, undertake shared planning, team teaching etc
- develop and implement systems for recording individual pupil's progress
- evaluate the quality of teaching and standards of achievement, setting targets for improvement

## **Other Professional Requirements:**

- have a working knowledge of teachers' professional duties and legal liabilities
- operate at all times within the stated policies and practices of the school
- know subject(s) or specialism(s) to enable effective teaching
- take account of wider curriculum developments
- establish effective working relationships and set a good example through their presentation and personal and professional conduct
- endeavour to give every child the opportunity to reach their potential and meet high expectations
- contribute positively and effectively to education agendas
- co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the school, department and pupils
- contribute to the corporate life of the school through effective participation in meetings and management systems necessary to coordinate the management of the school
- take part in marketing and liaison activities such as open evenings, parents evenings, review days and events with partner schools
- take responsibility for own professional development and duties in relation to school policies and practices
- liaise effectively with parents and governors

## Person Specification

<b>Criteria</b> <b>E = Essential D = Desirable</b>	
<b>Skills/Knowledge/Aptitudes</b> <ul style="list-style-type: none"> <li>• Have confident use of ICT communication skills</li> <li>• Have knowledge and understanding of data analysis and the ability to use data to set targets for improvement</li> <li>• Be confident in whole school self-evaluation</li> <li>• Have an up to date knowledge and understanding of the current national education agenda</li> <li>• Have an understanding of how children and adults learn and effectively apply their learning</li> <li>• Evidence of highly effective teaching</li> <li>• Ability to lead and manage people to work both individually and in teams</li> <li>• Ability to delegate and monitor effectively</li> <li>• Evidence of assisting the Head to initiate and manage change</li> <li>• Ability to motivate and inspire by setting and following high standards</li> <li>• Ability to deal sensitively with people to investigate, resolve problems and make decisions</li> <li>• Ability to effectively communicate orally and in writing to a range of audiences</li> </ul>	E E E E E E E E E E E E
<b>Qualifications and Training</b> <ul style="list-style-type: none"> <li>• Qualified Teacher Status</li> <li>• Degree /PGCE or equivalent qualifications</li> <li>• Evidence of CPD</li> <li>• Ready to study for the NPQH for a first-time headteacher</li> </ul>	E E E E
<b>Experience</b> <ul style="list-style-type: none"> <li>• At least 5 years successful teaching experience in the secondary age range</li> <li>• Substantial knowledge and understanding of learning and teaching at key stages three and four</li> <li>• Leadership experience in the secondary age range</li> <li>• Ready to study for the NPQH for a first-time headteacher</li> <li>• Proven ability to manage staff</li> </ul>	E E E E E
<b>Disposition</b> <ul style="list-style-type: none"> <li>• Ability to engage actively in Performance Management and CPD</li> <li>• Willingness to contribute to other areas of school life</li> <li>• Adaptability to changing circumstances and ideas</li> <li>• Reliability and integrity</li> </ul>	E E E E

Burnside College is committed to safeguarding and all offers of employment are subject to satisfactory enhanced DBS clearance and other pre-employment checks.  
This post is exempt from the Rehabilitation of Offenders Act.