

Rucstall Primary School

Deputy Headteacher Role Profile

Job Title: Deputy Headteacher (Substantive – Permanent)

School: Rucstall Primary School

Grade: Leadership Scale (L4 – L8)

The salary for this post will be determined in accordance with the School Teachers' Pay and Conditions Document (STPCD) and the school's Pay Policy. Governors will set an appropriate Leadership Pay Range reflecting the size of the school (210 pupils), the level of responsibility attached to the role and the complexity of the context. The pay range will be reviewed periodically in line with statutory guidance and school policy.

Responsible to: Headteacher

Responsible for: Subject Leaders, teaching and support staff, and the Site Manager, as directed by the Headteacher.

Core Purpose

The Deputy Headteacher works alongside the Headteacher and Assistant Headteacher to provide strong professional leadership that secures high standards of safeguarding, teaching, learning and pupil achievement. The Deputy Headteacher serves as the school's Designated Safeguarding Lead (DSL) and provides strategic leadership for safeguarding, attendance, personal development, staffing deployment, school operations and curriculum implementation. The postholder will maintain a flexible teaching commitment and deputise for the Headteacher when required.

Strategic Leadership

Support the implementation of the school vision; contribute to self-evaluation and improvement planning; lead designated improvement priorities; monitor impact and use evidence-informed practice to drive improvement; lead and evaluate the school's Personal Development provision, including enrichment, pupil leadership and wellbeing; and deputise for the Headteacher.

Teaching, Learning and Curriculum

Maintain some teaching commitment through PPA, leadership release and absence cover; lead Reading and Computing; promote Reading for Pleasure; support subject leaders; monitor curriculum implementation, coverage and progression; coach colleagues and model high quality teaching.

Safeguarding and Child Protection (DSL)

Lead safeguarding culture; ensure statutory compliance; lead audits and action plans; manage referrals, Early Help, CIN and CP processes; oversee CPOMS; lead attendance

strategy, persistent absence, EBSA and pupils missing education; deliver safeguarding training and updates.

Staff Leadership and Management

Coordinate staffing deployment, absence cover, timetables and PPA arrangements; lead ECT induction; support student teachers and new staff; contribute to professional development and performance management.

School Organisation and Management

Lead operational management systems, assemblies, duty rotas, educational visits, risk assessments, Health and Safety systems and line management of the Site Manager.

Behavioural, Pastoral and Inclusion

Support implementation of behaviour policy; monitor behaviour trends; promote wellbeing and positive relationships; work with the Assistant Headteacher where safeguarding and SEND overlap.

Community Engagement and Partnerships

Build positive relationships with families, agencies and the wider community; support transitions and represent the school positively.

Governors

Provide reports and updates on safeguarding, attendance, H&S and delegated responsibilities; support monitoring visits.

General Duties

Uphold the school ethos, maintain professionalism and confidentiality, promote equality and safeguarding, and undertake duties reasonably delegated by the Headteacher.

Conditions of Service

This post is subject to the conditions of service for teachers as set out in the current School Teachers' Pay and Conditions Document (STPCD), associated statutory guidance and Hampshire County Council policies and procedures.

The postholder will be expected to:

- Work flexibly in order to fulfil the professional duties of a Deputy Headteacher;
- Undertake duties in line with the Teachers' Standards and the National Standards of Excellence for Headteachers (where applicable);
- Participate in performance management arrangements;
- Attend meetings and training as required to fulfil the responsibilities of the role.

This job description is not exhaustive and may be amended following consultation in line with the changing needs of the school.