Deputy Headteacher and Class Teacher
Job Description

Main purpose
To work with the Headteacher and Senior Leadership Team to secure high-quality education, safeguarding, inclusion and outcomes for every child. The postholder will lead agreed whole-school priorities, strengthen consistency in teaching and learning, and help build the school's capacity to sustain improvement.

The post includes class teaching responsibility alongside non-teaching leadership release time.

Key responsibilities

Strategic leadership and improvement
- Work with the Headteacher and Senior Leadership Team to develop and implement the school's vision, values and strategic priorities.
- Lead agreed priorities within the School Improvement Plan, ensuring actions are clearly planned, responsibilities are understood and progress is monitored.
- Use detailed analysis of school performance and the impact of provision to identify strengths, areas for development and appropriate next steps.
- Contribute to school self-evaluation and ensure that improvement actions lead to better experiences and outcomes for children across key stages and areas of the school's work.
- Act promptly when agreed expectations or standards are not being met, providing appropriate support, challenge and follow-up.
- Model high expectations, professionalism and a strong commitment to the school's values.
- Undertake leadership responsibilities delegated by the Headteacher and deputise in the Headteacher's absence.

Teaching, curriculum and achievement
- Teach a class, delivering a well-sequenced curriculum that builds on prior learning and prepares children for the next stage of education.
- Model high-quality teaching, effective assessment and appropriate adaptation to meet children's needs.
- Promote high expectations for children's learning, achievement, conduct and personal development.
- Work with leaders and teachers to strengthen curriculum planning, subject expertise and teaching across the school.
- Ensure assessment information is used to identify what children know, understand and need to learn next, and to inform teaching and timely support.
- Monitor and evaluate agreed aspects of teaching, learning, curriculum implementation and children's work.
- Provide colleagues with clear, constructive feedback and support them to improve their practice.
- Manage teaching assistants and other classroom support effectively.

Professional learning and staff development
- Contribute to a high-quality, evidence-informed programme of professional learning that is matched to school and individual development priorities.
- Support staff to apply, review and embed new learning in their practice.
- Promote collaboration and provide opportunities for staff to share expertise and work together.
- Support staff induction, mentoring, appraisal and professional development as agreed with the Headteacher.
- Help staff understand their contribution to school priorities and take responsibility for improving their practice.
- Promote staff wellbeing and manageable workload through clear expectations, supportive professional relationships and thoughtful planning.
- Contribute to a professional culture in which staff feel valued and involved in the school's development.

Inclusion, behaviour and safeguarding

- Act in the best interests of all children, including disadvantaged children, children with SEND, children known to social care and those facing other barriers to learning or wellbeing.
- Promote an inclusive culture and support the effective implementation and review of adaptations, provision and interventions.
- Promote consistent expectations for behaviour and a positive, safe environment that enables children to learn.
- Support a strong safeguarding culture across the school.
- Undertake the responsibilities of Deputy Designated Safeguarding Lead (DDSL), including responding to concerns and liaising with external agencies as required.
- Lead on safeguarding matters in the absence of the Designated Safeguarding Lead, in line with the school's safeguarding procedures.
- Maintain accurate safeguarding records and support the monitoring of children who may be vulnerable or require additional help.

Attendance

- Lead the school's agreed approach to monitoring and improving attendance and punctuality.
- Review attendance information, identify concerns and ensure that agreed follow-up procedures are applied.
- Maintain systems for identifying patterns of absence and lateness.
- Liaise with the Local Authority Attendance Team and provide relevant reports to the Headteacher and Governing Body.

Governance, partnerships and resources

- Work constructively with governors, parents, the wider community and external professionals to support children's achievement, wellbeing and sense of belonging.
- Contribute to effective communication and relationships that build trust with families and the community.
- Work with other schools, organisations and professionals to share expertise and contribute to mutual support and challenge.
- Support the Headteacher in ensuring staff understand and contribute to the school's strategic direction.
- Deploy staff and resources effectively within agreed responsibilities and school priorities.
- Contribute to reports, school self-evaluation and improvement planning.

Class teacher responsibilities

The postholder will:

- Plan, teach and assess in accordance with the National Curriculum, the school's curriculum plans and its policies.
- Establish a positive, safe and well-organised learning environment.
- Set high expectations for learning, conduct and relationships.
- Assess, record and report children's progress and attainment in line with school arrangements.
- Use assessment to plan next steps, address misconceptions and support progress.
- Prepare children for relevant statutory assessments and transition to the next stage of education.
- Build positive relationships with parents and keep them informed about children's learning and progress.
- Participate in the wider life of the school, including meetings, assemblies and appropriate supervision duties.

Professional responsibilities

- Comply with the current School Teachers' Pay and Conditions Document and the school's policies and procedures.
- Participate in appraisal and relevant professional learning.
- Reflect on and develop professional practice.
- Carry out other reasonable duties appropriate to the post, as agreed with the Headteacher or Governing Body.

This job description may be reviewed to reflect the school's priorities and the postholder's professional development.