



Pikes Lane Primary School

Deputy Head Teacher – Job Description

Job Title	DEPUTY HEAD TEACHER
Salary Range	L12-L16
The primary purpose of the job	The Deputy Headteacher will work in close partnership with the Headteacher to provide strategic leadership that enables every child to flourish academically, socially and emotionally. The successful candidate will be an exceptional leader of teaching and learning, committed to ensuring that every pupil experiences an ambitious, inclusive education where they are known, valued and supported to achieve their very best. They will help shape and sustain a culture of high expectations, professional trust and continuous improvement, ensuring that the school's vision, values and strategic priorities are translated into consistently excellent practice. The Deputy Headteacher will deputise for the Headteacher as required and play a significant role in leading school improvement, developing staff, strengthening leadership capacity and ensuring that every decision is made in the best interests of children.
Responsible to	The Head Teacher and the Governors
Principal Responsibilities	The appointment is subject to the current conditions of employment for Deputy Head Teachers contained in the Schools Teachers' Pay and Conditions Document, the School Standards and Framework Act, the required standards for Qualified Teacher Status and other current educational and employment legislation.

Strategic Leadership and School Improvement

The Deputy Headteacher will:

- Fully support and actively promote the school's vision, values, ethos and strategic priorities.
- Work in partnership with the Headteacher, Governors and leadership team to secure continuous school improvement
- Work alongside the Headteacher and leadership team to lead the school's self-evaluation, ensuring that evaluation is evidence-informed, accurate and focused on improving outcomes for pupils.
- Support the delivery, monitoring and evaluation of the School Improvement Plan, working collaboratively with leaders to secure measurable and sustainable improvements.
- Use performance information, monitoring evidence and research to inform strategic decision-making.
- Contribute to the effective planning, management and deployment of financial and staffing resources.
- Develop productive relationships with Governors, providing high-quality information that supports effective governance.
- Keep abreast of national educational developments and ensure these are implemented appropriately within the school's context.
- Represent the school positively within the local authority, partnerships and wider educational community.

Teaching, Learning and Curriculum

The Deputy Headteacher will:

- Model exemplary classroom practice and demonstrate consistently high expectations for teaching and learning.
- Work alongside curriculum leaders to develop and sustain an ambitious, knowledge-rich curriculum that enables every pupil to succeed.
- Ensure curriculum implementation is coherent, progressive and inclusive across all phases.
- Champion evidence-informed practice, supporting colleagues to develop effective pedagogy, responsive teaching and adaptive practice that meets the needs of all learners.
- Support the strategic development of assessment across the school, ensuring that assessment informs teaching and enables pupils to make strong progress.
- Promote high-quality reading, writing, mathematics, vocabulary development and oracy across the curriculum.
- Ensure that teaching consistently meets the needs of disadvantaged pupils, pupils with SEND, pupils learning English as an additional language and other vulnerable learners.
- Work alongside the SENDCo to ensure high-quality provision for pupils with SEND and to embed inclusive practice across the school, enabling every pupil to access an ambitious curriculum and achieve success.
- Maintain responsibility for curriculum leadership as agreed with the Headteacher.
- Teach across the primary age range when required, modelling excellent practice and supporting school operations.
- Lead robust quality assurance activities, including lesson visits, work scrutiny, professional dialogue, pupil voice and assessment analysis, ensuring that evaluation informs school improvement and leads to sustained improvements in teaching, learning and pupil outcomes.

Inclusion, Behaviour and Personal Development

The Deputy Headteacher will:

- Champion an inclusive culture where every child feels safe, respected, valued and able to succeed.
- Lead robust quality assurance activities, including lesson visits, work scrutiny, professional dialogue, pupil voice and assessment analysis, ensuring that evaluation informs school improvement and leads to sustained improvements in teaching, learning and pupil outcomes.
- Work collaboratively with pastoral leaders to support the strategic development of attendance, behaviour and pastoral provision, removing barriers to learning and promoting positive outcomes for pupils.
- Ensure pupils' personal development is promoted through a rich programme of enrichment, leadership opportunities and wider experiences.
- Work collaboratively with families and external agencies to secure the best possible outcomes for vulnerable pupils.
- Promote equality, diversity and inclusion, ensuring every pupil has equitable access to learning and opportunity.

Leading and Developing People

The Deputy Headteacher will:

- Model integrity, professionalism, optimism and compassion in all aspects of leadership.
- Foster a culture of collaboration, trust and shared accountability.
- Develop leadership capacity across the school through coaching, mentoring and high-quality professional learning, enabling colleagues at all levels to flourish.
- Support the recruitment, induction and retention of high-quality staff.
- Support the implementation of the school's appraisal and performance development processes, ensuring professional dialogue focuses on improving outcomes for pupils.
- Identify, develop and nurture future leaders across the school.
- Promote staff wellbeing whilst maintaining high expectations and professional standards.
- Ensure effective communication across the school community.

Safeguarding and Pupil Welfare

The Deputy Headteacher will:

- Demonstrate an unwavering commitment to safeguarding and promoting the welfare of every child.
- Work alongside the Designated Safeguarding Lead and safeguarding team to ensure safeguarding remains central to all leadership decisions and school improvement activity.
- Support the Designated Safeguarding Lead in maintaining effective safeguarding systems, policies and practice.
- Promote a culture where safeguarding is everyone's responsibility and concerns are identified, reported and acted upon promptly.
- Ensure pupils experience a safe, nurturing and inclusive environment in which they can thrive.

Community and Partnership

The Deputy Headteacher will:

- Promote the school positively within the local community.
- Develop and sustain positive relationships with parents, carers and external partners, recognising that strong partnerships improve outcomes for children.
- Develop productive partnerships with other schools, local authority services and external organisations to improve outcomes for children.
- Contribute actively to wider school life, including enrichment opportunities, events and community engagement.

General Professional Responsibilities

The Deputy Headteacher will:

- Carry out the professional duties of a Deputy Headteacher as defined within the School Teachers' Pay and Conditions Document.
- Provide effective day-to-day operational leadership, ensuring that systems, routines and procedures support the safe, efficient and effective running of the school and contribute to a calm, purposeful learning environment.
- Undertake responsibilities delegated by the Headteacher appropriate to the post.
- Demonstrate a commitment to continuous professional learning and evidence-informed practice.
- Promote equality of opportunity and foster an inclusive culture where diversity is valued and celebrated.
- Contribute to maintaining a positive, ambitious and supportive working environment.
- Participate in the school's response to emergency planning arrangements where required by Bolton Council.

Our Leadership Expectations

At Pikes Lane Primary School we believe that leadership is about service. We expect our Deputy Headteacher to:

- Put children at the centre of every decision.
- Lead with integrity, humility and compassion.
- Have the courage to challenge and the wisdom to listen.
- Build the capacity of others through coaching and professional dialogue.
- Maintain exceptionally high expectations whilst providing high levels of support.
- Champion inclusion so that every child, regardless of starting point or circumstance, can succeed.
- Build leadership capacity in others, recognising that sustainable school improvement is achieved through collaboration, shared responsibility and collective expertise.
- Inspire confidence through calm, visible and purposeful leadership.
- Demonstrate an unwavering commitment to continuous improvement and excellence.

The successful candidate will share our belief that **together we can be the best**, creating a school where children flourish, staff thrive and the community is proud to belong.