



Job Description and Person Specification

Job title	Deputy Head
Contract type	Full time (40 hours per week), Permanent
Reporting to	Head
Weeks per year	36
To commence	September 2026 (preferred) or January 2027

Job Description

Purpose of the Role

The Deputy Head will report to the Head and be an effective, committed and strategic member of the Senior Leadership Team, taking an active and central role in the operation, planning and future development of the school. They will deputise for the Head in her absence and carry responsibility for the smooth operational running of the school, requiring excellent organisation and administration skills.

The Deputy Head will have a small teaching commitment, working flexibly to provide cover when required, both within the classroom and necessary break duties.

The post-holder will also oversee and co-ordinate the extra-curricular clubs, trips and certain event days, ensuring a suitably diverse and enriching offer for the pupils.

Working with SLT colleagues, the Deputy Head will support the promotion and monitoring of teaching, behaviour and learning standards throughout the school, and to ensure that the ethos and values of the school are embedded within all aspects of the pupil provision.

Key Responsibilities

Teaching & Learning

- To promote high standards of teaching and learning across the school, contributing to the development of the curriculum and new initiatives
- To maintain a regular presence around the school and at school events
- To plan the academic timetable in liaison with the Director of Studies and Head
- To set up and administer external 11+ examinations
- To promote positive relationships and clear communication between staff, pupils and parents
- To develop an interesting and rewarding programme of assemblies for the school and lead assemblies as required
- To contribute to the development of the school's pastoral support systems including pupils' wellbeing and ensure that the school's behavioural policies are adhered to and acts of unkindness are resolved swiftly and satisfactorily for all parties concerned
- To have oversight of behaviour management strategies, ensuring they are consistently applied, and supporting and responding to disciplinary issues when required
- To monitor teaching and learning as required through lesson observations, giving effective and supportive feedback to staff.

Operational Planning & Delivery

- To contribute to the regular review and monitoring of structures and systems which underpin the effective and efficient running of the school
- To work with the Director of Studies to facilitate the academic assessment and reporting schedule
- Manage the T&L aspects of the school MIS system
- To plan a fair system of duty allocation for staff
- To arrange daily cover for absent members of staff for the smooth operation of the school and ensure the Sage database is kept up to date.
- To play a leading role in the arrangements for all events at the school
- To oversee the organisation of extra-curricular clubs and contribute to this programme as required
- To plan a programme of trips, visits and workshops to support and enhance the curriculum; lead and attend these as required, including residential trips
- To manage and oversee the school calendar, in collaboration with the Head
- To work closely with the Head of Games to ensure the safe and smooth running of all off-site Games
- To liaise with the Bursar and Caretaker concerning the management of facilities and be a member of the Staff Health and Safety Committee
- To support the admissions team in terms of system management, marketing and integration of 'taster days' for prospective pupils.
- To cover the front office one evening per week

Staff Management and Development

- To coordinate and contribute to the staff appraisal process and implement any necessary training needs in consultation with the Head
- To promote staff development through effective CPD, including Inset day plans and preparations, linked to the School Development Plan.
- To assist in robust recruitment procedures to ensure the highest calibre of staff are appointed.
- To manage, support, encourage, coach and, where necessary, hold to account, academic and non-academic staff. Utilising the disciplinary and grievance procedure, with HR support, as required,
- To carry out appraisals for members of staff
- To work as a positive and enthusiastic team member, contributing to effective working relationships within the school
- To create high morale and team spirit and lead by example
- To have oversight of staff wellbeing including provision of support where necessary
- To foster clear communication within the staff body

Policy and Compliance

- To contribute to the on-going review, implementation and monitoring of school policies and documentation
- To assist in the preparation for ISI inspections
- To keep abreast of external educational policy changes, communicating and implementing when required.

Pastoral Care and Safeguarding

- Promote pupils' emotional wellbeing and personal development, implementing the school's behaviour and safeguarding policies at all times.
- Act as a role model for pupils, demonstrating respect, responsibility and the school's values.
- Work closely with colleagues, parents, and external agencies to support the pastoral needs of pupils.
- To be an identifiable, professional role model for the pupils, staff and parents
- To be an approachable and personable point of contact for the pupils, staff and parents

General Responsibilities

- Contribute fully to the wider life of the school, including trips, assemblies, and whole-school events.
- Uphold all school policies, safeguarding procedures, and professional standards.
- Build strong relationships with parents, communicating progress and supporting engagement in children's learning.
- Participate actively in staff meetings, INSET days, and continuing professional development.
- Undertake any other reasonable duties as requested by the Headteacher.
- To attend all staff meetings, Parents' Evenings and other school functions, events and initiatives, including those out of school hours, as required by the Head for the proper fulfilment of your duties.
- To participate in the appraisal of your own performance and maintain up to date records of your Continued Professional Development.
- To uphold the Fundamental British Values of democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs.

Person Specification

Criteria to be assessed by:

AF - Application form, AFQ = Application form question, I = Interview, PE – Practical Exercise, LO – Lesson Observation

	Essential	Desirable	Assessed by
Qualifications & Training			
Qualified Teacher Status (QTS)	X		AF
Degree-level qualification	X		AF
Post-graduate qualification in education such as an MA or NPQSL		X	AF
Safeguarding Level 2		X	AF
Prevent training		X	AF
Paediatric First Aid		X	AF
Professional Knowledge & Understanding			
Good knowledge of the KS1 & 2 curricula, assessment frameworks, and progression	X		AFQ / I
Knowledge of safeguarding procedures and commitment to pupil welfare	X		I
Awareness of how to use data to inform planning, track progress, and improve outcomes	X		PE
Experience			
Experience of teaching within the independent teaching sector		X	AF
Experience of educational management and leadership	X		AFQ
Experience planning and delivering high-quality, engaging lessons	X		I
Experience supporting extra-curricular or enrichment activities		X	AF

Experience working collaboratively with parents, carers, and external agencies		X	I
Skills & Abilities			
Ability to inspire, motivate, and engage children of varying abilities	X		I
Strong classroom management skills and the ability to create a positive learning environment	X		I
Exceptional organisational and administration skills	X		PE & I
Highly competent use of ICT to support planning, teaching, and assessment	X		PE
Excellent communication and interpersonal skills with pupils, staff, and parents	X		I
Ability to work collaboratively as part of a team and contribute to the wider life of the school	X		AFQ
Personal Qualities (non-competency based)			
A positive, reflective, and resilient approach to teaching	X		
High expectations for all children and a belief in every child's potential to succeed	X		
Warmth, empathy, and the ability to build strong, respectful relationships with children, parents and colleagues	X		
Professional integrity, reliability, and a strong work ethic	X		