



Job description

Post title: Deputy Headteacher
Pay range: L15 (77,209) – L19 (£84,769) Outer London
Position: Permanent, Full Time
Line manager: Headteacher

About the Role

To work in partnership with the Headteacher and Senior Leadership Team to provide strategic leadership across the school, ensuring the highest standards of teaching, learning, inclusion and pupil outcomes.

The Deputy Headteacher will lead a phase and hold strategic responsibility for a key area, driving school improvement and ensuring that every child receives an excellent education. They will also lead on staff deployment, including timetables, rotas and daily organisation.

Key Responsibilities

Strategic Leadership

- Contribute to and help deliver the school's vision, values and strategic priorities
- Provide inspirational leadership that promotes a strong, positive culture and high staff morale
- Lead on a whole-school strategic area, ensuring clarity, coherence and measurable impact
- Support the development, implementation and evaluation of the School Development Plan
- Use internal and external research, evidence and data to inform decision-making and drive improvement
- Deputise for the Headteacher when required

Teaching, Learning and Curriculum

- Secure consistently high-quality teaching and learning across the school
- Promote excellence through coaching, mentoring and structured professional development for all staff
- Model excellent classroom practice and lead by example
- Develop and sustain an ambitious, inclusive and well-sequenced curriculum
- Ensure staff have strong subject and pedagogical knowledge, informed by current curriculum and assessment requirements
- Foster a culture of 'open classrooms', where best practice is shared and developed collaboratively

Inclusion and Pupil Outcomes

- Champion high expectations and ambitious outcomes for all pupils, particularly those who are disadvantaged or vulnerable
- Ensure barriers to learning are identified and addressed through high-quality, inclusive provision
- Promote equality of opportunity and ensure all pupils can succeed
- Use data intelligently to monitor progress and secure timely, effective intervention

Leadership of Phase and Staff Development

- Lead and manage a phase team, ensuring consistency, accountability and high standards
- Support, challenge and develop staff through coaching, performance management and professional dialogue
- Contribute to the design and delivery of high-quality CPD across the school
- Support the Headteacher in establishing fair, transparent and rigorous systems for managing performance
- Hold staff to account for professional conduct and the impact of their practice, while supporting improvement and recognising excellence

Behaviour, Culture and Wellbeing

- Promote a positive, inclusive and respectful culture aligned with the school's values of Respect, Kindness and Excellence
- Lead by example with integrity, professionalism and high expectations
- Ensure high standards of behaviour and attitudes are consistently upheld
- Contribute to a culture where both pupils and staff feel safe, supported and able to thrive
- Foster an open, transparent and equitable working environment

Safeguarding

- Promote and uphold the highest standards of safeguarding and child protection
- Ensure policies and procedures are consistently implemented
- Act as a safeguarding leader, supporting staff and responding appropriately to concerns

Quality Assurance, Accountability and Governance

- Lead and contribute to robust monitoring, evaluation and review processes
- Analyse and present data to inform school improvement and strategic decision-making
- Regularly report to the Headteacher and governing body on standards, provision and impact and attend governor meetings
- Uphold the highest standards of professional and ethical conduct in all aspects of the role

Partnership and Representation

- Build strong relationships with parents, carers and the wider community
- Work effectively with external agencies, partners and professionals
- Represent the school at meetings, panels and working groups as required
- Inspire confidence in and promote the value of education within and beyond the school community

Other Duties

- Undertake any other duties as reasonably directed by the Headteacher

Person specification

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Criteria	Essential	Desirable
Qualifications and Experience		
Qualified Teacher Status	x	
Proven successful leadership experience in a primary school (Assistant Headteacher or above)	x	
Evidence of impact on improving teaching, learning and pupil outcomes	x	
Experience of leading whole-school initiatives or strategic areas	x	

Safeguarding experience as part of DSL team		x
Experience of working in a multi-cultural school with SEN, Pupil Premium, EAL pupils		x
Knowledge and Understanding		
Strong understanding of high-quality teaching, learning and curriculum design	x	
Secure knowledge of assessment and data-informed school improvement	x	
Deep understanding of inclusion, SEND and meeting the needs of vulnerable pupils	x	
Knowledge of safeguarding requirements and responsibilities	x	
Awareness of current national priorities and developments in education	x	
Knowledge and understanding of the Curriculum and Learning across more than one Phase		x
Leadership and Personal Qualities		
A clear commitment to the school's values of Respect, Kindness and Excellence	x	
High expectations for all pupils and staff	x	
The ability to inspire, motivate and develop others	x	
Strong strategic thinking alongside a practical, hands-on approach	x	
Excellent interpersonal and communication skills	x	
Resilience, integrity and emotional intelligence	x	
A reflective practitioner who is committed to continual improvement	x	
Working with Others		
Builds positive, professional relationships with staff, pupils and families	x	
Works collaboratively as part of a leadership team	x	
Able to challenge appropriately and supportively	x	
Committed to developing others and fostering a strong team culture	x	
Commitment		
A strong commitment to inclusion and equality	x	
A commitment to safeguarding and promoting the welfare of children	x	
A commitment to staff wellbeing and maintaining a positive working environment	x	
A willingness to go above and beyond to secure the best outcomes for pupils	x	

At Colindale, we are looking for leaders who are prepared to go above and beyond for our children, while also building a culture where staff feel supported, valued and able to do their best work.

- This job description is not your contract of employment, or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation. This document must not be altered once it has been signed but it will be reviewed annually as part of the performance management process or as appropriate.

Signature of post holder

_____ Date / /