EAST SUSSEX COUNTY COUNCIL JOB DESCRIPTION

Job Title:	Deputy Headteacher
School:	Sandown Primary School & Nursery
Grade:	**Leadership – 8 12**
Responsible to:	Headteacher

Purpose of the Role

- The Deputy Headteacher will share responsibility for the day-to-day running of the school, promoting and maintaining its positive and effective ethos.
- Assist the Headteacher in their responsibility to the Governors and East Sussex County Council for the effective administration and management of the school.
- Promote a lively, welcoming, and effective teaching and learning atmosphere which recognises the value and potential of all children.
- Deputise for the Headteacher and undertake whole-school management, leadership, and curriculum duties in accordance with directions given by the Governors and Headteacher.
- Lead on safeguarding across the school in the role of Designated Safeguarding Lead (DSL).
- Be an outstanding classroom practitioner, modelling exemplary practice for colleagues.

Professional Responsibilities

To carry out the duties of a Deputy Headteacher as set out in the current School Teachers' Pay and Conditions Document (STPCD). The post-holder will exercise their professional skills and judgement to carry out the following duties:

Pupils and Staff

1. Secure excellent teaching through an analytical understanding of pupil learning, high-quality classroom practice, and curriculum design.
2. Foster an educational culture of 'open classrooms' to share best practice within and between schools.
3. Work with the Headteacher to motivate, support, and develop staff expertise and subject knowledge in an environment where excellence is standard.
4. Lead by example with a strong commitment to inclusion and high expectations for all learners.
5. Share whole-school responsibility for the mental health, well-being, and morale of pupils and staff.

Systems, Processes & Whole-School Leadership

6. Promote a safe, calm, and well-ordered environment focused on safeguarding and exemplary pupil behaviour.
7. Be the Designated Safeguarding Lead (DSL), managing a safeguarding team and leading on statutory responsibilities in this area.
8. Hold staff accountable for professional conduct and practice using fair and transparent performance management systems, addressing underperformance with appropriate support and guidance.
9. Conduct staff appraisals alongside the Headteacher and Assistant Headteacher, integrating appraisal into professional development.

10. Support the Governing Body to understand its role and deliver its functions effectively—particularly in setting strategy and holding the school to account.
11. Assist the Headteacher with self-evaluation (SEF) and school development planning (SDP).
12. Maintain effective lines of communication to ensure staff are well informed regarding professional development, curriculum, and school life.
13. Provide clear leadership and guidance for the Senior Leadership Team (SLT).
14. Participate, where appropriate, in the recruitment and appointment of teaching and support staff.
15. Show commitment to extra-curricular activities, lead school assemblies when required, and support learning visits/residentials.
16. Build positive, constructive partnerships with parents, the local community, and partner schools.
17. Undertake any reasonable additional duties or responsibilities as determined by the Headteacher.

Curriculum, Assessment & Standards

18. Partner with the Headteacher to provide strategic leadership and direction for the whole-school curriculum.
19. With the Headteacher, oversee, monitor, and evaluate teaching, learning, and pupil attainment across the school.
20. Lead, mentor, and monitor subject leaders in developing policies, schemes of work, assessment, and continuing professional development.
21. Remain up to date on statutory curriculum, assessment, recording, and reporting requirements.
22. Analyze whole-school data and performance trends alongside the Headteacher to set aspirational targets.
23. Keep the Headteacher, SLT, and Governing Body informed of pupil progress and attainment.

Safeguarding & Keeping Children Safe in Education

24. The school is committed to safeguarding and promoting the welfare of children and young people as required under the Education Act 2002 and expects all staff and volunteers to share this commitment.
25. The Deputy Headteacher holds the role of Designated Safeguarding Lead (DSL), carrying out duties as set out in Annex B of Keeping Children Safe in Education (DfE).
26. Work with governors to ensure that all safeguarding duties, training, and policies comply with current statutory guidance (Keeping Children Safe in Education and Working Together to Safeguard Children).
27. Ensure sufficient resources and time are allocated for designated safeguarding staff to discharge their responsibilities, including inter-agency meetings and strategy discussions.
28. Ensure robust whistleblowing practices so that all staff and volunteers feel confident raising concerns about unsafe practice.

This job description should be read alongside the requirements of the current DfE School Teachers' Pay and Conditions Document (STPCD) and is informed by the National Headteachers' Standards 2020.

PERSON SPECIFICATION

Essential Education and Qualifications

1. Qualified Teacher Status (QTS).
2. Honours Degree or equivalent qualification.
3. Evidence of continuous professional development (CPD).

Essential Key Skills, Knowledge, Experience & Behaviours

4. Leadership & Management: At least two years of successful primary management experience (e.g., Key Stage Leader) with proven experience of leading major school initiatives, staff development, and supporting school development planning.
5. Safeguarding & Inclusion: Deep knowledge of child protection/safeguarding legislation, procedures, and inclusive strategies for all learners. Experience of being a DSL or DDSL, including case-load management.
6. Teaching & Standards: Demonstrable history as an outstanding classroom practitioner with a track record of sustaining pupil progress and raising standards.
7. Curriculum & Assessment: Experience of developing breadth, depth, and progression across the primary curriculum, alongside experience in target setting, tracking, and data analysis (including SATs and Ofsted requirements).
8. Pupil & Staff Well-being: Proven experience supporting pupils' emotional well-being and promoting positive mental health.
9. Communication & Relationships: Outstanding written and verbal communication skills; ability to resolve conflicts sensitively, build positive links with parents/community, and work effectively with governors.
10. Professional Conduct: High standards of professionalism, punctuality, and personal presentation, with the ability to inspire confidence across the school community.

Desirable Criteria

11. Extensive experience of the DSL role in a primary school setting.
12. Attendance or interest in undertaking the National Professional Qualification for Headship (NPQH) or equivalent leadership qualifications.
13. Experience and/or knowledge of the Talk for Writing curriculum.
14. Behaviour & Pastoral Care: Proven experience in leading whole-school behaviour management and pastoral care, promoting positive behavior, restorative approaches, and maintaining a calm, safe, and nurturing environment for learning
15. Recent senior leadership/management training.
16. Teaching experience across multiple primary key stages or schools.
17. Experience working directly in partnership with outside support agencies.

Health & Safety Functions

This section is to make you aware of any health & safety related functions you may be expected to either perform or to which may be exposed in relation to the post you are applying for. This information will help you if successful in your application identify any health-related condition which may impact on your ability to perform the job role, enabling us to support you in your employment by way of reasonable adjustments or workplace support.

Function	Applicable to role
Using display screen equipment	**Yes**
Working with children and/or people with care and support needs	**Yes**
Moving and handling operations	No
Occupational Driving	No
Lone Working	No
Working at height	No
Shift or night work	No
Working with hazardous substances	No
Using power tools	No
Exposure to noise and/or vibration	No
Food handling	No
Exposure to blood or body fluids	No