

# Deputy Headteacher Job Description

---

## Employment details

Job title	Deputy Headteacher
Reports to	Headteacher
Hours of work	Full time
Salary	Leadership scale (dependent on experience)

## General duties

Responsibilities	Meet leadership standards; comply with safeguarding and school policies; support Headteacher; lead school improvement; attend meetings; build relationships; undertake CPD; contribute to appraisal; promote inclusive SEMH culture.
------------------	--

## Leadership and management

Responsibilities	Support daily operations; lead teaching and learning; monitor quality of education; contribute to SIP; ensure curriculum meets EHCP needs; line manage staff; ensure safeguarding; lead behaviour systems.
------------------	--

## Teaching and learning

Responsibilities	Create safe learning environment; ensure adaptive teaching; monitor progress; oversee curriculum; ensure effective assessment and data use.
------------------	---

## Behaviour and SEMH support

Responsibilities	Lead behaviour systems; ensure relational, trauma-informed practice; support staff with regulation strategies; ensure pupils feel safe.
------------------	---

## Safeguarding and inclusion

Responsibilities	Act as DSL/Deputy DSL; ensure safeguarding compliance; liaise with agencies; ensure EHCP provision; promote inclusion.
------------------	--

## Partnerships and communication

Responsibilities	Communicate with parents; attend EHCP reviews; liaise with LAs; promote school.
------------------	---

## Personal and professional conduct

Responsibilities	Maintain high standards; act as role model; ensure confidentiality; uphold safeguarding; follow statutory frameworks.
------------------	---

## Organisation

Responsibilities	Support staffing and timetabling; deploy resources; develop policies; maintain safe environment.
------------------	--

## Additional duties

Responsibilities	Support inspections; lead development areas; support enrichment; undertake additional duties.
------------------	---

### Qualifications and training

Essential	QTS; Degree; Leadership training
Desirable	NPQ; SEND training; DSL training

### Skills and experience

Essential	Leadership experience; SEND/SEMH teaching; improving T&L; EHCP experience
Desirable	Special school experience; curriculum leadership

### Knowledge

Essential	SEND/SEMH; EHCP processes; safeguarding; curriculum; independent school standards
Desirable	Trauma-informed practice

### Personal traits

Essential	Calm; organised; resilient; strong communicator; inclusive; reflective
Desirable	SEMH passion; de-escalation skills; leadership balance

### Additional requirements

Requirements	Enhanced DBS; references; qualifications evidence
--------------	---