

## Deputy Headteacher Job Description

### **Purpose of the Role**

The Deputy Headteacher will play a key role in the strategic leadership and operational management of the nursery school, ensuring the highest standards of early education, care, inclusion, and staff development. Working closely with the Headteacher, the Deputy Headteacher will lead on strengthening an inclusive culture, modelling best practice, and driving continuous improvement across the school to improve outcomes for all children.

### **Key Responsibilities**

#### **Strategic Leadership**

- Support the Headteacher in setting and implementing the school's strategic vision, improvement plan, and long-term priorities
- Lead on designated whole-school initiatives as agreed with the Headteacher, using data, evidence, and research to drive positive outcomes for children
- Deputise for the Headteacher in their absence, ensuring continuity of high-quality provision and effective decision-making
- Contribute to the development and evaluation of policies, practices, and systems that align with statutory requirements and promote excellence in early years education

#### **Equality, Diversity and Inclusion & SEND Leadership**

- Champion an inclusive and equitable learning environment where every child and family feels valued, respected, and supported
- In conjunction with the SENCO, plan and implement interventions to support pupils to overcome barriers to learning
- Ensure compliance with statutory SEND responsibilities, supporting the SENCO where appropriate
- Ensure the school works effectively with parents, carers and professionals to identify additional needs, and provide support and adaptation where appropriate
- Contribute to professional development on inclusive practice, anti-discriminatory pedagogy, and culturally responsive teaching
- Analyse and monitor progress data for vulnerable groups, ensuring early intervention and targeted support
- Foster strong partnerships with external agencies, families, and community groups to promote children's holistic development

#### **People Management & Staff Development**

- Support the Headteacher in managing, motivating, and developing staff to achieve outstanding practice across all areas of the nursery school
- Support the Headteacher in carrying out staff supervisions, appraisals, performance management, and coaching, ensuring professional growth and accountability
- Promote positive staff wellbeing, team cohesion, and a culture of high expectations and continuous improvement
- Identify training needs and coordinate high-quality CPD opportunities aligned with school priorities

### **Quality of Education & Pedagogy**

- Model exemplary early years teaching and curriculum design based on current research, child development theory, and best practice
- Support curriculum development and ensure inclusive and ambitious learning experiences for all children
- Monitor teaching, provision, and outcomes, contributing to robust self-evaluation processes
- Lead on the whole-school assessment strategy ensuring practices are consistent, meaningful, and used effectively to inform provision

### **Organisational Management**

- Support the day-to-day organisation of the school, ensuring smooth and safe operations across all areas
- Act as Deputy Designated Safeguarding Lead (DDSL) as part of the wider safeguarding team
- Contribute to resource planning, staffing structures, and effective deployment of staff
- Work with the governing board and other stakeholders as appropriate, contributing to reports and meetings in relation to teaching and progress of children

*Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Deputy Headteacher will carry out. The postholder may be required to do other duties appropriate to the level of the role.*