



Mulgrave Primary School
Learn | Believe | Succeed

Deputy Headteacher

Mulgrave Primary School, London

Full-time | Permanent | Salary L12 - L15

About Mulgrave

At Mulgrave, we believe every child is a success. Our ethos — *Learn, Believe, Succeed* — underpins everything we do. We are a vibrant, inclusive school community committed to nurturing confident, curious learners and fostering strong partnerships with families. We are seeking a visionary Deputy Headteacher to join our leadership team and help shape the future of our school.

Main Purpose of the Role

At Mulgrave Primary School we expect our Deputy Headteacher to make the education and wellbeing of pupils their highest priority, demonstrating accountability for achieving the highest standards in both conduct and performance.

The role requires exceptional leadership across the school, with a particular focus on teaching, learning, curriculum, and assessment.

The Deputy Headteacher will lead by example with honesty, integrity, and strong subject knowledge—continually developing their skills, being reflective in practice, and fostering positive professional relationships.

They will work closely with parents and staff to ensure all pupils, especially the most vulnerable, make strong progress. In addition to supporting the Headteacher, they will assume full leadership responsibility in their absence.



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Key Responsibilities

Safeguarding

- As Designated Safeguarding Lead, ensuring the school's safeguarding processes are of the highest standard and meet all statutory requirements
- Work with the Home School Liaison Officer to ensure attendance is monitored effectively

Strategic Leadership

- Support the Headteacher in formulating and implementing the school's aims, objectives, and policies.
- Take a key role in developing, implementing and embedding key operational policies including but not limited to the behaviour management policy
- Contribute to the strategic development of the school, aligning initiatives with local and national trends.
- Support the Headteacher in reducing unnecessary workload, particularly around assessment and planning
- Lead costed development plans that support the School Development Plan and involve staff in their design and execution.
- Deputise for the Headteacher when required, ensuring continuity of leadership and decision-making.
- Promote and model the school's vision, values, and ethos in all aspects of work.

Teaching, Learning & Curriculum

- Take strategic leadership of curriculum development at Mulgrave, driving the creation of a diverse, inclusive, and innovative curriculum that reflects the school's values and the richness of its community. This includes designing a well-sequenced, ambitious, and robust curriculum with a clear intent.
- Work closely with the EYFS lead to ensure the curriculum from Nursery builds firm foundations, a love of learning and support transition from EYFS into KS1.
- The Deputy Headteacher will ensure that the curriculum enables excellent progress for all learners, without being responsible for planning every class, but



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by setting the vision, structure, and standards that guide teaching across the school.

- Work collaboratively with the EYFS team, phonics lead/s and English Lead to ensure Early Reading and Phonics is a priority across the curriculum
- Provide inspirational leadership to ensure high standards of teaching and learning across all phases.
- Oversee the work of subject leaders and classroom based teachers to develop creative, responsive, and effective teaching approaches through strategic CPD and monitoring.
- Promote a culture of coaching and professional development to improve classroom practice and work collaboratively with colleagues.

Assessment & Inclusion

- Lead the development and implementation of purposeful and consistent assessment systems from Nursery to Year 6 for all pupils.
- Working closely with subject leaders to identify and address gaps in pupils' knowledge and skills.
- Monitor pupil progress and attainment, with a sharp focus on vulnerable groups including SEND, EAL, and Pupil Premium.
- Support the Headteacher to ensure the operational implementation of the Pupil Premium strategy
- Work collaboratively with the SENCO and teaching staff to ensure targeted interventions are evidence-informed and impactful.
- Use data effectively to inform curriculum adjustments and improve pupil outcomes.
- Report on data, assessment and outcomes to Governors.

Staff Development & Accountability

- Foster a culture of collaboration, shared responsibility, and continuous improvement.
- Support staff in developing their skills and subject knowledge through coaching and mentoring.
- Identify and nurture emerging leadership talent to support succession planning.



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- Hold staff to account for professional conduct and the impact of their work on pupil outcomes and support teachers who have been identified as underperforming through appropriate channels and processes.

Systems & Operations

- Coordinate the school diary and ensure appropriate cover for planned and unplanned absences.
- Ensure systems around assessment, planning and curriculum are rigorous, fair, and transparent.
- Promote high standards of behaviour and wellbeing for children and staff
- share operational responsibility with the Headteacher for GDPR compliance in assessment and pupil data systems
- Support performance management, staff improvement and development.
- Ensure strategic planning is curriculum-led and financially sustainable.
- Support the governing board in fulfilling its duties effectively. This could include but is not limited to facilitating Governor visits and reporting at meetings.
- Work collaboratively with the Headteacher to contribute to strategic financial planning to ensure equitable deployment of resources.

Community & Wider Impact

- Develop partnerships with external agencies to meet pupil and community needs including supporting the Headteacher with building an effective parental engagement strategy.
- Promote positive strategies to challenge prejudice
- Actively promote the school as a centre of excellence for education and family support in the local community.
- Inspire others to value education and its transformative impact on young lives.
- Champion best practice and secure excellent outcomes for all pupils.
- Build strong relationships with external partners to enhance learning and wellbeing.
- Shape the future of teaching through high-quality professional development.
- Promote the value of education and inspire belief in its power to transform lives.



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Qualities & Knowledge

- Deep understanding of curriculum design, pedagogy, and assessment.
- Clear moral purpose and commitment to providing a world-class education for all pupils.
- Optimistic, resilient, and creative leadership style.
- Strong knowledge of educational policy and practice at local, national, and global levels.
- Financial and political astuteness in translating policy into practice.
- Excellent communication skills and ability to empower others.

Pupils & Staff

- Set ambitious standards for all pupils, advancing equality and overcoming disadvantage.
- Secure excellent teaching through analytical understanding of learning and classroom practice.
- Create an open, collaborative culture that shares best practice.
- Motivate staff to develop professionally and support one another.
- Lead with integrity and hold staff accountable for their impact.