

Job Description

Responsible to: Headteacher

Salary: Leadership Scale L18-L22

Contract: Full time, permanent

This appointment is subject to the current conditions of employment for Deputy Headteachers, the Teachers' Standards, relevant statutory requirements and the policies and procedures of The Orchard School.

This job description may be reviewed and amended following discussion between the Headteacher and postholder to reflect the changing needs and priorities of the school.

Purpose of the Role

The Deputy Headteacher will work closely with the Headteacher to provide strategic and operational leadership across The Orchard School.

The postholder will play a central role in driving school improvement, strengthening consistency and ensuring that every pupil experiences a safe, therapeutic, inclusive and ambitious education.

The Deputy Headteacher will lead the school in the Headteacher's absence and will be expected to exercise sound professional judgement, take responsibility and provide visible leadership across the school.

The postholder will actively promote and model our mission:

Everyone Matters. Everyone Cares.

They will ensure that The Orchard Way and our school rules:

Ready-Respectful-Safe

are reflected consistently in leadership decisions, relationships, systems and daily practice.

The Deputy Headteacher will actively promote our values:

Trust-Belonging-Aspiration-Voice-Pride-Curiosity

and ensure these are lived through the way adults lead, communicate and respond to pupils.

1. Strategic Leadership and School Improvement

The Deputy Headteacher will:

- contribute significantly to the strategic direction and development of the school

- work with the Headteacher and senior leadership team to develop, implement and evaluate the School Improvement Plan
- take responsibility for appropriately delegated whole-school improvement priorities
- translate strategic priorities into clear expectations, actions and measurable outcomes
- monitor implementation and evaluate impact across the school
- identify strengths and areas requiring improvement through evidence, professional dialogue, monitoring and data
- provide appropriate professional challenge and support where practice is inconsistent
- contribute to school self-evaluation and preparation for external review and inspection
- support the Headteacher in reporting to governors and other stakeholders
- ensure school improvement activity reflects the needs of pupils with SEMH, SEND and additional vulnerabilities

2. Leadership and Development of Others

The Deputy Headteacher will:

- provide visible, credible and consistent leadership across the school
- support, challenge and develop members of the senior and wider leadership teams
- promote a culture of professional accountability alongside trust, support and relational leadership
- coach and mentor leaders and staff to strengthen confidence, effectiveness and impact
- model calm, respectful and solution-focused leadership
- contribute to appraisal, professional development, recruitment and succession planning
- ensure staff understand their roles, responsibilities and contribution to school improvement
- promote clear, timely and purposeful communication across the school

- contribute to a culture in which staff feel confident to raise concerns, seek support and engage openly in professional dialogue

3. Safeguarding

The Deputy Headteacher will:

- undertake a senior safeguarding leadership role within the school
- contribute to the effective implementation and oversight of safeguarding policies, systems and procedures
- exercise sound professional judgement in complex safeguarding situations
- support staff and leaders with safeguarding decision-making
- ensure safeguarding practice reflects statutory requirements and the specific needs of the school's pupils
- work effectively with families, social care, health, education and other professionals
- support the Headteacher in maintaining a strong culture of safeguarding
- ensure pupil voice is appropriately reflected within safeguarding practice
- contribute to safeguarding training, development and quality assurance
- promote the principle that safeguarding is everyone's responsibility

4. Strategic Leadership of Attendance

The Deputy Headteacher will act as the school's strategic lead for attendance and will:

- maintain strategic oversight of whole-school attendance
- ensure attendance information is accurate, analysed effectively and used to inform action
- identify patterns of absence and persistent absence
- ensure appropriate interventions and support are in place
- evaluate the impact of attendance strategies
- work with staff, families, the local authority and other agencies to address barriers to attendance
- ensure the school's approach reflects statutory expectations while remaining consistent with The Orchard's therapeutic and relational approach

- report attendance trends, priorities and impact to the Headteacher, governors and other stakeholders as required
- promote attendance as a whole-school responsibility

5. Behaviour, Culture and The Orchard Way

The Deputy Headteacher will:

- promote a culture in which behaviour is understood as communication
- ensure therapeutic and relational practice is applied consistently across the school
- model and promote **Ready-Respectful-Safe**
- support leaders and staff in responding effectively to dysregulation and complex behaviour
- promote strong relationships as the foundation for safety, learning and belonging
- ensure responses to behaviour are consistent, proportionate, respectful and focused on repair
- use behaviour information to identify priorities and evaluate impact
- support the development and implementation of clear routines and expectations
- promote adult behaviour that is calm, predictable and consistent
- encourage staff to respond with curiosity rather than judgement
- ensure pupils are supported to understand, repair and return following incidents
- contribute to a culture where pupils and staff feel safe, valued and respected

6. Systems, Technology and Whole-School Implementation

The Deputy Headteacher will:

- provide strategic oversight of key whole-school systems and ensure they support effective and consistent practice
- support the effective use of management information, data and operational systems
- ensure agreed whole-school approaches are implemented consistently across phases and teams
- work collaboratively with Assistant Headteachers, the SENDCo and other leaders to support effective implementation

- provide strategic oversight of adaptive and assistive technology where this forms part of the agreed portfolio
- promote purposeful use of technology to improve access, communication, independence and learning
- monitor the effectiveness of systems and processes and identify where improvement or refinement is required
- ensure systems and technology support staff and pupils effectively rather than adding unnecessary complexity
- contribute to consultation, admission and placement processes as required, ensuring decisions take account of pupil need, school capacity, safety and the school's ability to make appropriate provision

7. Data, Monitoring and Evaluation

The Deputy Headteacher will:

- use attendance, behaviour, safeguarding, achievement and other relevant information to inform decision-making
- identify trends, patterns, strengths and areas of concern
- ensure leaders use evidence effectively to evaluate the impact of their work
- contribute to school self-evaluation and quality assurance
- support the Headteacher in providing accurate information to governors and external stakeholders
- ensure monitoring activity leads to clear actions and appropriate follow-up
- promote a culture in which data informs professional thinking and improvement

8. Operational Leadership and Deputising for the Headteacher

The Deputy Headteacher will:

- contribute to the effective day-to-day running of the school
- provide a strong and visible senior leadership presence
- take responsibility for complex operational matters when required
- support consistent implementation of school policies, systems and procedures
- ensure communication between teams and leaders is effective

- contribute to safe and effective school organisation
- support the Headteacher in maintaining appropriate staffing, routines and deployment
- lead meetings and briefings where appropriate
- take a lead role in maintaining the smooth running of the school
- lead the school in the Headteacher's absence
- assume appropriate responsibility for strategic and operational decision-making
- maintain clear oversight of safeguarding, staffing, behaviour, attendance and school operations
- provide confident, calm and visible leadership

9. Partnerships and Accountability

The Deputy Headteacher will:

- establish respectful and positive relationships with pupils
- ensure pupil voice informs leadership decisions where appropriate
- communicate confidently and professionally with families, particularly in complex or escalated situations
- work collaboratively with leaders responsible for wider parental engagement
- work effectively with the local authority, external agencies and partner organisations
- represent the school professionally in meetings and external forums
- support the Headteacher in providing information and advice to the Governing Body
- attend Governing Body or committee meetings when requested
- contribute to effective accountability and reporting processes

10. Professional Conduct and The Orchard Way

The Deputy Headteacher will:

- demonstrate integrity, sound judgement and professionalism
- model the school's mission: **Everyone Matters. Everyone Cares.**

- actively promote the values of **Trust, Belonging, Aspiration, Voice, Pride and Curiosity**
- model and reinforce **Ready-Respectful-Safe**
- recognise behaviour as communication
- prioritise relationships while maintaining clear expectations
- respond with curiosity rather than judgement
- contribute to a culture of reflection, learning and continuous improvement
- demonstrate commitment to equality, inclusion and safeguarding
- maintain confidentiality and professional boundaries
- undertake other reasonable duties commensurate with the seniority of the role and the changing needs of the school

11. Portfolio Flexibility

The precise portfolio of the Deputy Headteacher will be agreed with the successful candidate, taking account of their experience, strengths and areas of expertise, alongside the existing responsibilities of other members of the senior leadership team.

The core expectations of the role, including deputising for the Headteacher, safeguarding, strategic leadership of attendance, school improvement and whole-school leadership, will remain central to the post.

Additional leadership responsibilities may be allocated or developed over time in response to school priorities and the strengths of the postholder.

A Shared Commitment

The Deputy Headteacher has a central role in ensuring that The Orchard Way is visible in every aspect of school life.

They will help create and sustain a school where relationships come first, behaviour is understood as communication, pupils feel safe and valued, adults act with consistency and care, and every learner is supported to grow, thrive and succeed.

Everyone Matters. Everyone Cares.