



NEWPORT GIRLS' HIGH SCHOOL

Post Title:	Deputy Headteacher
Reporting to:	Headteacher
Leadership Pay range	L16-20

RESPONSIBILITIES AND ACCOUNTABILITIES:	
Core Purpose:	<p>The Deputy Headteacher will play a pivotal role in shaping and delivering the strategic vision of the school. Working closely with the Headteacher, they will:</p> <ul style="list-style-type: none"> • Contribute to the formulation and implementation of the school's aims and objectives. • Lead on policy development to achieve strategic goals. • Ensure exemplary safeguarding practices for all students. • Champion staff wellbeing and professional growth. • Oversee the effective deployment of resources. • Monitor and evaluate progress towards school improvement priorities.
Leadership and Management:	<ul style="list-style-type: none"> • Act as Deputy to the Headteacher, making key decisions that reflect the school's ethos and values. • Line manage designated middle leaders, providing mentorship and career development support. • Lead by example, modelling integrity, professionalism, and high expectations.
School Culture and Behaviour:	<ul style="list-style-type: none"> • Foster a culture of excellence, inclusion, and enrichment for all students. • Promote high standards of behaviour through consistent routines and adult modelling. • Advocate for the value and virtues of single-sex education in a selective setting.
Teaching and Learning:	<ul style="list-style-type: none"> • Drive continuous improvement in teaching and learning across the school. • Lead on curriculum development to ensure it is ambitious, inclusive, and financially sustainable. • Ensure effective use of homework, assessment, and technology to support pupil progress. • Champion equity for SEND and Pupil Premium students, ensuring they achieve in line with their peers. • Lead the Quality Assurance of teaching and learning. • Contribute to the INSET programme, staff meetings, and the School Development Plan.
Working with others:	<ul style="list-style-type: none"> • Build strong, respectful relationships across the school community. • Promote a culture of professionalism and collaboration among staff. • Communicate effectively with parents, including handling concerns and complaints. • Engage constructively with Trustees and external partners. • Represent the school in wider educational networks.
School Operations:	<ul style="list-style-type: none"> • Support the Headteacher and SLT in maintaining a calm, purposeful learning environment. • Be present on site daily from 8:00am–4:30pm (until 5:00pm on duty days).

	<ul style="list-style-type: none"> • Manage delegated budgets with efficiency and integrity. • Identify and address barriers to school effectiveness. • Support preparations for inspection and ensure compliance with school policies.
Professional Development	<ul style="list-style-type: none"> • Pursue ongoing professional development to remain at the forefront of educational leadership. • Undertake a tailored CPD programme in preparation for future Headship. • Participate in appraisal processes and support the development of others.
Specific Areas of Responsibility	<p>These will rotate annually among SLT members and may include:</p> <ul style="list-style-type: none"> • Curriculum and Teaching • Data and Assessment • Technology and IT Development • Curriculum Intent and Implementation • Staff Wellbeing • Staff Deployment and Timetabling • Inclusion • Trips, Visits, and Extra-Curricular Activities • Personal Development and House System • Sixth Form • Attendance and Behaviour
General duties:	<ul style="list-style-type: none"> • Uphold all school policies, including safeguarding, health and safety, data protection, and confidentiality. • Maintain a courteous and professional demeanour in all interactions. • Promote equality and celebrate diversity. • Support the wider aims and ethos of the school. • Collaborate with other professionals and participate in relevant meetings and training. • Undertake any other duties reasonably required to support school operations.

In addition you are required to:

- be aware of and comply with related policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person;
- have a high standard of courtesy and good manners in all dealings with visitors and enquiries to the school.
- ensure your working environment is kept tidy and confidential information is safeguarded at all times;
- be aware of and support difference and promote equal opportunities for all;
- contribute to the overall ethos/work/aims of the school;
- appreciate and support the role of other professionals;
- attend and participate in relevant meetings as required;
- participate in training and other learning activities and performance development as required.

The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

Your duties will be as set out in the above job description but please note that the school reserves the right to update your job description, from time to time, to reflect changes in, or to, your job.

You will be consulted about any proposed changes.



NEWPORT GIRLS' HIGH SCHOOL

Person Specification: Deputy Headteacher

Criteria	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> Undergraduate degree Qualified Teacher Status Evidence of leadership development 	<ul style="list-style-type: none"> Degree classification: 1st or 2:1 NPQML / NPQSL / Masters
Experience	<ul style="list-style-type: none"> Proven leadership as Assistant or Deputy Head Line management and appraisal of teaching staff Delivery of CPD/INSET Engagement with parents/carers Involvement in school self-evaluation Outstanding classroom practice to A-level 	<ul style="list-style-type: none"> Experience of school inspection Leadership across academic and pastoral domains Governance engagement Leadership in an 11–18 and/or selective school Support staff appraisal
Knowledge & Skills	<ul style="list-style-type: none"> Visionary leadership with the ability to inspire Collaborative team player Data-driven decision-making Deep understanding of high-quality teaching Excellent communication and interpersonal skills Role model for professional conduct 	<ul style="list-style-type: none"> Financial and budgetary acumen Innovative use of technology Advanced safeguarding knowledge Conflict resolution skills
Personal Attributes	<ul style="list-style-type: none"> Commitment to safeguarding and equality Dedication to pupil outcomes Confident public speaker Advocate for staff wellbeing Visible, proactive leadership style Discretion and confidentiality Commitment to lifelong learning Aspiration for Headship 	<ul style="list-style-type: none"> Flexibility beyond standard hours Understanding of girls' education in high-achieving settings Engagement in wider school life Sense of humour