



## PERSON SPECIFICATION & JOB DESCRIPTION

### Deputy Head

The Deputy Head will play a central role in shaping the future direction of the school, supporting the Head in delivering the school's vision and strategic priorities. The role demands a highly effective leader who combines excellent classroom practice with strong organisational and interpersonal skills, and who is committed to upholding the highest standards of education, care and professionalism. The successful candidate will thrive in a nurturing, family-orientated school community, working in close partnership with a supportive parent body and inspiring children who are keen to learn and eager to do well. They will contribute to a culture of academic excellence within a warm, inclusive environment in which pupils feel valued, supported and encouraged to achieve their full potential.

#### **Essential Criteria:**

QTS Qualified Teacher Status or equivalent, with a relevant degree.  
Strong strategic thinking with the ability to support whole-school development.  
Proven experience in a leadership or middle leadership role.  
Evidence of continued professional development.  
Experience of working with stakeholders in a professional and effective manner.  
Strong pastoral instincts with a child-centred approach.

#### **Desirable Criteria:**

Experience working in an independent or preparatory school.  
Experience across more than one key stage up to KS2.  
Experience mentoring or coaching teachers and staff.  
Experience as a Deputy Designated Safeguarding Lead.

### Leadership and School Management

- Support the Head Teacher in the day-to-day running of the school.
- Maintain a teaching commitment as required by the Head Teacher
- Deputise for the Head Teacher as required.
- Act as a vital conduit between the Head Teacher and the staff.
- Attend Governors' Educational and Safeguarding committees and provide regular reports.
- Lead the preparation for ISI inspections and update policies.
- Support the Head in accounting for the efficiency and effectiveness of the school to all stakeholders.
- Promote the school ethos and assist with pupil recruitment and retention.



## **Pastoral Care and Safeguarding**

- Serve as the Deputy Designated Safeguarding Lead (Deputy DSL) for the school.
- Act as a Form Teacher, providing daily pastoral care and guidance to a specific cohort.
- Oversee the pastoral care system and address welfare concerns alongside the DSL.
- Manage the school's behaviour and discipline systems, including rewards and sanctions.
- Lead the PSHCE programme and coordinate assembly themes with the Head.
- Take responsibility for serious behaviour issues prior to escalation to the Head.
- Ensure standards of manners and conduct are maintained by all pupils.
- Be the advocate for Pupil Voice at Lyndhurst School.

## **Academic Leadership**

- Lead the Teaching, Learning and Assessment committee to ensure our teaching and learning standards are constantly improving.
- Ensure the delivery of a broad-based curriculum and maintain academic progression.
- Liaise with Heads of Department regarding curriculum planning and schemes of work.
- Evaluate the quality of teaching and learning through peer observations and planning checks.
- Oversee the assessment and marking policy.
- Maintain detailed electronic records of monitoring.
- Manage senior school entry procedures, maintain links with senior schools, and oversee references.
- Order standardised test papers and update all assessment results.

## **Staff Management and Development**

- Motivate and support all staff while dealing with professional difficulties.
- Lead staff appraisals and support our career development of our staff (CPD).
- Manage the recruitment, induction, and mentoring of new staff.
- Prepare and lead staff meetings and INSET training.



## Operational Oversight

- Create all school timetables, including lesson allocations, duty lists, and room bookings.
- Produce the staff weekly briefing.
- Organise staff cover for lessons, duties, and clubs.
- Oversee the school calendar and the production of weekly parent bulletins.
- Organise parents' evenings, curriculum evenings, visiting speakers and educational trips.
- Proofread reports and parent correspondence to ensure high standards.
- Manage the organisation of school clubs and after school care alongside the School Secretary and Bursar.

## Professional Presence

- Maintain a visible presence at the start and end of the school day.
- Attend FOL meetings and remain the key point of contact.
- Attend all school events and maintain links with charities and businesses.
- Ensure a rich learning environment and maintain staffroom and classroom tidiness.