

Jigsaw Learning Trust  
**Fulwell Infant School Academy**  
Deputy Headteacher Job Description

**Job Title:** Deputy Headteacher Fulwell Infant School Academy  
**Grade:** Leadership 9-13  
**Responsible to:** Headteacher

Deputy Headteacher - Fulwell Infant School Academy  
Start Date: 1st September 2025  
Contract: Permanent, Full-time

### **About Jigsaw Learning Trust**

*Our vision is to cultivate thriving learning communities where every individual has the opportunity to achieve more than they ever thought possible. We are committed to fostering a love for learning and a zest for life, ensuring that every child benefits from an enriching and stimulating educational experience. We value and respect all individuals, demonstrating our ethos through our words, actions, and beliefs.*

### **Purpose of Job**

To assist and support the Headteacher in providing vision and leadership for the life and work of the school and Trust, so that their aims are implemented in accordance with the policies of the Trust Board.

### **Supervisory responsibility:**

The post holder will be responsible for the appraisal of a team of teaching staff.

### **Duties and responsibilities**

All teachers are required to carry out the duties of a schoolteacher as set out in the current School Teachers' Pay and Conditions Document. Teachers should also have due regard to the Teacher Standards. Teachers' performance will be assessed against the teacher standards as part of the appraisal process as relevant to their role in the academy.

### **Core duties**

The Deputy Headteacher will play a key role in the strategic leadership of the school, supporting the Headteacher in driving school improvement, raising standards, and ensuring high-quality teaching and learning. They will provide professional leadership, inspire staff, and help shape a positive, inclusive school culture.

### **Key Responsibilities**

#### **Strategic Leadership**

- Support the Headteacher in developing and implementing the school's vision, values, and strategic direction.
- Contribute to the school's self-evaluation and development planning processes.
- Lead on specific whole-school initiatives and areas of responsibility.
- Uphold and promote the vision, values, and policies of the school and Trust, fostering a culture of high achievement.
- Coach, mentor, and inspire staff at all career stages, encouraging a commitment to excellence and professional growth.
- Contribute to the development and implementation of the school's strategic plan, ensuring alignment with national and local priorities while taking responsibility for delegated areas.
- Assist staff in meeting the school and Trust's objectives by providing guidance and support in delivering high-quality teaching and learning.
- Support the evaluation and continuous improvement of Trust policies and initiatives.
- Provide the Headteacher, Local Governing Body and Trust Board with informed advice and insights to facilitate effective accountability and decision-making.

### **Teaching and Learning**

- Ensure high-quality teaching and learning, using research-based best practices to improve pupil outcomes.
- Lead curriculum development and assessment strategies to drive pupil progress.
- Model outstanding classroom practice and support staff in improving their teaching
- Promote an inclusive learning environment where all pupils, regardless of background or ability, achieve their full potential.

### **Staff Development and Wellbeing**

- Lead, coach, and mentor staff to support their professional growth and development.
- Support staff well-being and foster a positive, collaborative school culture.
- Implement effective performance management and professional development processes.
- Confidently challenge and deliver difficult messages while maintaining a positive and supportive approach.

### **Pupil Welfare and Safeguarding**

- Promote and uphold high standards of behaviour, ensuring a safe and nurturing school environment.
- Take a leading role in safeguarding and child protection, working closely with the designated safeguarding lead.
- Build strong relationships with pupils, ensuring their voice is heard in school decision-making.

### **Parental and Community Engagement**

- Develop positive relationships with parents and carers, fostering strong home-school partnerships.
- Work collaboratively with governors, the wider school community, and external agencies to support school improvement.
- Represent the school and Trust professionally in all interactions.

### **Other Responsibilities**

- Utilise performance data to monitor and assess pupil progress, setting appropriate targets for improvement.
- Use assessment outcomes to inform lesson planning and teaching strategies.
- Undertake specific administrative and organisational responsibilities as agreed with the Headteacher.
- As Deputy Headteacher, in addition to fulfilling teaching responsibilities, play a key role under the Headteacher's overall direction in:
  - Defining the school's aims and objectives.
  - Establishing and implementing policies to achieve these objectives.
  - Managing staff and resources effectively.
  - Monitoring and evaluating progress towards set goals.
- Assume the Headteacher's professional duties in their absence, as required by the Headteacher, Trust Board or Governing Body.
- Serve as a Safeguarding Lead, ensuring all concerns are reported in line with Trust procedures.
- Undertake any professional duties reasonably delegated by the Headteacher.
- Actively promote and uphold the principles of equality of opportunity in accordance with the Trust's Equal Opportunities Policy.
- Take reasonable care for the health and safety of yourself and others, complying with relevant health and safety legislation.
- Perform any additional duties or adjust working hours as required, in line with the role's grade and level of responsibility.
- Promote and safeguard the welfare of all children and young people encountered in the role.
- Ensure compliance with data protection regulations, maintaining the privacy of personal information held by the academy and Trust.
- Adhere to the principles of the Freedom of Information Act 2000 regarding school records and information management.
- Carry out all duties in accordance with the school's policies, including Equal Opportunities, Code of Conduct, Child Protection, and all other relevant policies.