



TEMPLARS PRIMARY SCHOOL

JOB DESCRIPTION

Post: Deputy Headteacher – Behaviour, Culture, Attendance & Operations

Grade: Leadership L12 – L16

Contract: Full-time, Permanent

Responsible to: Headteacher

Safeguarding Role: Deputy Designated Safeguarding Lead (Deputy DSL)

Templars Primary School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. We are an equal opportunities employer and welcome applicants from all backgrounds.

Core Purpose

The Deputy Headteacher will provide exceptional leadership in behaviour, culture, attendance and operational systems to ensure the school is safe, calm, inclusive and well organised. As Deputy DSL, they will lead daily safeguarding operations and support the Headteacher in all aspects of strategic school leadership.

The postholder will play a central role in ensuring that Templars provides a high-quality, aspirational education grounded in our values of **Care, Respect and Honesty**.

Key Responsibilities

1. Behaviour & Culture Leadership

- Lead whole-school behaviour systems, processes and expectations.
 - Monitor, analyse and respond to patterns in behaviour data, identifying trends and implementing proactive strategies.
 - Champion relational and restorative approaches, ensuring consistent application across all phases.
 - Oversee the school's escalation system and on-call rota.
 - Maintain a strong, visible presence at key times to ensure routines are upheld.
 - Support staff with behaviour management coaching and problem-solving.
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2. Safeguarding Leadership (Deputy DSL)

- Lead daily safeguarding operations, including triage of concerns, case management and multi-agency liaison.
 - Ensure all safeguarding records are accurate, timely and compliant with statutory requirements.
 - Support Early Help planning and ensure high-quality referrals and follow-up actions.
 - Contribute to safeguarding audits, strategic reports and evidence preparation for LA and Ofsted.
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3. Pastoral & Attendance Leadership

- Lead the pastoral and family support team, ensuring effective early intervention and family engagement.
 - Oversee attendance systems and ensure robust daily monitoring and escalation processes.
 - Work closely with external agencies to support vulnerable pupils and families.
 - Ensure pastoral systems promote inclusion, wellbeing and positive relationships.
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4. Daily Operations & School Organisation

- Oversee school routines, duty rotas, cover arrangements and operational systems to ensure smooth, safe daily running.
 - Lead contingency planning, operational risk management and emergency response when required.
 - Act as the senior leader in the absence of the Headteacher.
 - Ensure communication systems between staff, families and external professionals are efficient, professional and aligned to school expectations.
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5. Staff Development & Line Management

- Line-manage pastoral, behaviour and attendance staff to ensure high performance and effective deployment.

- Coach and support staff to develop strong behaviour management, relational practice and resilience.
 - Contribute to staff wellbeing by promoting effective workload management and supportive leadership.
 - Contribute to professional development programmes and whole-staff CPD.
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6. Strategic Leadership & School Improvement

- Contribute to the strategic development, implementation and evaluation of the School Improvement Plan.
 - Work with the Headteacher and SLT to undertake self-evaluation and prepare for external scrutiny.
 - Use a range of evidence to evaluate impact and drive improvement.
 - Lead or contribute to strategic projects linked to behaviour, safeguarding, attendance and culture.
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7. Partnership & Communication

- Build strong relationships with pupils, parents, staff, governors and external partners.
 - Support a culture of open, respectful communication and problem-solving.
 - Represent the school professionally at multi-agency meetings and community events.
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8. Professional Standards

- Uphold the highest standards of professionalism, confidentiality and conduct.
 - Model the values and ethos of Templars Primary School at all times.
 - Maintain an up-to-date knowledge of relevant statutory guidance, including KCSIE, behaviour guidance, attendance expectations and safeguarding legislation.
 - Carry out additional responsibilities as reasonably directed by the Headteacher.
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PERSON SPECIFICATION



Qualifications & Professional Development

- Qualified Teacher Status (QTS) – Essential
 - Evidence of sustained professional development relevant to leadership – Essential
 - DSL or Deputy DSL training (or willingness to complete) – Essential
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Experience

- Successful and substantial leadership experience at Assistant Head or equivalent – Essential
 - Proven impact in improving behaviour and culture at whole-school or large phase level – Essential
 - Experience leading safeguarding or supporting DSL work – Essential
 - Experience analysing data to inform strategic action – Essential
 - Experience line-managing staff and supporting wellbeing – Essential
 - Experience working with external agencies to support vulnerable pupils – Essential
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Knowledge & Understanding

- Strong understanding of behaviour systems, relational practice and restorative approaches
 - Secure understanding of safeguarding legislation and statutory compliance
 - Knowledge of effective pastoral and attendance systems
 - Understanding of inclusion, SEND and SEMH needs in primary education
 - Understanding of high-quality teaching and learning, assessment and curriculum expectations
 - Awareness of Ofsted's current framework and expectations
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Skills & Leadership Behaviours

The successful candidate will demonstrate:

- Highly effective communication and interpersonal skills

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- Ability to lead and motivate staff under pressure
 - Strong decision-making and problem-solving skills
 - Ability to remain calm, professional and solution-focused
 - Capacity to build trust with pupils, families and staff
 - Commitment to fairness, consistency and relational leadership
 - Ability to deliver professional challenge respectfully and constructively
 - High levels of resilience and emotional intelligence
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Safeguarding

- A strong commitment to safeguarding and promoting the welfare of children
 - Appointment subject to enhanced DBS and all safer recruitment checks
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This job description will be reviewed annually

It may be amended at any time following consultation, in response to the evolving needs of the school and its pupils.

December 2025