

St Saviour's CofE Primary & St Paul with St Luke Federation



Job Description: Deputy Head (Quality of Education) with Designated Safeguarding Lead (DSL) and HR Lead

Job Title: Deputy Head - Quality of Education, Designated Safeguarding Lead (DSL), and HR Lead

Reports To: Executive Headteacher, Executive Head of School & Governing Body

Location: St Paul with St Luke Church of England Primary School, Mile End, London

Salary Range: L8 – L12

Contract Type: Full-time

Our Vision at St Paul with St Luke Church of England Primary School

At St SPaul with St Luke, we aim to inspire every member of our community—students, staff, and families—to thrive, achieve, and make a positive impact. Grounded in Christian values, our school is dedicated to excellence, inclusivity, and well-being. Situated in the diverse and vibrant community of Mile End, London, we are committed to ensuring that every individual feels valued and empowered to flourish.

This role is integral to supporting the operational and strategic leadership of the school while providing the foundations for a potential transition to a Head of School position in the future.

Main Purpose of the Role

The Deputy Head plays a central role in:

1. Leading and enhancing the **quality of education**, ensuring teaching and learning practices empower all students, particularly the most vulnerable, to achieve their potential.
2. Acting as the **Designated Safeguarding Lead (DSL)** to uphold the safety, welfare, and well-being of all children.
3. Providing **daily leadership and operational support**, including managing staff absence and overseeing HR functions to ensure the smooth running of the school.
4. Driving **professional development and performance management**, aligning staff growth with school improvement priorities.
5. Championing equity by using assessment to raise achievement, particularly for Pupil Premium Grant (PPG), SEND, and Looked After Children (LAC).

This role combines strategic leadership with operational management to ensure a positive, thriving environment for students and staff alike.

Key Responsibilities

Quality of Education

- Lead the strategic development of a curriculum that is broad, inclusive, and aligned with the school's Christian values.
- Drive excellence in teaching and learning, ensuring all lessons are engaging, inclusive, and tailored to meet diverse student needs.
- Use data to monitor pupil outcomes, identify trends and implement targeted interventions, particularly for vulnerable groups such as PPG, SEND, and LAC pupils.
- Support staff to adopt evidence-based teaching strategies that challenge and inspire all learners to reach their full potential.
- Monitor and evaluate the quality of education through observations, data analysis, and pupil feedback, driving continuous improvement.

Safeguarding and Child Protection (DSL)

- Act as the **Designated Safeguarding Lead**, ensuring the school fully complies with safeguarding legislation and guidance, including **Keeping Children Safe in Education (KCSIE)**.
- Provide safeguarding training for all staff, ensuring they are confident and competent in identifying and responding to safeguarding concerns.
- Maintain accurate, confidential records of safeguarding and child protection cases, liaising with external agencies as necessary.
- Foster a culture of vigilance and care, where safeguarding is embedded in every aspect of school life.

Using Assessment and Feedback to Raise Achievement

- Champion the effective use of assessment data to identify and address barriers to achievement, particularly for vulnerable groups.
- Lead staff in analysing data to inform planning, differentiation, and intervention strategies.
- Monitor the impact of interventions, ensuring they close attainment gaps for disadvantaged pupils while maintaining high expectations for all learners.
- Work collaboratively with the SENDCO and external agencies to provide tailored support for pupils with additional needs.

Professional Development and Leadership of People

- Develop and oversee a comprehensive **Continuing Professional Development (CPD) program**, ensuring it aligns with individual and school improvement priorities.

- Integrate CPD opportunities with the appraisal process, creating clear pathways for staff development and progression.
- Mentor and coach staff, nurturing talent and supporting them to take on leadership responsibilities.
- Lead by example, fostering a collaborative, inclusive, and reflective culture that inspires staff to innovate and excel.
- Contribute to succession planning by identifying and developing future leaders, ensuring the school has a pipeline of talent for senior roles.

Strategic Leadership and Management

- Serve as a key member of the Senior Leadership Team, contributing to the development and implementation of the school's vision and strategic priorities.
- Deputize for the Executive Headteacher when necessary, providing confident and effective leadership.
- Provide leadership support within the Federation in key development areas.
- Ensure innovative practice is sought, nurtured, and developed for the whole child and adult so all can flourish.
- Provide excellent practice that is shared beyond the federation.
- Lead whole-school initiatives, ensuring they align with the school's ethos and goals while building leadership capacity for future roles.
- Engage effectively with parents, governors, the local church, and external stakeholders, building strong partnerships to support school improvement.

Operational Leadership and Management

- Lead the daily operational management of the school, ensuring all systems, routines, and procedures run smoothly.
- Manage staff absence, coordinate cover arrangements and reallocate resources to maintain high-quality education and support for students.
- Oversee HR processes, including recruitment, onboarding, performance management, and staff well-being initiatives.
- Support the Executive Headteacher in analysing and addressing trends in attendance, well-being, and retention, ensuring a healthy and motivated staff team.
- Act as a trusted point of contact for staff, providing guidance on employment matters and fostering a positive workplace culture.
- Work collaboratively with the Senior Leadership Team to address operational challenges, ensuring minimal disruption to teaching and learning.
- Other duties as directed by the Executive Head of School or Executive Headteacher.

Personal development

- Take on responsibilities that develop capacity for future leadership, such as managing budgets, leading whole-school projects, and contributing to strategic decision-making.

- Participate in leadership training programs or accredited qualifications to deepen understanding of school leadership and management.
- Work closely with the Executive Headteacher and Executive Head of School to gain insight into the operational, pastoral, and strategic dimensions in leading the school.

Person Specification

Qualifications and Training

- Qualified Teacher Status (QTS).
- Designated Safeguarding Lead training (or willingness to undertake training).
- Leadership and management qualifications (desirable).
- Commitment to ongoing professional development, including leadership training.

Experience

- Proven success in a senior leadership role within a school setting.
- Demonstrated impact in raising achievement for vulnerable pupils, including PPG, SEND, and LAC.
- Experience leading whole-school CPD, embedding a culture of professional learning and growth.
- Strong understanding of safeguarding processes, with experience leading child protection cases.
- Evidence of strategic leadership, including managing school improvement initiatives.
- Evidence of leadership support and innovation beyond school, within and beyond the federation

Skills and Attributes

- A deep commitment to the Christian ethos and values of St SPaul with St Luke Church of England Primary School.
- Exceptional leadership skills with the ability to inspire and motivate staff, students, and the wider school community.
- Strong analytical skills, with the ability to use data to drive improvement and inform decision-making.
- Excellent interpersonal and communication skills, fostering collaboration and positive relationships with all stakeholders.
- Resilient, empathetic, and solution-focused, with a passion for enabling others to thrive.

Safeguarding and Equal Opportunities

St Paul with St Luke is committed to safeguarding and promoting the welfare of children and young people. The post-holder will be required to act following statutory safeguarding guidance and school policies at all times.

We embrace diversity and strive to create an inclusive environment where all members of our community can thrive. We encourage applications from candidates of all backgrounds and faiths.

This job description may be reviewed and amended in consultation with the post-holder to meet the evolving needs of the school and to support the transition to a future Head of School role.