



JOB DESCRIPTION

Job Title:	Deputy Headteacher – Inclusion and Quality of Education
Start Date:	updated in July 2026
Responsible to:	Headteacher
Salary:	L5-L8

Area	Responsibilities
Core Purpose of the Post	• Work alongside the Headteacher and Senior Leadership Team to define, promote and sustain the school's vision, values and Distinctive Christian Character. • Provide strategic and operational leadership across the school, ensuring the smooth and effective day to day running of all aspects of school life. • Lead and develop inclusive practice across the school, including responsibility for SEND, Inclusion, Pupil Premium and other identified areas of school improvement. • Lead, monitor and evaluate a designated core subject area, reviewed annually in line with school priorities and the strengths of the successful candidate. • Support the professional development, wellbeing and performance of staff through coaching, mentoring and leadership of agreed teams. • Develop and oversee interventions, restorative approaches and pastoral support systems that improve behaviour, attendance, wellbeing and outcomes for all pupils. • Support the Designated Safeguarding Lead in promoting a strong safeguarding culture and ensuring the welfare and protection of all pupils. • Work in partnership with the Headteacher to secure high standards of teaching, learning, behaviour and achievement across the school. • Deputise for the Headteacher in their absence, providing clear leadership and ensuring continuity of provision, decision making and safeguarding.
Strategic and Operational Leadership	• Assist the Headteacher in the day to day leadership and management of the school. • Lead on the organisation and operational management of the school, including staff deployment, daily cover arrangements and oversight of rotas. • Support workforce planning and effective use of staffing resources. • Be a visible and approachable leader throughout the school day and at school events. • Contribute to strategic planning, self evaluation and school improvement activities. • Represent the school within the local and wider community as required. • Uphold the highest standards of professional conduct, ethics and integrity. • Report to governors, parents and other stakeholders on school developments and achievements as required. • Lead and contribute to inspection readiness and external evaluation processes.
Inclusion, SEND and Pupil Premium Leadership	• Provide strategic leadership for SEND, Inclusion and Pupil Premium provision across the school. • Fulfil the role of SENDCo and ensure all statutory duties are met effectively. • Ensure all pupils, including those with SEND, disadvantaged pupils and vulnerable groups, receive a high quality education that enables them to thrive and achieve. • Monitor the impact of interventions and support programmes, ensuring resources are targeted effectively and represent value for money. • Lead provision mapping, EHCP processes, annual reviews and multi agency working. • Work collaboratively with external agencies, families and staff to remove barriers to learning and promote positive outcomes for all pupils. • Evaluate and report on the impact of SEND and Pupil Premium provision to governors and other stakeholders as required.
Safeguarding	• Act as a Deputy Designated Safeguarding Lead, supporting the Designated Safeguarding Lead

and Deputy Designated Safeguarding Lead (DDSL)	(DSL). • Support the management of safeguarding referrals, concerns and records. • Work with Children's Services, Early Help, Health and other external agencies. • Contribute to safeguarding audits, monitoring activities and policy reviews. • Support staff training and awareness. • Promote a culture of vigilance where safeguarding is everyone's responsibility. • Support attendance, behaviour and welfare processes where safeguarding concerns are identified. • Undertake safeguarding responsibilities in the absence of the DSL and act as safeguarding lead when required.
Teaching, Learning and Curriculum	• Lead a designated core subject area, reviewed annually in line with school priorities. • Monitor standards of teaching, learning and assessment across the school. • Support staff in continually improving classroom practice through coaching, mentoring and professional development. • Promote high expectations of achievement, behaviour and presentation. • Support the implementation, monitoring and evaluation of curriculum developments. • Contribute to raising standards and improving outcomes across all phases of the school. • Lead a core subject across the school where required.
Pupil Progress and Outcomes	• Take responsibility for the progress and achievement of a class where required. • Monitor pupil progress and attainment across the school. • Ensure effective systems are in place for assessment, feedback, intervention and reporting. • Use data intelligently to evaluate impact and drive continuous improvement. • Work closely with staff to ensure all pupils make strong progress from their starting points.
Staff Development and Leadership	• Provide coaching, mentoring and professional support to teachers and support staff. • Line manage designated staff and teams. • Contribute to recruitment, induction and retention of high quality staff. • Contribute to performance management and appraisal processes. • Foster a culture of collaboration, professional learning and continuous improvement. • Support succession planning and leadership development across the school.
Whole School Ethos and Christian Distinctiveness	• Actively promote and model the school's vision, values and Distinctive Christian Character. • Ensure inclusion, equality, respect and high aspirations underpin all aspects of school life. • Lead and support Collective Worship and wider spiritual development opportunities. • Promote restorative approaches and positive relationships throughout the school community. • Support the school's Christian vision in action and contribute to SIAMS readiness and development.
Communication and Partnership	• Attend and contribute to Senior Leadership Team meetings and other directed meetings. • Work closely with staff, governors, parents, carers and external agencies. • Develop strong partnerships with families. • Support pupil leadership opportunities and engage with School Council and other pupil voice groups. • Represent the school positively within the community and wider educational networks.
Safeguarding and General Responsibilities	• Promote and prioritise safeguarding and child protection. • Read, understand and implement all school policies and procedures. • Participate fully in appraisal and professional development processes. • Contribute to the wider life of the school. • Maintain confidentiality and professionalism at all times. • Undertake any other duties reasonably required by the Headteacher.

