

Job Description

Post Title: Deputy Headteacher (Inclusion, Curriculum & Operational Management)

Reporting To: Headteachers

Responsible For: Inclusion Team, Year Group Leads

Teaching Commitment: Dedicated leadership time of at least 0.5FTE

Salary: L13-L17 Full Time - Permanent

Main Purpose of the Role

1. **Day-to-Day & Strategic Leadership:** Support the Headteacher in the day-to-day operational management and strategic vision of our large 3FE primary school across two campuses. Deputise for the Headteacher in their absence.
2. **Inclusion & Vulnerable Learners:** Serve as the strategic lead for Inclusion across the school. Champion and oversee the provision, progress, and wellbeing of all vulnerable groups—including SEND, Disadvantaged/Pupil Premium and Deaf pupils.
3. **Curriculum Oversight:** Lead, monitor, and refine the whole-school curriculum to ensure high standards, accessibility, and ambitious outcomes for all learners.
4. **Enrichment & Pupil Empowerment:** Oversee wrap-around care, extra-curricular enrichment, and pupil leadership programmes to foster character, confidence, and community pride.
5. **Campus Presence & Culture:** Act as a senior operational presence across both campuses, ensuring consistency in standards, day-to-day routines, safeguarding, and a strong sense of community.

Key Responsibilities

1. Operational & Strategic Leadership

- Partner with the Headteacher and Governors to establish, articulate, and implement a vision for *Outstanding* practice across both campuses.
- Oversee day-to-day campus management, including staff deployment, timetabling, routines, and operational smooth-running across both sites.
- Contribute to the writing, implementation, and evaluation of the School Development Plan (SDP) and Self-Evaluation Form (SEF).
- Model outstanding practice in leadership, teaching, and professional conduct.
- Line manage leaders through performance management, fostering leadership at all levels.

2. Inclusion, Vulnerable Groups & Specialist Provisions

- Take direct accountability for the strategic oversight of Inclusion across the entire school.
- Line manage the SENCo and Centre Lead to ensure seamless integration, high-quality provision, and targeted support for pupils in our Deaf and specialist provisions.
- Monitor, track, and evaluate the progress, attendance, and wellbeing of all vulnerable cohorts (SEND, Disadvantaged/Pupil Premium, Looked After Children, EAL).

- Lead strategy to effectively close the achievement gap between Disadvantaged/SEND pupils and their peers.
- Collaborate with local authority partners, health professionals, and external agencies to secure resources and expert intervention.

3. Curriculum, Teaching & Learning

- Lead and monitor the design and implementation of a broad, balanced, and accessible curriculum across EYFS, KS1, and KS2.
- Drive high standards of teaching and learning through regular lesson observations, book scrutinies, learning walks, and coaching frameworks.
- Oversee data review meetings with Year Group Leads, ensuring data is used effectively to drive interventions and accelerate progress.
- Champion the use of adaptive teaching and assistive technologies across all year groups to ensure total accessibility.

4. Enrichment, Pupil Leadership & Wraparound Care

- Oversee the strategic planning and quality of wrap-around care provision (Breakfast & After-School Clubs), ensuring safety, engagement, and alignment with school values.
- Oversee a rich, inclusive extra-curricular and enrichment programme accessible to all pupils.
- Empower children through meaningful pupil leadership opportunities (e.g., School Council, Deaf Buddies, Eco-Warriors, Digital Leaders).

5. Community, Ethos & BSL Integration

- Celebrate and promote the rich cultural, social, and linguistic diversity of the school community.
- Champion our deaf identity and bilingual/inclusive ethos, actively promoting British Sign Language (BSL) acquisition among staff and pupils.
- Maintain a visible, welcoming presence at campus gates and community events to build trusted partnerships with parents and carers.

6. Safeguarding & Organisation

- Work with the Designated Safeguarding Lead (DSL) team to ensure robust, consistent child protection and safeguarding policies across both campuses.
- Assist with operational emergencies, logistics, and day-to-day campus supervision.