

# **SPRINGSIDE PRIMARY SCHOOL**

## **JOB DESCRIPTION**

**Post title:** Deputy Headteacher (Lead for Care and Control)

**School:** Springside Primary Special School

**Reports to:** Headteacher

**Line management responsibility for:** Assistant Headteacher, teachers and support staff

**Salary scale:** Leadership Spine L12–L16

**Working time:** Full time, in accordance with the School Teachers' Pay and Conditions Document (STPCD)

**DBS disclosure:** Enhanced

The ability to communicate confidently and accurately in spoken English with learners, families, colleagues and professionals is an essential requirement of this post.

### **Purpose of the Role**

The Deputy Headteacher plays a pivotal role in shaping the strategic direction, culture and day-to-day effectiveness of Springside Primary Special School. Working in close partnership with the Headteacher, the postholder will provide compassionate, decisive and forward-thinking leadership, with a particular focus on care, control, safeguarding and learner wellbeing.

The role exists to ensure that:

- Learner wellbeing, dignity and safety are always paramount
- Care, behaviour and positive handling approaches are inclusive, ethical and consistent
- High-quality, personalised curriculum provision enables every learner to thrive
- Families and professionals experience a supportive, collaborative and trusting school community

The Deputy Headteacher will deputise for the Headteacher when required and will be a visible, values-driven leader across the whole school.

### **Strategic Leadership: Direction and Development of the School**

In partnership with the Headteacher, the Deputy Headteacher will:

- Provide inspiring, calm and purposeful leadership that builds confidence and trust across the school community
- Champion and sustain a positive, inclusive ethos where care, learning and high expectations sit side by side
- Lead on agreed aspects of the School Self-Evaluation Framework, translating reflection into meaningful improvement
- Drive strategic developments aligned to local and national priorities, with particular attention to wellbeing, safeguarding and workforce organisation
- Monitor, evaluate and report on key aspects of school performance, ensuring impact is clear and measurable

- Review, update and implement policies on a rolling programme, ensuring they are lived documents that support best practice
- Ensure all stakeholders are motivated, engaged and committed to the school's vision, values and improvement priorities
- Play a full and active role in the life of the Springside and Hamer School community, modelling professionalism, kindness and high standards
- Support the school in meeting its statutory requirements for worship and actively promote the school's corporate policies
- Support the appointment, induction and performance management of high-calibre staff at all levels

### **Wellbeing, Safeguarding and Care (Lead Responsibility)**

As a Designated Safeguarding Lead, the Deputy Headteacher will:

- Share responsibility for the implementation and quality assurance of safeguarding policies and procedures
- Lead and participate in multi-agency meetings, responding decisively and sensitively to safeguarding and family concerns
- Work in close partnership with the Welfare and Pastoral Officer to ensure joined-up, compassionate support for learners and families
- Ensure the safety and wellbeing of learners and staff through robust risk assessment and compliance with health and safety requirements
- Lead multi-agency work for learners who present significant behavioural or emotional challenges, ensuring ethical, consistent and child-centred practice
- Model and coach staff in positive behaviour support strategies, including situations requiring positive handling or physical intervention
- Ensure progress in behaviour, emotional regulation and wellbeing is tracked, reviewed and celebrated
- Oversee the regular review of behaviour support plans in partnership with the Gateway Team and relevant leaders

### **Management and Organisation of Resources**

The Deputy Headteacher will work closely with the Assistant Headteacher to:

- Lead the day-to-day organisation of staffing, including deployment, timetabling, cover and responding flexibly to daily priorities
- Take strategic responsibility for the whole-school learning environment, ensuring it is safe, nurturing, purposeful and responsive to learners' complex needs
- Lead and inspire highly motivated teams towards shared goals and sustained school improvement
- Support the Headteacher in the effective management of accommodation to meet curriculum needs and health and safety requirements
- Manage, monitor and review the use of resources within delegated areas, ensuring value for money and maximum impact for learners
- Act as a role model for sustainable working practices, promoting staff wellbeing, efficiency and a healthy work-life balance

### **Learner Achievement and Progress**

The Deputy Headteacher will:

- Communicate clearly and consistently the school's belief that every learner can make progress, celebrating achievement in all its forms
- Promote a culture where learners recognise and take pride in their skills, strengths and personal development

- Chair annual EHCP reviews in collaboration with the leadership team, ensuring outcomes are aspirational, meaningful and reviewed rigorously
- Support the collection, moderation, analysis and intelligent use of data to inform provision, intervention and strategic planning
- Maintain an up-to-date understanding of local and national developments in assessment and data through research and professional collaboration
- Work with curriculum leaders to ensure provision is precisely matched to assessed need and that personalised learning is embedded across the school

### **Quality of Teaching and Learning**

The Deputy Headteacher will:

- Undertake an agreed programme of teaching, balancing classroom practice with leadership responsibilities and current school priorities
- Act as a role model of high-quality, inclusive teaching across a wide range of ages and abilities
- Support the Headteacher in leading a strong professional learning culture through effective CPD, appraisal and performance management
- Empower staff to develop confidence and expertise in meeting complex needs, including behaviour, communication and medical needs
- Lead on inclusive opportunities that enable learners to access their full entitlement to rich, meaningful primary experiences
- Ensure learners and families are well supported through all phases of induction and transition
- Promote learners' spiritual, moral, social and cultural development, including leading acts of worship, community events and high-value educational visits

### **Partnership with Families and the Community**

The Deputy Headteacher will:

- Warmly welcome parents, carers and families as essential partners in their child's learning and wellbeing
- Work proactively to overcome barriers to engagement, particularly for families who may be harder to reach or experiencing challenge
- Support staff with family liaison responsibilities, acting as mentor and strategic lead where appropriate
- Build and sustain strong partnerships with parents, professionals, community organisations and external agencies
- Liaise closely with partner schools and services to enhance learner welfare, achievement and inclusion
- Support the Headteacher in ensuring families are well informed about school life, learner progress and developments
- Use ICT effectively to ensure communication is clear, timely and accessible

### **Additional Information**

- This post is employed in the capacity of a teacher and is subject to the conditions of employment set out in the letter of appointment and statement of particulars.
- This job description may be amended following consultation to reflect the evolving needs of the school, in line with contractual conditions.
- The school is committed to equality of opportunity and will make reasonable adjustments to support disabled applicants or employees.
- This job description will be reviewed annually and may be updated following consultation.

**Signed:** \_\_\_\_\_ (Teacher) **Signed:** \_\_\_\_\_ (Headteacher)

**Date:** \_\_\_\_\_ **Date:** \_\_\_\_\_