



Deputy Headteacher & Lead SENCo Job Description

Job details

Salary range: L 1-3 (dependent on experience)

Contract type: Part time (2/3 days a week) fixed-term basis until August 2027 (with potential for extension)

Reporting to: Headteacher

Main Purpose

As Deputy Headteacher & SENCo, you will support the Headteacher in shaping and delivering the strategic vision and objectives of the nursery, ensuring they are embedded in all aspects of practice. You will carry out professional duties as delegated by the Headteacher and assume full responsibility in their absence. The role requires you to meet the expectations outlined in the Headteachers' and Teachers' Standards, and to fulfil the professional duties set out in the School Teacher's Pay and Conditions Document (STPCD).

Key Responsibilities

Deputy Headteacher Duties

- Contribute significantly to the formulation, implementation, and review of the School Development Plan and strategic priorities.
- Support the Headteacher in securing a high-quality curriculum and consistent practice throughout the school.
- Lead key improvement areas, including the strategic development of SEND provision.



- Promote and model the school's vision, values, and culture in all aspects of leadership.
- Collaborate with the Headteacher to ensure a broad, balanced, and engaging curriculum for all children.
- Stay informed of current professional standards and social politics to create an inclusive, equitable, and responsive learning environment for young children, ensuring that our practices remain current and developmentally appropriate.
- Line manage and support the newly qualified SENCo, providing guidance, mentoring, and oversight to ensure effective and compliant delivery of SEND provision in your absence.
- Actively participate in the Senior Leadership Team, taking responsibility for school-wide decision-making.
- Deputise for the Headteacher, ensuring smooth and effective daily operations.

Leadership of SEND Provision

- Provide strategic oversight of SEND, ensuring inclusive, high-quality teaching and provision for pupils with additional needs.
- Support the identification, assessment, and review of SEND in line with statutory requirements.
- Coordinate the deployment of staff and resources to support effective SEND interventions.
- Maintain and monitor support plans, EHCPs, and provision maps in partnership with staff and families.
- Liaise with external professionals and agencies, acting as a key contact for SEND-related matters.
- Line manage and mentor the newly qualified SENCo, ensuring effective delivery and compliance.
- Model adaptive, inclusive practice and lead CPD to build whole-school capacity.
- Use data to analyse progress and evaluate the impact of SEND strategies.
- Ensure compliance with statutory SEND policies and reporting.



Pupil Development & Behaviour

- Champion a therapeutic approach to behaviour, ensuring all staff consistently uphold the school's behaviour policy with empathy, respect, and understanding.
- Promote the safety, emotional well-being, and development of every child, creating a nurturing environment where all children feel valued, heard, and secure.
- Lead on the development of positive behaviour support strategies, promoting restorative practices and relational teaching approaches across the school.
- Support staff in responding to behaviour through reflective and trauma-informed practice, nurturing a culture of care, connection, and high expectations.
- Monitor behaviour patterns and pastoral data to identify needs, trends, and opportunities for intervention or early help.
- Ensure safeguarding procedures are rigorously followed, and that all staff are confident in their responsibilities regarding child protection, health, and safety.
- Work collaboratively with families and external agencies to ensure joined-up support for pupils experiencing emotional, behavioural, or social challenges.

Health and Safety

- Adhere to policies and ensure compliance with all safeguarding, health and safety, and data protection requirements.
- Promote and model safe, nurturing environments that support children's emotional and physical well-being.
- Maintain high standards of behaviour, ensuring a safe and positive learning environment.

Working with Colleagues and the Wider Community

- Develop and maintain effective professional relationships with colleagues, governors, external professionals, and the wider school community.
- Work collaboratively with the Headteacher and SLT to promote distributed leadership and accountability.
- Communicate effectively with pupils, staff, families, governors, and external agencies.
- Provide guidance to our newly qualified SENCo to support inclusive practices across the nursery.



Professional Development

- Engage actively in the nursery's appraisal and CPD processes.
- Take responsibility for continuous improvement of your own practice.
- Contribute to the development of others through coaching, mentoring, and performance review.
- Act as Deputy Designated Safeguarding Lead, supporting the safeguarding team and stepping in as needed.

Communication

- Communicate confidently and effectively with a range of stakeholders, including families, colleagues, governors, and external agencies.
- Promote the values and vision of Tenterfield Nursery School in all interactions.