



FARNWORTH CE PRIMARY SCHOOL

JOB DESCRIPTION

JOB TITLE: Deputy Headteacher

Main Purpose

To support the Headteacher in providing strategic leadership and operational management of the school. As Deputy Headteacher and SENDCo the post holder will lead our inclusive vision, ensuring high standards of teaching, learning, behaviour, and welfare for all children in line with the school's Christian vision and values.

Reporting To

Headteacher

Key Responsibilities

Leadership and Management

- Support the Headteacher in the day-to-day leadership and management of the school.
- Contribute to the development, communication, and implementation of the school's vision, aims, and strategic priorities, embedding the Christian ethos and values.
- Lead and manage staff teams, fostering a positive, inclusive, and respectful school culture.
- Assist in managing school resources effectively to meet educational and operational goals.
- Deputise for the Headteacher as required, including representing the school in meetings and forums.

Teaching and Learning

- Maintain a teaching commitment as agreed with the Headteacher.
- Promote high standards of teaching, learning, and assessment across the school.
- Use data and evidence to monitor and improve pupil progress and attainment.
- Support curriculum development and ensure it meets the needs of all children, including those with additional needs.
- Lead initiatives to raise standards in key areas identified by school improvement priorities.

Behaviour and Personal Development

- Promote high standards of behaviour and positive attitudes among children.
- Support the school's approach to personal development, wellbeing, and mental health, ensuring children thrive emotionally and academically.
- Lead or support behaviour management strategies and interventions as needed.

Inclusion Leadership

- Act as the school's Inclusion Lead, with responsibility for SEND coordination and wider inclusion strategies.
- Ensure compliance with the SEND Code of Practice and statutory duties relating to children with special educational needs and disabilities.
- Lead the identification, assessment, and provision for children with SEND and other additional needs.
- Develop and monitor School Support Plans and other personalised support plans.
- Collaborate with teachers, parents, external agencies, and specialists to provide holistic support.
- Provide training and guidance to staff on inclusive practice and SEND.
- Monitor and evaluate the impact of inclusion strategies on children's progress and wellbeing.
- Promote high aspirations and achievement for all children, particularly those with additional needs.
- Deploy support staff, including those responsible for Pupil Premium
- Monitor and evaluate the impact of support staff
- Maintaining the schools current IQM Flagship status



Designated Safeguarding Lead

- Take lead responsibility for safeguarding and child protection across the school, including online safety and awareness of filtering and monitoring systems.
- Ensure all staff understand safeguarding policies and procedures, and receive regular, appropriate training.
- Manage safeguarding referrals, liaising with local authority children's social care, and other professionals as required.
- Maintain accurate, confidential, and up-to-date child protection records, ensuring secure storage and appropriate information sharing in line with statutory guidance.
- Act as a source of expert advice and support for all staff on safeguarding and child welfare matters.
- Liaise with safeguarding partners, including the Headteacher, local authority designated officers (LADO), social workers, mental health leads, and other relevant agencies.
- Promote supportive engagement with parents and carers in safeguarding and welfare issues.
- Ensure availability during school hours for staff to discuss safeguarding concerns and arrange appropriate cover for out-of-hours activities.
- Support the Headteacher and strategic leads in promoting educational outcomes for children who have experienced safeguarding or welfare issues, including those with social workers.

Children in Care and Post Looked After Leadership

- Act as the Designated Teacher for Children in Care and Post-Looked After Children, ensuring statutory duties are met in line with the Children and Families Act 2014 and relevant guidance.
- Maintain an up-to-date record of all Children in Care and Post-Looked After Children on roll, including their academic progress, attendance, and well-being.
- Develop and implement personalised support plans (e.g., Personal Education Plans) in collaboration with social workers, carers, parents, and other professionals.
- Monitor and evaluate the impact of interventions and support on the educational outcomes and well-being of CiC and Post-Looked After Children.
- Provide training and guidance to staff on the specific needs and challenges faced by these children, promoting understanding and inclusive practice.
- Advocate for Children in Care and Post-Looked After Children within the school and liaise with external agencies to ensure coordinated support.
- Promote a culture of high aspirations for CiC and Post-Looked After Children, ensuring they have equal access to all opportunities.
- Ensure children's voices are heard and respected in decisions affecting their education and welfare.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the deputy headteacher will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher.

This role is not class based although there will be a teaching commitment and an expectation to model outstanding classroom practise to support the development of teachers. There may be additional times when whole class teaching is required.

