



Oakley Infant School

Deputy Headteacher and SENDCO

Job Description

Job Title: Deputy Headteacher/SENDCO

Responsible to: The Headteacher

Salary Range: LDR 6-10

At Oakley Infant School, the Deputy Headteacher/SENDCO works with the Headteacher to provide vision, leadership and direction for the school and ensures that the school is managed and organised to meet the aims and values established for the Governing Body.

The Role

The Successful Candidate will:

- Work with the Headteacher in the leadership of the school
- Support and deputise for the Headteacher
- Serve as a Deputy Designated Safeguarding Lead
- Have a teaching responsibility across the school
- Act as the schools named SENDCO and be the lead professional for matters relating to inclusion and SEND provision across the school
- Lead provision for SEND, disadvantaged and vulnerable pupils
- Monitor pupil progress and evaluate the impact of provision
- Bring energy, creativity and a positive approach
- Work closely with families and external agencies
- Support whole-school improvement priorities
- Lead and manage areas of curriculum responsibility
- Carry out such other associated duties as are reasonably assigned by the Headteacher

The Deputy Headteacher fulfils the duties of a Deputy Headteacher in accordance with the current edition of the School Teachers' Pay and Conditions Document and in addition supports the Headteacher in school leadership and management as defined in the National Standards for Headship.

The Deputy Headteacher undertakes any professional duties of the Headteacher reasonably delegated by the Headteacher.

We are looking for someone who:

- Is passionate about inclusion and securing the best outcomes for every child.
- Hold the National Award for SEND Coordination (NASENCO/NPQSENCO) or be willing to
- Undertake the qualification within the required time frame.
- Has successful leadership experience within a primary school setting.
- Has experience of leading SEND provision and inclusive practice.
- Can inspire, motivate and support colleagues.
- Builds positive relationships with pupils, families and the wider community.
- Works collaboratively with staff, governors and the wider community
- Shares our commitment to safeguarding and high expectations for all children.

We can offer:

- A friendly and inclusive learning environment
- A safe and secure environment, allowing children to flourish
- A culture of high expectations, fostering a love of learning and supporting everyone to achieve their full potential
- Nurturing culture instilled by staff and volunteers
- Exciting extra-curricular activities for children, made possible via passionate fundraising by our parent association (Friends of Oakley Infant School)
- Caring teaching and support staff who have the children's wellbeing and best interests at heart

Key Duties and Leadership Responsibilities

The Deputy Headteacher works in partnership with the Headteacher to fulfil the following key leadership duties and responsibilities:

- Formulating the aims and objectives of the school
- Establishing the policies through which they should be delivered
- Managing staff and resources to that end
- Monitoring progress towards their achievement

Specific areas of responsibility:**As Deputy Headteacher**

- Support the Headteacher in the leadership, management and strategic development of the school, driving school improvement initiatives.
- Work with the Headteacher and leadership team to raise standards of teaching, learning and attainment for pupils across the school
- Deputise for the Headteacher when the need arises, to include financial duties e.g. cheque signatory

- Take responsibility for curriculum co-ordination across the school, to have an overview of the key stages within the school through liaison with Key Stage managers and ensure continuity and progression within the Curriculum frameworks
- Act as performance management team leader to designated members of the staff team
- Assist in the recruitment, appointment and induction procedures of new staff
- Support staff through coaching, mentoring and professional development.
- Attend Governor meetings

As SENDCo

- Lead the strategic development of SEND provision throughout the school.
- Manage statutory assessment processes and annual reviews where required.
- Ensure compliance with the SEND Code of Practice and relevant legislation.
- Champion inclusive practice and develop staff expertise in meeting the needs of all children
- Ensure that pupils with SEND receive high-quality support and achieve their full potential.
- Coordinate, monitor and evaluate SEND interventions and provision.
- Work collaboratively with teachers, support staff, parents and external professionals.