



Deputy Head Teacher Job Description

Job Title:

Deputy Headteacher (Early Years, Safeguarding & Inclusion)

Core Purpose:

To support the Headteacher in the strategic leadership of the school, with a primary focus on:

- **Early Years provision and outcomes**
- **Safeguarding (DSL)**
- **Inclusive practice and early identification of need**

Key Responsibilities

1. Early Years Leadership

- Lead and develop high-quality EYFS provision
- Ensure strong outcomes in communication, language, personal development and early learning
- Support and develop EY staff through coaching and modelling best practice
- Oversee assessment, provision and learning environments
- Ensure a consistent approach to early development across Nursery Pre School and Reception
- Drive early identification of need and timely intervention

2. Safeguarding (DSL)

- Act as Designated Safeguarding Lead
- Promote a strong safeguarding culture across the school
- Manage referrals and work closely with external agencies
- Support staff with safeguarding concerns and decision-making
- Maintain accurate and high-quality records

3. Inclusion & SEND

- Ensure inclusive practice is embedded from Early Years onwards
- Support early identification of SEND

- Work alongside SENCo to ensure effective provision
- Promote adaptive teaching and inclusive environments

4. Family & Community Engagement

- Build strong, supportive relationships with families
- Work sensitively with families facing challenges
- Support staff in managing complex conversations
- Strengthen links with external agencies

5. Leadership & School Development

- Contribute to whole-school improvement priorities
- Support staff wellbeing and professional development
- Model high expectations and strong relational practice

6. Teaching Commitment

- No fixed class responsibility
- Provide planned teaching cover up to 2 days per week

Person Specification

Essential:

- Strong experience in Early Years leadership
- Deep understanding of child development and early learning
- Excellent understanding of safeguarding
- Ability to support vulnerable children and families
- High levels of emotional resilience and professionalism
- Strong interpersonal and communication skills

Desirable:

- Experience in schools with high levels of need
- SEND knowledge (particularly early identification)
- DSL experience