

## **Deputy Headteacher – Outreach & Early Intervention Services**

**Pay scale – Deputy Head range – L13 to L22**

### **Job Description**

**Job Title:** Deputy Headteacher – Outreach & Early Intervention Services

**Reporting to:** Headteacher

**Leadership Scale:** range to be determined by Leadership Deputy Head Scales

**Location:** Sandgate School and outreach provision across Westmorland & Furness

**Responsible for:** Outreach Team, Early Intervention Programme (EIP), Specialist Resource Provision (SRP) Outreach Support, associated staff and service development

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### **Job Purpose**

To provide strategic and operational leadership for Sandgate School's Outreach and Early Intervention Services, ensuring high-quality inclusive practice and support for pupils with SEND across Westmorland & Furness.

The postholder will deputise for the Headteacher as required and play a key role within the Senior Leadership Team in shaping whole-school strategy, SEND outreach development, inclusion, staff development, partnership working and service growth.

The Deputy Headteacher will lead and develop the Outreach and Early Intervention Programme (EIP), ensuring the service delivers high-quality support, training, consultation and intervention to mainstream schools, specialist resource provisions (SRPs), families and external agencies.

The role will ensure that Sandgate School remains a centre of excellence for inclusive practice, evidence-informed approaches and SEND leadership across the local authority area.

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### **Key Responsibilities**

#### **Strategic Leadership**

- Contribute significantly to the strategic leadership and direction of Sandgate School as a member of the Senior Leadership Team.
- Deputise for the Headteacher in their absence, including operational leadership and decision-making.
- Lead the strategic development, implementation and evaluation of Outreach and Early Intervention Services across Westmorland & Furness.
- Support the Headteacher and Governors in delivering the School Improvement Plan and wider SEND strategic priorities.
- Develop and implement policies, systems and procedures which promote inclusive practice and improved outcomes for pupils with SEND.
- Lead service self-evaluation, quality assurance and continuous improvement processes.
- Promote a culture of high expectations, inclusion and evidence-informed practice across the service.

- Contribute to the development of Sandgate School as a centre of excellence for SEND outreach and inclusion.
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### **Leadership of Outreach & Early Intervention Services**

- Lead and manage the Outreach and Early Intervention Programme (EIP).
  - Ensure the effective delivery of outreach support to mainstream schools, academies and Specialist Resource Provisions (SRPs).
  - Build capacity within schools to meet the needs of pupils with SEND through coaching, modelling, consultation and training.
  - Develop strategic partnerships with schools, the Local Authority and external agencies.
  - Promote inclusive practice and reduce escalation to specialist placements where appropriate.
  - Ensure the outreach service contributes effectively to the Local Authority SEND Action Plan and Ordinarily Available Inclusive Practice agenda.
  - Respond to referrals from schools and the Local Authority in a timely and effective manner.
  - Oversee assessment, observation, consultation and review processes within the outreach service.
  - Ensure high-quality written reports, recommendations and impact evaluations are completed and shared appropriately.
  - Lead on the strategic expansion and development of outreach provision across the wider geographical area.
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### **Leadership and Management of Staff**

- Line manage outreach and associated staff and undertake appraisal and performance management responsibilities.
  - Lead, motivate, support and challenge staff to secure continual professional development and service improvement.
  - Develop and deliver training and CPD programmes for staff, schools and external partners.
  - Support staff wellbeing and promote positive working relationships across teams.
  - Participate in recruitment, induction and safer recruitment processes.
  - Contribute to HR processes including support, capability and disciplinary procedures as directed by the Headteacher.
  - Ensure effective deployment of staffing and resources across the service.
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### **Teaching, Learning and Inclusion**

- Promote excellent teaching, learning and inclusive practice across all outreach provision.
  - Provide specialist advice, modelling and evidence-based strategies to support pupils with SEND.
  - Support schools in identifying needs early and implementing effective graduated responses.
  - Lead and contribute to multi-agency meetings including EHCP reviews, Team Around the Family meetings, CIN meetings and professional consultations.
  - Support schools in improving outcomes for vulnerable learners, including pupils with complex SEND.
  - Maintain up-to-date knowledge of national SEND policy, legislation and educational developments.
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### **Quality Assurance, Data and Evaluation**

- Lead quality assurance systems for outreach and intervention services.
  - Monitor and evaluate the impact of outreach provision using qualitative and quantitative data.
  - Analyse service performance and identify priorities for development and improvement.
  - Present reports and impact evaluations to Senior Leaders, Governors and external stakeholders.
  - Ensure accurate documentation, communication records and reporting systems are maintained.
  - Use evidence and research to inform strategic development and service delivery.
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### **Financial and Resource Management**

- Support the Headteacher and Finance Lead in managing the Outreach and SRP budgets.
  - Ensure resources are used effectively and represent value for money.
  - Contribute to strategic budget planning linked to service development and sustainability.
  - Manage outreach equipment, materials and training resources effectively.
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### **Partnership and Community Working**

- Develop effective relationships with schools, families, governors, external agencies and the Local Authority.
- Represent Sandgate School positively in professional forums and networks.
- Promote parental engagement and collaborative working.
- Support strategic partnership working across Westmorland & Furness.

- Act as an ambassador for Sandgate School and its values.

### Safeguarding

- Promote and safeguard the welfare of all children and young people.
- Work in line with statutory safeguarding guidance, including Keeping Children Safe in Education.
- Support safeguarding systems and procedures across outreach provision.
- Report safeguarding concerns promptly and appropriately.

### General

- Participate fully in appraisal and professional development processes.
- Undertake other reasonable duties commensurate with the seniority of the post as directed by the Headteacher or Governing Body.
- Comply with all school policies including safeguarding, equality, health and safety and confidentiality.

### Person Specification

#### Deputy Headteacher – Outreach & Early Intervention Services

Criteria	Essential	Desirable
<b>Qualifications</b>	Qualified Teacher Status (QTS)	NPQH or relevant leadership qualification
	Degree or equivalent	Postgraduate SEND qualification
	Evidence of continued professional development	
<b>Leadership Experience</b>	Significant successful leadership experience within a school or SEND setting	Experience at Deputy Headteacher or equivalent level
	Experience leading teams and managing staff performance	Experience leading across multiple sites/services
	Experience contributing to whole-school improvement planning	Experience of strategic SEND outreach development
	Experience of line management and appraisal	

<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>	
<b>SEND &amp; Outreach Experience</b>	Extensive experience supporting pupils with SEND	Experience within specialist settings and SRPs	
	Experience working with mainstream schools and external agencies	Experience supporting LA-wide initiatives	
	Experience delivering training, coaching and CPD	Experience developing traded or commissioned services	
	Experience chairing professional meetings		
<b>Knowledge &amp; Understanding</b>	Excellent understanding of SEND legislation and inclusive practice	Knowledge of commissioning and service-level agreements	
	Knowledge of safeguarding and child protection procedures	Knowledge of budget planning and resource management	
	Understanding of school improvement and self-evaluation		
	Understanding of evidence-informed and research-based practice		
	Knowledge of current national education and SEND priorities		
	<b>Skills &amp; Abilities</b>	Ability to lead strategically and operationally	
		Excellent communication and interpersonal skills	
Ability to analyse data and evaluate impact			
Ability to build strong professional relationships			
Ability to manage change effectively			
Ability to resolve conflict and negotiate positively			
Strong organisational and time management skills			
Ability to work under pressure and prioritise competing demands			
<b>Personal Qualities</b>	Commitment to inclusion and improving outcomes for pupils with SEND		

Criteria	Essential	Desirable
	Professional integrity, resilience and discretion	
	Calm, solution-focused approach	
	Ability to inspire, motivate and empower others	
	Commitment to safeguarding and promoting welfare	
	Commitment to ongoing professional development	