

# Springmead Primary School



## Deputy Headteacher/SENCo Information Pack

Maternity Cover  
2026-2027



## Welcome from Spiral's CEO



As CEO, I am delighted that you are exploring the opportunity within Springmead Primary School. Our vision – Shaping a Better Future – sits at the heart of everything we do. It speaks not only to the outcomes we strive for, but to the experiences we create for our pupils, staff and communities every single day.

We believe that great schools are built on strong, authentic relationships. Our senior leaders are visible, values-led leaders who place people first – fostering trust, inspiring ambition and ensuring that every child feels known and supported. Alongside this, we are committed to innovation: encouraging thoughtful, evidence-informed approaches that enable our schools to evolve and thrive in a changing world.

Collaboration is fundamental to our success. As part of our Trust, you will benefit from a genuine partnership – one that celebrates the individuality of each school while harnessing the collective expertise and energy of the whole Trust. We work together, learn from one another and hold each other to the highest standards, always with the shared goal of improving life chances for every child.

We are deeply committed to developing our leaders. Through tailored professional development, strong peer networks and expert central support, you will be empowered to lead with confidence, creativity and integrity.

This pack will give you a clearer sense of our values, our ambitions and the role you could play in Shaping a Better Future. I hope it inspires you to consider joining us on this journey.

**Marcus Cooper**





# Springmead Primary School

Springmead Primary School is a welcoming and inclusive primary setting located in Welwyn Garden City, Hertfordshire, serving children aged 5 to 11. Situated in Panshanger, the school is at the heart of its local community and plays an important role in the lives of the families it serves. Our extensive grounds promote learning outdoors and our high-quality sports facilities enable pupils to develop physically as well as educationally.

The school is part of the Spiral Partnership Trust whose vision of Shaping a Better Future is reflected in our commitment to collaboration and continued improvement. Our ethos of care, respect and self-control guide children and staff alike, built on relational practice that puts positive relationships at the heart of school life. In this way, we help every child to be confident, safe and ready for the next phase of their educational journey.

Springmead Primary School is proud of this caring and nurturing ethos. The school promotes high expectations for all pupils, underpinned by a belief that every child has the right to succeed and achieve their full potential. Its curriculum is designed to be broad, creative and engaging, balancing strong foundations in core skills with opportunities in sport, the arts and wider enrichment.

With approximately 240 pupils on roll, the school is of a size that enables strong relationships to flourish between staff, pupils and families. The community it serves is diverse and the school is committed to recognising and celebrating individuality while ensuring inclusion for all. We have many opportunities for pupils to develop as leaders and take their personal skills to the next level.

Standards and outcomes are strong across all areas of the school, reflecting the dedication of staff and the impact of focused school improvement. Our curriculum is built on foundational learning values of being brave and taking risks; reflection; collaboration; independence; problem solving and creativity – key skills that we believe every child needs to succeed in all areas of life.



# Key Statistics

**Location:**

Hilly Fields, Welwyn Garden City, Hertfordshire, AL7 2HT

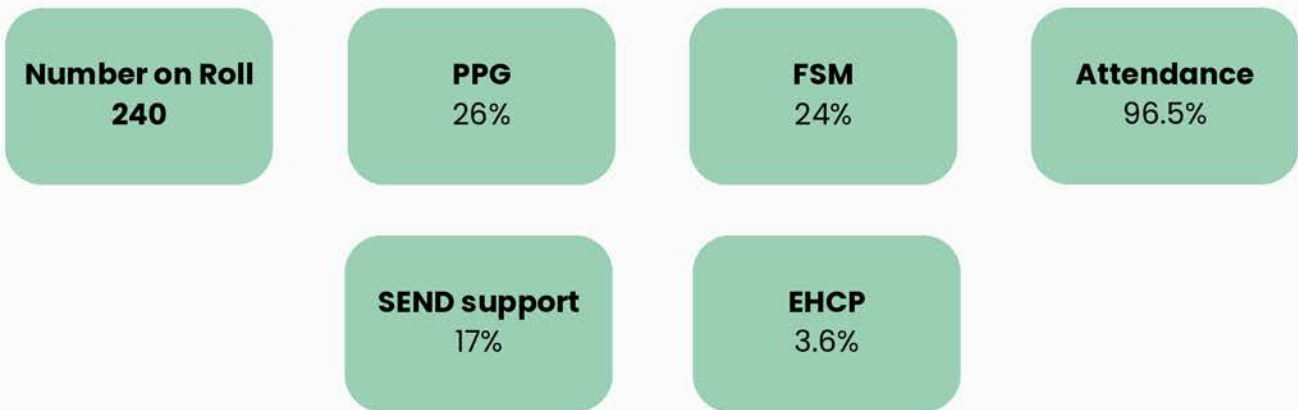
**Type of School:**

Primary, Co-educational, Multi-Academy Trust (Spiral Partnership Trust)

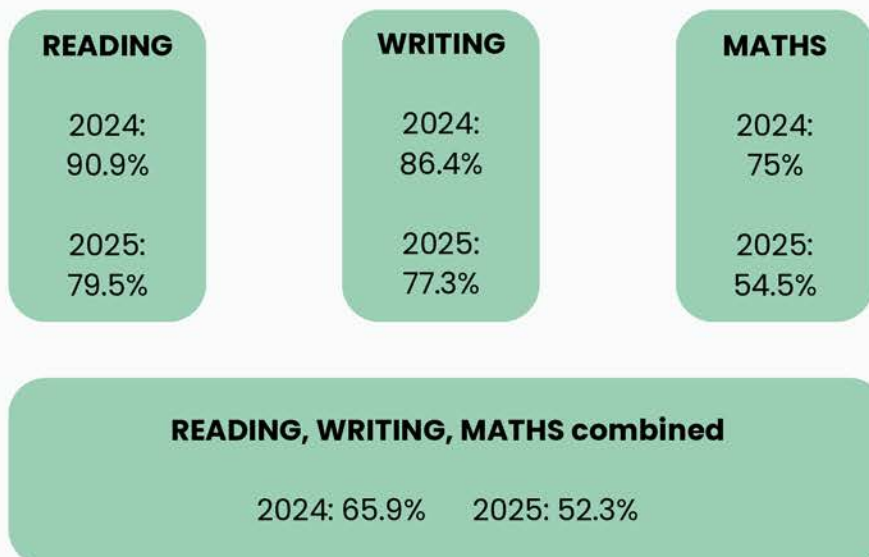
**Age range:**

5-11 years

**Population:**



**End of Key Stage 2 Outcomes 2024 and 2025:**





# What we are looking for in a new Deputy Headteacher/SENCo

We are seeking a deputy headteacher/SENCo who is enthusiastic and creative to join our leadership team. The role would suit a dynamic individual who excels at managing and completing projects, is determined to develop teaching and learning, nurture staff and children and establish an excellent school at the heart of the local community.

We are looking for:

- An experienced leader and inspiring teacher who is fully inclusive;
- The ability to take a lead on the development of effective teaching and learning and SEND;
- Excellent behaviour management skills;
- An innovative and strategic thinker;
- Excellent interpersonal skills and the ability to inspire, challenge and motivate.

This is an exciting opportunity to work in an inclusive and innovative school with a real motivation to ensure that every child succeeds and embodies the school values. You will be a member of a friendly and skilled staff team as well as having the benefits of being part of the Spiral Partnership Trust family of schools. The new deputy will have excellent support from the Trust and have the opportunity to work with other leaders in our family of seven primary schools.

Above all, you will share our belief in “shaping a better future” for every child and have the drive and vision to take the school confidently into its next phase.





## Key Information

**Pay range:**

L6-L10 (NB. our pay ranges are above those set nationally)

*Please note this is a maternity leave cover.*

**Start date:**

1<sup>st</sup> September 2026 (or negotiable)

**Shortlisting date:**

9th July 2026

**Interview date:**

15th July 2026

Please note, we may interview sooner should a suitable candidate be found.

**Visits to the school:**

Please make arrangements direct with the school on 01707 331508 or via email to [admin@springmead.herts.sch.uk](mailto:admin@springmead.herts.sch.uk)

**School website:**

[www.springmead.herts.sch.uk](http://www.springmead.herts.sch.uk)

**Trust website:**

[www.spiral.herts.sch.uk](http://www.spiral.herts.sch.uk)





# Job Description

This role is line-managed by the Headteacher working in partnership with the Local School Committee to:

To assist the Headteacher with the management and organisation of the school in seeking to achieve the highest standards of pupil achievement and school efficiency. To work with the Headteacher to develop and promote the vision, mission, values and core purpose of the school;

- Establish the strategies through which they are to be achieved;
- Manage staff and resources towards their achievement;
- Monitor progress towards their achievement;
- Lead, manage and oversee the strategic and day-to-day operation of the school SEND policy in line with the SEND Code of Practice.

The deputy head is required to liaise with the headteacher to assist in the leadership, organisation and management of the school:

- To deputise for the headteacher in their absence
- To lead key aspects of the development of the school including behaviour, mental health and wellbeing.

## **Shaping the future**

- Ensure the vision for the school is clearly articulated, shared, understood and acted upon effectively by all;
- Motivate and work with others to create a shared culture and positive climate;
- Work with individual staff and teams to translate the school vision into agreed objectives and operational plans which will promote and sustain school improvement;
- To contribute to the School Development Plan by identifying appropriate priorities and targets; which ensure pupils make progress and achieve high standards, are safe and enjoy their learning and work.





### **Designated Safeguarding Lead (DSL)**

- Lead responsibility for safeguarding and child protection (including online safety and understanding the filtering and monitoring systems and processes in place);
- To provide advice and support to other staff on child welfare, safeguarding and child protection matters, taking part in strategy discussions and inter-agency meetings, and/or supporting other staff to do so, and to contributing to the assessment of children;
- Fulfil the requirements of the current Keeping Children Safe in Education Annex C.

### **Leading teaching and learning**

- Be an excellent role model to all teaching staff within the school and reflect a high level of professional practice in all aspects;
- Demonstrate and articulate high expectations;
- Monitor and evaluate classroom practice to identify improvement priorities;
- Analyse and interpret school data to inform classroom practice across the school;
- Take overall responsibility for the co-ordination of teaching support and monitoring the quality and standards of teaching and learning for pupils with SEND;
- Encourage good working practices and provide leadership, direction and support to both teaching and support staff;
- Ensure the effective transition of pupils new to the school and for those going to new settings, communicating with other SENCOs to ensure continuity and progression.

### **Developing self and working with others**

- Manage positive working relationships with all staff;
- Motivate and challenge all staff to maintain high expectations of learning and behaviour;
- Develop and maintain effective strategies and procedures for staff induction, professional development and performance review;
- Provide support to all staff, including but not limited to trainees, ECTs, supply teachers, teachers and teaching assistants;
- Collaborate and work with colleagues and other relevant professionals within and beyond the school.



### **Managing the School**

- Assist in managing the day to day organisation of the school;
- Implement evidence-based school development plans and policies for the organisation and its facilities;
- Ensure that policies and practices take account of national and local policies and initiatives;
- Assist in co-ordinating, facilitating and monitoring Continuing Professional Development throughout the school in line with identified school improvement priorities;
- Produce and co-ordinate timetables throughout the school;
- Assist the Headteacher in developing systems that support positive behavior;
- Direct, supervise and provide support to support staff assigned to them and, where appropriate, other teachers;
- Contribute to the recruitment selection appointment and professional development of other teachers and support staff.

### **Securing accountability**

- Manage staff roles and ensure that responsibilities are clearly defined, understood and agreed;
- Work with the Local School Committee to enable them to meet their statutory responsibilities;
- Present the school's performance and other school initiatives to a range of audiences; parents, Local School Committee members, school improvement officers and other external agencies;
- Monitor quality and standards of resources delegated to them.

### **Strengthening the community**

- Work with other agencies to ensure learning experiences and opportunities for pupils are integrated into the wider community;
- Build the reputation of the school with the wider community;
- Create and maintain partnerships with parents and carers to support and improve pupils' achievement and personal development;
- Support the school by regular attendance at fundraising and social events for pupils and families.





### **Safeguarding**

- Work with the Headteacher to ensure that the child protection policies and procedures are fully implemented and followed by all staff;
- Ensure that sufficient resources and time are allocated to enable staff to discharge their child protection related responsibilities effectively.

### **Additionally**

- To deputise for the Headteacher in the event of their absence;
- To undertake such tasks as may be reasonably required by the Headteacher for the benefit of the school, subject to consultation;
- Contribute to and support the overall aims and ethos of the Trust, and provide best outcomes for pupils.

This job description will be reviewed at least annually as part of your Performance development programme.

**Spiral Partnership Trust actively encourages and supports the safeguarding and protection of all its pupils. This post is subject to enhanced DBS disclosure.**





# Person Specification

	Essential	Desirable
Qualifications and Professional Development	<ul style="list-style-type: none"> <li>• Qualified Teacher Status</li> <li>• Evidence of Continuing Professional Development relating to leadership/curriculum development</li> </ul>	<ul style="list-style-type: none"> <li>• Commitment to the NASENCO award or further professional qualification</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• Successful leadership experience as a phase or core subject leader, senior leader or Deputy Head level</li> <li>• Successful teaching experience within the Primary age range</li> <li>• Experience of improving outcomes for pupils with SEND</li> </ul>	<ul style="list-style-type: none"> <li>• To have taught across the entire primary age range.</li> </ul>
Strategic Leadership	<ul style="list-style-type: none"> <li>• Ability to provide clear educational vision and direction</li> <li>• Ability to inspire and motivate all stakeholders</li> <li>• Evidence in active involvement in school self-evaluation and development planning</li> <li>• Ability to work in partnership with senior leaders and LSC Committee members</li> <li>• Evidence of impact on improving provision and outcomes for pupils</li> <li>• Ability to analyse and use pupil data on attainment and progress to raise standards</li> <li>• Secure knowledge of the Ofsted Framework</li> <li>• Understand the principles of effective teaching and learning</li> </ul>	<ul style="list-style-type: none"> <li>• Leadership experience across EYFS, KS1 and KS2</li> <li>• Use of assessment data management systems to improve standards</li> </ul>



	<b>Essential</b>	<b>Desirable</b>
Leading Teaching and Learning	<ul style="list-style-type: none"> <li>• Experience of monitoring, evaluating and improving the quality of teaching and learning</li> <li>• Understanding the role and impact of assessment in children's learning</li> <li>• Successful experience of effective learning behaviours</li> <li>• Good knowledge of how to identify SEND and ways to signpost necessary support</li> <li>• A secure understanding and knowledge of observing children's learning</li> <li>• Good knowledge and understanding of record preparation and keeping in relation to SEND pupils</li> </ul>	<ul style="list-style-type: none"> <li>• Successful experience of integrating British Values into school life</li> </ul>
Leading and Managing Staff	<ul style="list-style-type: none"> <li>• Ability to build and maintain positive working relationships with all staff</li> <li>• Experience in performance management of staff including leading lesson observations</li> <li>• A leader and team player, comfortable to both lead and work as part of a team</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working with Local School Committee Members</li> </ul>
Managing Resources	<ul style="list-style-type: none"> <li>• Ability to manage, monitor and review available resources, ensuring value for money.</li> <li>• Ability to effectively deploy staff to meet the needs of the school.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of recruiting and deploying staff</li> </ul>



	<b>Essential</b>	<b>Desirable</b>
Personal Skills and Qualities	<ul style="list-style-type: none"><li>• Strong commitment to raising standards</li><li>• High expectations of self and others</li><li>• Ability to establish and maintain positive relationships, including with parents</li><li>• Ability to remain positive and enthusiastic, including when under pressure</li><li>• Excellent communication skills, both written and verbal with all stakeholders</li><li>• Empathetic, engaging and inspiring children</li><li>• Ability to demonstrate confidentiality and discretion</li></ul>	<ul style="list-style-type: none"><li>• Effective computing skills for both teaching and management</li></ul>





## Why work for Spiral?

Working as a part of Spiral Partnership Trust offers a rewarding and supportive professional environment, underpinned by a strong commitment to both staff wellbeing and school improvement.

As a Trust, we recognise that our people are our greatest asset and we are dedicated to ensuring that all colleagues feel valued, supported and empowered to thrive in their roles.

One of the distinctive benefits of working with us is the provision of three "Spiral Days" each year. These days can be taken during term time, offering valuable flexibility and the opportunity to prioritise personal wellbeing, family commitments, or professional reflection. This reflects our belief in promoting a healthy work-life balance and sustaining long-term career satisfaction.

We also offer enhanced pay scales across all roles, currently set above nationally agreed levels. This demonstrates our commitment to recognising the professionalism, dedication and impact of our staff, ensuring they feel fairly rewarded for the vital work they do.

In addition, staff have access to the Education Mutual Employee Assistance Programme, providing confidential support, advice and resources across a wide range of areas, including wellbeing, mental health and financial guidance. This ensures that colleagues can access professional support whenever it is needed.

Our strong school improvement offer is central to the Trust. Staff benefit from high-quality professional development, access to experienced leaders and opportunities to collaborate across our family of schools. By joining Spiral Partnership Trust, you become part of a forward-thinking organisation dedicated to shaping a better future for both pupils and staff.

