

# Headteacher

## Job Description & Person Specification



### RENAISSANCE EDUCATION

Specialist Therapeutic Schools



**Approved by:** Jayson Rawlings

**Last reviewed on:** September 2025

**Next review due by:** September 2026

**Title:** Headteacher

**Location:** Sevenoaks, Kent

**Salary:** Competitive, based on experience

**Hours/Basis:** 40 hours per week - 39 weeks

**Contract type:** Full time

**Reporting to:** People and Operations Manager

**Responsible for:**

- Strategic leadership of the school, all staff, student outcomes, safeguarding, curriculum, and community engagement.
- Ensuring the school is compliant for pre-registration and mandatory Ofsted inspections
- To act in accordance with other legislation affecting the conduct of the school,

**Core purpose:**

To provide visionary leadership and strategic direction for Renaissance Education, ensuring the highest standards of teaching, learning, safeguarding, and wellbeing. The Headteacher will be the driving force behind the school's ethos of being **Kind, Safe, Respectful, and Hardworking**, while upholding compassion, inclusion, and high particularly that governing health and safety matters and employment rights expectations. The headteacher will lead and develop a skilled multidisciplinary team, and educational professionals, fostering a culture of collaboration and continuous improvement.

This is a unique opportunity to shape the strategic direction of a specialist provision, drive innovation in curriculum design and therapeutic approaches tailored to ASC, and make a lasting impact on the lives of pupils with autism spectrum conditions and associated learning needs.

The Headteacher will work closely with families, external professionals, and the wider community to support holistic outcomes for pupils, while maintaining compliance with Independent School Standards, SEND Code of Practice, and regulatory frameworks including Ofsted.

## **Key Responsibilities and Duties**

### **Leadership and Strategic Responsibilities**

- Translate Renaissance Education Group's vision into clear objectives and operational plans, leading the delivery of the School Strategic Plan and School Improvement Plan.
- Provide inspirational leadership, modelling professionalism and embodying the school's ethos and values for students, staff, parents, and the wider community.

- Lead the recruitment, deployment, development, and appraisal of staff, ensuring clarity of roles and maximising staff expertise and impact inline with central HR policies and procedures
- Cultivate a culture of professional teamwork, driving change with enthusiasm and modelling high standards of behaviour and professionalism.
- Monitor the quality of teaching and student achievement through lesson observations, data analysis, and performance reviews.
- Work in close partnership with SLT and MLT to maintain high standards of teaching and learning across the school that meets the individual needs of all children both academically and holistically
- Lead weekly SLT meetings, ensuring strategic agendas are set and outcomes are recorded and actioned.
- Maintain a comprehensive understanding of whole-school operations including curriculum, staffing, finance, and premises.
- Oversee curriculum coordination to ensure statutory compliance and a broad, balanced, and creative learning experience that is individualised.
- Oversee the bespoke personal development curriculum at the school ensuring that this outstanding programme is at the forefront of what we do
- Lead the day-to-day running of the school, including staff leadership and engagement with parents, carers, and professionals.
- Ensure full compliance with safeguarding, health and safety, data protection, and confidentiality policies.
- Lead staff development sessions and team meetings, ensuring effective planning and follow-up of agreed actions.
- Promote staff wellbeing, morale, and motivation through effective communication and professional relationships.
- Model excellence in dress, punctuality, attendance, and professional conduct in line with the Staff Code of Conduct.
- Oversee recruitment and induction of new staff, policy development, and the organisation of whole-school events.
- Formulate and implement strategic plans, policies, and procedures, ensuring they meet the evolving needs of the school.
- Provide line management and leadership to staff, supporting student progress, wellbeing, and behaviour.
- Lead innovation and respond to national initiatives to enhance school practice.
- Ensure clear and effective communication with staff and parents to support school operations.
- Build and maintain strong links with other schools, educational institutions, and the wider community.
- Represent the school at events and contribute to the school's presence and

reputation.

- Report to governance as an SLT on designated areas including HR, Safeguarding, Teaching and Learning, H&S and Finance, ensuring transparency and accountability.

### **Curriculum, Teaching and Learning – Strategic Oversight**

With strategic oversight and delegated leadership, the Headteacher will:

- Take full strategic responsibility for the curriculum across the whole school, ensuring it reflects both national priorities and the ethos of Renaissance Education Group, provides continuity across Key Stages, and exemplifies best practice.
- Lead and implement robust internal Quality Assurance systems to maintain, monitor, and improve high standards of teaching and learning, ensuring outcomes are regularly reported and acted upon.
- Lead engagement with external Quality Assurance systems, ensuring that school improvement and development plans reflect best practice, are evidence-informed, and result in measurable outcomes that are systematically recorded and reviewed.
- Drive excellence in teaching and learning across the school by setting high expectations, supporting staff development, and evaluating the effectiveness of learning outcomes.
- Lead the monitoring, review, and evaluation of educational practice through lesson observations, planning scrutiny, book reviews, assessment analysis, student progress meetings, and stakeholder engagement.
- Ensure all school systems and processes are strategically aligned, efficient, and fit for purpose to support outstanding provision.
- Oversee and support classroom teachers in delivering highly effective teaching, assessment, and planning for students with SEND, fostering a culture of support and appropriate challenge.
- Champion a culture of continual improvement through coaching, team-teaching, and modelling outstanding practice.
- Maintain a teaching commitment appropriate to the Headteacher role, demonstrating reflective practice and commitment to professional development.
- Lead the strategic oversight of student progress reporting, including half-termly reports and the coordination of parent meetings.
- Provide developmental feedback to staff that recognises good practice and supports progress against performance management objectives, with a clear impact on student outcomes.
- Strategically develop staff teams and individuals through coaching, mentoring, and professional learning, ensuring dissemination of current educational developments.
- Plan, delegate, and evaluate work across teams and individuals to ensure

accountability and impact.

- Model a range of effective teaching methods, including the use of ICT, to sustain student engagement and progress.
- Maintain up-to-date knowledge of curriculum developments and SEND-related educational research to inform whole-school practice.

### **Leadership Development and Accountability**

- Encourage ambitious standards for all pupils, overcoming disadvantage and advancing equality, instilling a strong sense of pride and accountability in staff for the impact of their work on pupils' outcomes and opportunities.
- Secure excellent teaching through an analytical understanding of how pupils learn and of the core features of successful classroom practice and curriculum design, leading to rich curriculum opportunities and pupils' well-being.
- Support the ethos within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other.
- Identify emerging talents, coaching current and aspiring leaders in a climate where excellence is the standard, leading to clear succession planning.
- Hold all staff to account for their professional conduct and practice.
- Create an outward-facing school which works with other schools and organisations - in a climate of mutual challenge - to champion best practice and secure excellent achievements for all pupils.
- Shape the current and future quality of the teaching profession through high quality training and sustained professional development for all staff.
- Develop the role of leaders in supporting the development of teaching & learning, pastoral care, SEND, clinical leads and key stage leaders.

### **Management of resources**

- Ensure that the school's systems, organisation and processes are well considered, efficient and fit for purpose, upholding the principles of transparency, integrity and probity.
- Provide a safe, calm and therapeutic environment for all pupils and staff, focused on safeguarding pupils and developing their good behaviour in school and in the wider society.
- Ensure that company's new rigorous, fair and transparent systems and measures for managing the performance of all staff, addressing any under-performance, supporting staff to improve and valuing excellent practice.
- Work collaboratively with the central company structure for the school – understanding remits and functions to set school strategy and monitor school performance
- Exercise strategic, curriculum-led financial planning to ensure the equitable

deployment of budgets and resources, in the best interests of pupils' achievements and the school's sustainability.

- Distribute leadership throughout the school, forging teams of colleagues who have distinct roles and responsibilities and hold each other to account for their decision making. The Head Teacher will be required to safeguard and promote the welfare of children and young people and follow school and the local authority policies.
- Ensure that safeguarding policies and systems are robust, regularly reviewed, and fully reflective of the school's context and community. Lead the implementation of best practice in safeguarding across the school, ensuring compliance with statutory guidance and fostering a culture of vigilance and accountability.

### **Community Engagement**

Promote and model excellent relationships with parents and carers, establishing mutually supportive partnerships that enhance students' learning, engagement, and achievement. Strategically lead the school's commitment to being a community-focused provision by developing meaningful student interactions and exposure to the wider community. Forge strong links with local events, projects, and organisations to enrich the school experience. Build and maintain collaborative relationships with both mainstream and specialist schools to create positive opportunities for pupils and promote inclusive practice.

### **Personal and professional conduct**

- Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- Understand and act within the statutory frameworks setting out their professional duties and responsibilities

### **REVIEW AND AMENDMENT**

This job description is normally subject to annual review. It may be amended at the request of the Headteacher or the post holder but only after full consultation with the post holder. It will be signed if agreement is reached.

### **COMPLAINTS**

If, following review and amendment, agreement is not reached, the appropriate procedures as adopted by the governing body/executive team should be used for the settling of any disputes.

The Headteacher will be required to safeguard and promote the welfare of children and young people and follow school policies and the staff code of conduct. All staff are required to report all safeguarding concerns to the DSL and record these on MyConcern in line with the schools Child Protection Policy.

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 teacher will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher or line manager.

## Person specification

### Method of Assessment (M.O.A.)

A.F. = Application Form; I = Interview; T = Test or Exercise; C= Certificates

Criteria	Qualities	MOA
<b>Qualifications</b>	Qualified teacher status Degree NPQH (Desirable) Level 7 Assessment Qualification (Desirable)	A.F./C & I
<b>Skills and knowledge</b>	<ul style="list-style-type: none"> <li>Proven experience as a Headteacher or an exceptional Deputy Headteacher with demonstrable impact.</li> <li>NPQH qualification (desirable).</li> <li>Extensive experience working with children and young adults with SEND and SEMH, or in mainstream settings with a strong commitment to inclusive education.</li> <li>Strong leadership background with clear examples of strategic achievements and school improvement.</li> <li>Skilled in stakeholder engagement, including governance, external agencies, and third-party organisations.</li> <li>Track record of delivering against key school performance targets.</li> <li>Demonstrated ability to shape and embed a positive school culture aligned with core values and vision.</li> </ul>	A.F./C/I & T



	<ul style="list-style-type: none"> <li>• Expertise in staff development, coaching, and inspiring teams to achieve excellence.</li> <li>• Strategic thinker with experience in school-wide planning, policy development, and implementation.</li> <li>• Deep understanding of the importance of school vision, values, and strategic planning in driving long-term success.</li> <li>• Evidence of sustained tenure and professional growth, with examples of progression and impact.</li> <li>• Ability to build and sustain key partnerships to support school development.</li> <li>• Understanding of funding streams, grants, and financial support mechanisms for schools and students.</li> <li>• Strong presence and capacity to lead from the front, modelling professionalism and high standards.</li> <li>• Excellent communicator, able to articulate ideas clearly and inspire collective purpose.</li> <li>• Committed to fostering meaningful relationships with staff, students, and stakeholders to drive a collaborative and inclusive school culture.</li> </ul>	
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>• Great leader, quick to earn respect and motivate people to improve the work environment.</li> <li>• Possess an organised and thorough approach to work and importantly able to manage.</li> <li>• Strong professional image, generating immediate personal credibility.</li> <li>• Strong work ethic and ability to work on own initiative.</li> </ul>	A.F./C & I
<b>Other</b>	<p>A commitment to improving opportunities for those with SEND including families and the community</p> <p>Commitment to own continuous professional development</p> <p>Commitment to Equal Opportunities</p>	A.F./C & I



	<p>Excellent references regarding performance as a class teacher</p> <p>Willing to work at either of the schools in the company</p> <p>Able to demonstrate suitability to work with children. This will include motivation, ability to maintain appropriate relationships with children, emotional resilience to challenging behaviour, and attitudes to the use of authority and maintenance of discipline.</p> <p>Enhanced Disclosure</p>	
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### Working time

A full-time teacher shall be available for work for 39 weeks in any given year of which 38 weeks shall be on which she/he may be required to teach students, in addition to carry out other duties.

Subject to this, the headteacher shall be available to perform such duties at such times and such places as may be specified by the head teacher for 39 weeks in any year (12 months from September 1st), excluding time spent in traveling to or from the place of work.

A Headteacher shall, in addition work such additional hours as may be needed to be able her/him to effectively discharge her/his professional duties, including marking of students' work, authoring reports on students and the preparation of lessons, teaching materials and teaching programmes.

The job description will be reviewed on an annual basis. In addition, it may be amended at any time, after consultation with you. The Headteacher should sign both copies of this job description, one to be retained and one for the Headteacher

**The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**

**This role is subject to references and an enhanced DBS check.**

### Declaration

I \_\_\_\_\_ (Insert Full Name) have received, reviewed and fully understand the job description for the Headteacher at Renaissance Education Group.

I further understand that I am responsible for the satisfactory execution of the essential functions described there in under any and all conditions described.

Employee Name (Please print full name) \_\_\_\_\_

Employee Signature \_\_\_\_\_ Dated \_\_\_\_\_

Headteacher/line manager \_\_\_\_\_ Dated \_\_\_\_\_

Headteacher