



## **Job Description**

### **Headteacher**

**Responsible to:** Chief Executive Officer

**Contract:** Full-Time, Permanent

**Hours:** 38.5 hours per week, term time only

**Location:** Serenity School

## **Role Purpose**

To lead and manage the school team to provide outstanding special needs learning and therapeutic care. To achieve the best possible outcomes for pupils whilst ensuring a safe and secure environment for all, in full compliance with regulatory and quality standards.

## **Duties and Key Responsibilities**

### **Leadership and Management**

### **Key Accountabilities / Measures of Success**

- Maintain the highest levels of health, wellbeing, and safeguarding of all individuals within the school.
- Maintain DfE-registered accountability for the school.
- Ensure the effective implementation of safeguarding policies and adherence by all colleagues.
- Oversee implementation of quality assurance practices across recruitment, reporting, documentation, compliance, Health and Safety, visits, curriculum, whistleblowing, etc.
- Manage any improvement notices through to resolution.
- Enable each pupil to fulfil their potential through structured learning and wellbeing interventions.
- Make appropriate referrals to relevant safeguarding agencies.
- Manage the induction of new pupils into the school.
- Oversee all risk assessments, ensuring actions and reporting are accurate and timely.
- Ensure individual education plans are accurate and up to date.
- Manage placement plans, building relationships and securing outcome agreements with external bodies.
- Ensure transition plans (joining and leaving the school) are created and completed prior to transition.
- Monitor and review all reports, plans, and documents on an individual pupil basis.
- Agree and manage referral requests in the best interests of the pupil, the school, and the LA.
- Ensure delivery of high-quality care, teaching, and learning standards.
- Ensure Ofsted and commissioned review outcomes are owned and actioned.
- Ensure the culture, ethos, and working practices of the school align with organisational values.
- Ensure pupils' spiritual, moral, social, and cultural development needs are met.
- Analyse pupil progression, driving improvements and celebrating successes.
- Monitor pupil attendance, analyse causes and triggers, and implement strategies.
- Monitor standards through observations, ensuring agreed actions are taken.

### **Measures of Success:**

- Policies and procedures adhered to, meeting LSCB standards.
- 100% compliance on internal audits.
- All improvement notices resolved within agreed timescales.
- Positive feedback from pupils, parents, and staff.

- Plans delivered within agreed timescales.
- Records and plans accurate and up to date.
- Termly reports completed to required standards and deadlines.
- Lesson observations, moderation, work scrutiny, and learning walks completed on schedule.
- School review reports demonstrate improvement in targeted areas.
- Key pupil metrics show improvement and/or meet expectations (progression targets, attendance).

## **KPIs**

NEET pupil leavers at or below targeted levels.

Positive pupil, parent, and staff feedback.

Recruit, manage, coach, and motivate Heads of Setting to develop high-performing and sustainable leadership teams.

Ensure SMT implement robust, consistent plans and self-assessments to support high-quality provision, with effective support and challenge.

Lead the development of the school's educational model and support leaders to implement it effectively.

Promote best practice in autism education and embed the Socio-Education Model.

## **Governance**

- Support SED to fulfil their role, ensuring they receive high-quality, timely agendas, reports, and engagement.
- Ensure the school is managed in line with organisational policy, statutory requirements, and best practice.

## **Finance**

- Work with the School Business Manager (SBM) to manage budgets, ensuring plans are affordable and sustainable.

## **Additional Duties**

- Demonstrate continual commitment to safeguarding and promoting the welfare of children and young people.
- Uphold SED policies to protect and safeguard pupils and secure their health, safety, and wellbeing.
- Demonstrate continual commitment to promoting diversity and sharing best practice in line with SED Equality, Diversity, and Inclusion policies.
- Ensure the highest degree of confidentiality and data protection in all matters.

**PERSON SPECIFICATION**

	Essential	Desirable	Measured by: A) application form B) test/exercise. C) interview
<b>Qualifications and Training</b>			
Qualified Teacher Status	x		A
Higher degree qualification, postgraduate course, recognised special education qualification.		x	A
Willingness to extend personal and professional development, demonstrated by a track record of recent professional development.	x		A
Health and Social Care qualification		x	A
Completion of NPQH		x	A
<b>Knowledge and Experience</b>			
Successful experience as a Headteacher or Head of School in a Good or Outstanding school within a similar specialist setting.	x		A
Proven ability and experience to improve the Quality of Education and Therapeutic Care	x		A
Proven ability and experience in the effective Leadership and Management of Multi- Disciplinary Team	x		A
Conducting performance management and supervision of Education and Support staff	x		A
Proven record of effective teaching of children with SEMH and complex difficulties	x		A
Curriculum leadership, design and implementation		x	A
Planning the curriculum across a range of ages and abilities	x		A
Working effectively with Governors	x		A
Leading professional development activities	x		A
Appointing, managing and inducting staff	x		A
Resource management	x		A
Effective financial management	x		A
Proven record of leading successful teams	x		A
Implementing strategies to raise achievement and improve behaviour.	x		C
Strategic improvement planning and action planning		x	A
Working with and supporting families	X		A
Working with local authorities in supporting the placement of children and young people	x		A
Use of data to inform areas of improvement.	x		C
Understanding Ofsted and its implications	x		C
Knowledge of Education Act and other legislation relevant to special education and therapy		x	C
Understanding of the procedures to Safeguard and protect Vulnerable Children and Young People and Adults	x		C
A working knowledge of managing physical interventions and child protection procedures.	x		C
Understanding of the of Independent School Standards			
Understanding of Ofsted inspection for Schools	x		A
Understanding of the characteristics of an effective and inclusive school			
Knowledge of current national initiatives with regard to teaching, learning	x		C

and assessment			
<b>Skills</b>			
Ability to lead and provide a clear vision	x		B
Ability to enthuse and motivate others	x		B
Proven ability to manage people and resources to good effect	x		A
Efficient, adaptable and well organised	x		B
Clear strategic thinker	x		B
Ability to forge links with Parents, the Local Community, Local Authorities and other Schools	x		A
Ability to communicate effectively	x		A/C
Competent in the use of ICT	x		A
Competent in financial management	x		A/C
Flexible and approachable	x		B
Decisive	x		B
Resilient under pressure	x		B
Ability to deal sensitively with people and resolve conflict	x		B
Set high expectations for Children and Young People and staff	x		B
Keen interest in promoting the quality of Education and Care	x		A
A positive and energetic approach to work	x		B
Commitment to working with other agencies to support Children and Young People's education.	x		C
A desire to enable each child to achieve their personal best	x		A
Commitment to the continuing professional development of all staff	x		A
Commitment to equality of opportunity and inclusion	x		A

### Equality and Safeguarding:

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

The school is committed to equality and diversity in employment and service delivery. All employees are expected to promote equality and inclusion in their work.