



Job Description

Post Title: Head Teacher

Accountable to: Governing Body

Delivering: Specialist provision for pupils with significant Social, Emotional, and Mental Health needs

Purpose of the Role

The Head Teacher will provide strategic, operational and inspirational leadership for the school, ensuring the highest standards of education, care and safeguarding for pupils with complex social, emotional and mental health needs. The post holder will be responsible for creating a safe, nurturing and inclusive environment where pupils can thrive academically, socially and emotionally.

Key Responsibilities

Strategic Leadership

- Provide clear vision, direction and leadership for the school, rooted in inclusive values and a strong moral purpose.
- Lead the development, implementation and evaluation of the school's vision, policies and strategic plans.
- Ensure continuous school improvement, with a clear focus on pupil wellbeing, engagement and outcomes.
- Promote a culture of high expectations balanced with compassion, understanding and flexibility.

Teaching, Learning and Curriculum

- Ensure the delivery of a high-quality, inclusive and appropriate curriculum that meets the diverse needs of pupils with SEMH needs.
- Promote trauma-informed, relational and therapeutic approaches to teaching and behaviour.
- Monitor and evaluate the quality of teaching and learning to secure consistently high standards.
- Ensure assessment systems effectively track pupil progress and inform planning and intervention.

Pupil Wellbeing, Behaviour and Safeguarding

- Create and sustain a calm, safe and nurturing environment where pupils feel valued and understood.

Portal House School

Mrs R Bradley
Headteacher



St. Margaret's-at-Cliffe,
Dover, Kent CT15 6SS

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- Ensure robust safeguarding and child protection procedures are in place and consistently followed.
- Lead on behaviour, attendance and engagement strategies that are inclusive, restorative and reflective of pupils' needs.
- Work closely with staff and external professionals to support pupils with complex needs and vulnerabilities.

Leadership and Management of Staff

- Lead, motivate and support all staff, fostering a culture of collaboration, reflection and professional growth.
- Ensure effective performance management, supervision and professional development for all staff.
- Promote staff wellbeing and resilience within a challenging but rewarding specialist setting.
- Develop leadership capacity across the school, supporting succession planning and future leaders.
- Be responsible for the appointment of staff in accordance with organisational policies, employment legislation, and best practice.

Partnership and Multi-Agency Working

- Build and maintain strong partnerships with parents and carers, ensuring open communication and trust.
- Work effectively with local authorities, health services, social care and other external agencies.
- Represent the school positively within the wider community and professional networks.
- Work effectively with parents and carers, schools, colleges and employers to ensure all pupils have a clear onward pathway.

Governance, Finance and Compliance

- Work closely with governors to ensure effective governance and accountability.
- Be responsible for the efficient and effective management of the school's budget and resources.
- Ensure compliance with all statutory requirements, including SEND, safeguarding, health and safety, and inspection frameworks.
- Prepare for and lead inspections, ensuring the school demonstrates strong practice and continuous improvement.

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General Responsibilities

- Promote equality, diversity and inclusion in all aspects of school life.
- Uphold and model the highest standards of professional conduct.
- Undertake any other duties commensurate with the role as required by the governing body.

Safeguarding

The Head Teacher will have a key role in safeguarding and promoting the welfare of children and young people and is expected to carry out all duties in line with safeguarding legislation, guidance and best practice.

Portal House School is committed to Safeguarding and promoting the welfare of children and young people. The post is subject to an Enhanced Disclosure Application to the Disclosure and Barring Service.