

Job Description

Department:	Children's Services
Division/Section:	Clare Lodge Secure Children's Home
Job Title:	Headteacher
Post No:	
Grade:	Headteacher Range L6-L18
Reports to:	Head of Service for Clare Lodge (Registered Manager)
Organisation Chart: Show immediate manager and any jobs reporting to this post.	<pre> graph TD HT[Head Teacher] --> DHT[Deputy Head Teacher] HT --> T5[Teachers x 5] HT --> UT[Unqualified Teachers] DHT --> TA[Teaching Assistants] DHT --> HLTA[HLTA] </pre>
DBS Check applicable?	Basic <input type="checkbox"/> Standard <input type="checkbox"/> Enhanced <input checked="" type="checkbox"/> None <input type="checkbox"/>
	Is post exempt under the Rehabilitation of Offenders Act 1974 in respect of declaration of spent convictions? No
Line Management responsibility for:	No. of direct reports: Up to 10 No. of indirect reports: Up to 10
Size of budget: (Per annum)	Budget holder for up to £10,000

Job Purpose:	<p>The Headteacher will:</p> <ul style="list-style-type: none"> • Be responsible for the internal organisation, management, and control of the school. • Establish and sustain the school's ethos and strategic direction together with the Registered Manager and through consultation with all partners. • Establish and oversee systems, processes, and policies so the school can operate effectively. • Identify problems and barriers to school effectiveness and develop strategies for school improvement and development that are realistic, timely and suited to the school's context. • Ensure these school improvement and development strategies are ambitious and effectively implemented. • Lead effective progress towards achieving the school's aims and objectives. • Allocate financial resources appropriately, efficiently, and effectively. • Communicate with staff to enable them to carry out their professional duties effectively. • Maintain effective relationships with managers, parents, carers, communities, authorities, social workers and other schools, and agencies. • Fulfil the professional responsibilities of a Headteacher, as set out in the School Teachers Pay and Condition's Document. • Meet the expectations set out in the Teaching Standards, Children's homes Regulations and National Minimum Standards:
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Main Duties and Responsibilities:

School culture and behaviour

The Headteacher will:

- Sustain and further develop a culture where pupils experience a positive and enriching school life
- Ensure a culture of staff professionalism.
- Encourage high standards of behaviour from pupils, built on rhythms and routines that are understood by staff and pupils and clearly demonstrated by all adults in school.
- Use consistent and fair approaches to supporting positive behaviour, in line with the home behaviour support policy.
- Ensure staff and pupils wellbeing and pastoral care are managed well.
- Provide line management and supervision to the Deputy Headteacher and Teachers.

Teaching, curriculum, and assessment

The headteacher will:

- Sustain and develop the high-quality teaching, based on evidence and evaluation, ensuring that pupils achieve qualifications.
- Demonstrate ambition for pupil outcomes and for overcoming all aspects of disadvantage.
- Ensure teaching is underpinned by subject expertise.
- Effectively use formative assessment to inform strategy and decisions.
- Ensure the teaching of a broad, structured, and coherent curriculum.
- Monitor, manage, and evaluate the curriculum for quality and value for money.
- Establish curriculum leadership, including subject leaders with relevant expertise and access to professional networks and communities.
- Use valid, reliable, and proportionate approaches to assessing pupils' knowledge and understanding of the curriculum.
- Ensure the use of evidence-informed approaches to reading so that all pupils are taught to read
- Implement the school improvement plan.
- Work with the Deputy head teacher and staff to develop effective ways of bridging barriers to learning through:
 - Assessment of needs
 - Monitoring of teaching quality and pupil achievement

- Target setting, including IEPs
- Developing a recording system for progress

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Additional and special educational needs (SEN) and disabilities

The Headteacher will:

- Promote a culture and practices that enables all pupils to access the curriculum.
- Plan, manage, and monitor the effectiveness of inclusion across the school.
- Ensure that pupils EHCP needs and targets are worked towards while studying at the school.
- Lead and set ambitious expectations for all pupils with SEN and disabilities.
- Make sure that the school works effectively with parents, carers, and professionals to identify additional needs and provide support and adaptation where appropriate.
- Make sure the school fulfils statutory duties regarding the [SEND Code of Practice](#).
- Promote high aspirations for children who are in care, ensuring that their PEP is ambitious and supports progress.

Managing the school

The Headteacher will:

- Develop a robust culture of safeguarding, ensuring staff and pupils' safety and welfare through effective approaches to safeguarding, as part of duty of care.
- Manage staff well with due attention to workload and support professional and personal development.
- Be a CALM® Restraint Instructor and ensure that the entire school is appropriately trained to operate in the home.
- Ensure rigorous approaches to identifying, managing, and mitigating risk.
- Ensure that premises are secure and managed to meet health and safety requirements and the needs of the school and curriculum.
- Supervise and participate in arrangements in accordance with regulations for appraisal and performance management of staff.
- Liaise with staff unions and associations, in conjunction with the Registered Manager.
- Keep organisational structure of school under constant review for efficiency, effectiveness, and value for money within budgetary constraints.
- Allocate, control and account for financial and material resources of the school.
- Identify problems and barriers to school effectiveness and develop strategies for school improvement and development that are realistic, timely and suited to the school's context.
- Ensure these school improvement and development strategies are ambitious and effectively implemented.

Professional development

The Headteacher will:

- Ensure staff have access to appropriate, high standard professional development opportunities.
- Keep up to date with developments in education.
- Seek training and continuing professional development to meet needs.
- Identify and develop emerging talents of staff, including succession planning.

Governance, accountability and working in partnership

The Headteacher will:

- Understand and welcome the role of effective governance, including accepting responsibility for all areas of the school.
- Attend all relevant meetings, working groups and sub-committees as requested, providing a Headteacher Report to formal meeting as directed by the Registered Manager
- Ensure that staff understand their professional responsibilities and are held to account.
- Ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties.

<ul style="list-style-type: none"> • Work successfully with other schools and organisations. • Maintain working relationships with fellow professionals and colleagues to improve educational outcomes for all pupils. • Manage policies in line with developing regulation, guidance, and practice. • Ensure that the school is prepared for Ofsted inspection, and all is able to demonstrate the evidence required to achieve and maintain Good or above. 	
Generic Responsibilities:	<p>To carry out all responsibilities with regard to the Council's Equalities Policy and Procedures and Customer Care Policy.</p> <p>To comply with all Health & Safety at work requirements as laid down by the employer.</p> <p>The council is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment.</p>
Flexibility Clause:	Other duties and responsibilities express and implied which arise from the nature and character of the post within the department (or section) mentioned above or in a comparable post in any of the Organisation's other sections or departments.
Variation Clause:	<p>This is a description of the job as it is constituted at the date shown. It is the practice of this Authority to periodically examine job descriptions, update them, and ensure that they relate to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the appropriate manager in consultation with the postholder.</p> <p>In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible the Head of Service reserves the right to make changes to your job description following consultation.</p>

DATE: May 2025

COMPLETED BY:
Head of Service
(Clare Lodge)

Person Specification

Job title:	Headteacher	Directorate:	Children's Services
Grade:	Headteacher Range L6-L18	Service / Team:	Clare Lodge Secure Children's Home
Date:	May 2025	Completed by:	Registered Manager

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
KNOWLEDGE	<ul style="list-style-type: none"> • Understanding of school finances and financial management. • Understanding of high-quality teaching based on evidence, and the ability to model and coach this for others and support others to improve • Significant knowledge of the national curriculum and implementation. Ranging from KS1 to KS4. • Detailed understanding and application of the SEND Code of Practice, Safeguarding and Education Entitlements for Children in Care. • Knowledge of factors affecting young women from accessing education provision. • Significant knowledge on trauma – informed approaches. • Detailed understanding of Children in Care's educational rights. • 	Knowledge of alternative education provision for children.
SKILLS & ABILITIES	<ul style="list-style-type: none"> • Uphold public trust in school leadership and maintain high standards of ethics, behaviour, and professional conduct. • Build positive and respectful relationships across the school community. • Serve in the best interests of the school's pupils. • Inspire and influence others within and beyond school and promote the value of education. • Data analysis skills, and the ability to use data to set targets and identify weaknesses. • Effective communication and interpersonal skills. 	

	<ul style="list-style-type: none"> • Ability to lead by example and develop and communicate a compelling vision and inspire others. • Ability to lead by example and build effective working relationships. • Experience of strategies for improving and raising standards. • Experience in the development of School Development and Improvement Plans. • Ability to compile grant applications & bids to maximise income. • Understanding of health and safety regulations and needs. • Experience and knowledge of current inspection process. • Ability to deal sensitively with emotional distress and be able to manage stress and conflict. • Resilient, with an ability to work under pressure and prioritise effectively. • Ability to make difficult decisions in challenging circumstances. • 	
EXPERIENCE	<ul style="list-style-type: none"> • Evidence of recent successful leadership and management experience in a school - minimum 2 years' experience. • Deputy Headteacher or experience in a senior management post including strategic leadership in similar community and challenged school. • Proven Teaching experience - minimum 5 years' experience. • Involvement in school self-evaluation and development planning. • Demonstrable experience of successful line management and staff development. • Demonstrate reasoned judgement in challenging circumstances. • Demonstrate experience of managing relationships and working with the Authority in a maintained school setting. 	Experience of working in an alternative education provision, such as a PRU or Secure School.
QUALIFICATIONS	<ul style="list-style-type: none"> • Qualified teacher status. • Relevant Degree. • Deputy or Senior Leadership training. • Maths and English Level 2. 	National professional qualification for headship (NPQH) or commitment to continue as part of CPD from Sept 24
PERSONAL CIRCUMSTANCES	<ul style="list-style-type: none"> • Ability to performance CALM restraint across the home and respond to incidents. • Commitment to uphold the 7 principles of public life (the Nolan principles) at all times. • Ability to lead and inspire. 	

	<ul style="list-style-type: none"> • Personal courage, vigour, pragmatism, and perseverance. • Self-confident and self-critical. • Hold and articulate clear values and moral purpose for excellence in education. • A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school. • Commitment to maintaining confidentiality at all times. • Commitment to safeguarding and equality. • Ability to communicate effectively with parents and community. • Approach all problems with compassion and where appropriate, humour. • Maintain self-care and work life balance 	
EQUALITY	Candidates must demonstrate understanding of, acceptance and commitment to the principals underlying equal opportunities. (A & I)	
CUSTOMER CARE	Knowledge and understanding of effective customer care (A & I)	

*[At the end of each criteria the following codes are used to indicate how the criteria will be assessed:
(AI) Application / Interview, (P) Presentation, (W) Written Test.]*