

FOREST BRIDGE SCHOOL

JOB DESCRIPTION

JOB TITLE: Headteacher

REPORTS TO: Chief Executive Officer (CEO)

WORKING RELATIONSHIPS: Head of People Strategy; Governing Body

GRADE: L27–L32 (£99,536–£112,327)

JOB PURPOSE

We are seeking a Headteacher who is values-led, evidence-informed and experienced in leading within a multidisciplinary SEND environment.

To provide values-led, strategic and operational leadership for Forest Bridge School and sixth form, ensuring outstanding outcomes for children and young people with autism through an integrated model of education, Applied Behaviour Analysis (ABA) and evidence-based therapies. The Headteacher will lead a multi-disciplinary team (teaching, ABA/behaviour analysis, therapies and administration) to deliver a safe, consistent, high-quality provision aligned to the school's vision, ethos and statutory responsibilities.

The Headteacher is responsible for school financial planning and resource management within the Trust framework, ensuring effective, transparent and value-driven use of public funds in line with Trust expectations.

MAIN RESPONSIBILITIES / DUTIES

Leadership

- Provide visible, inclusive and compassionate leadership, modelling Forest Bridge School's values in decision-making, relationships and professional conduct.
- Create psychologically safe environments for pupils, families and staff; uphold a neuro-affirming, child-centred culture where individuality and dignity are respected.
- Work in close partnership with the CEO, Head of People Strategy and Governing Body to ensure alignment between school improvement, people strategy and governance priorities, maintaining clear communication, transparency and accountability.
- Lead the Senior Leadership Team to secure consistent practice, high expectations and strong staff wellbeing.
- Promote a culture of unity and collaboration across education, ABA, therapies and administration—ensuring a seamless team around each child.
- Ensure policies, procedures and systems are implemented consistently and reviewed regularly in line with statutory duties, Trust requirements and best practice.
- Be rigorous and consistent in all aspects of quality assurance, using evidence to drive improvement and evaluate impact.

Main

- Provide strategic leadership for the quality of education, ensuring provision is motivating, individualised, functional and ambitious.
- Oversee integrated delivery of education, ABA and therapies to ensure coherent, measurable and outcome-focused practice.
- Lead school improvement planning with clear priorities, milestones and success measures.
- Develop consistent, evidence-informed approaches to teaching, learning and behaviour support.
- Ensure safeguarding remains rigorous and effective across all aspects of provision.
- Lead the multi-disciplinary workforce, ensuring clarity, alignment and strong communication across all teams.
- Collaborate with the Head of People Strategy to ensure workforce planning, recruitment, retention, professional development and staff wellbeing are aligned to school priorities and values.
- Ensure effective assessment and data systems to drive decision-making and improvement.
- Maintain strong partnerships with parents, carers and external professionals.
- Work effectively with governors by providing high-quality reporting, engaging constructively with challenge and contributing to strategic planning.
- Represent the school professionally with stakeholders and local authorities.
- Oversee operational effectiveness including staffing, recruitment, induction and administration.
- Lead school financial planning, budget monitoring and resource deployment in line with Trust expectations and priorities.
- Ensure readiness for external scrutiny (e.g. Ofsted) and internal review.

Governance and Accountability

- Ensure all leadership decisions are grounded in the school's values, policy, data and safeguarding principles, maintaining a clear audit trail that reflects integrity and professional accountability.
- Guarantee full compliance with Ofsted and DfE requirements, embedding robust systems for monitoring, evaluation and risk management.
- Model the Nolan Principles and the Headteachers' Standards, setting a culture where fairness, transparency and professional conduct are non-negotiable.
- Hold senior and middle leaders to account through rigorous line management, clear expectations and high-quality appraisal processes aligned with school priorities.

Continuous Development

- Continue to advocate a whole-school culture where staff at every level engage in reflective practice, coaching and evidence-informed professional development.

- Demonstrate ongoing self-reflection, seeking feedback from all stakeholders to refine leadership effectiveness.
- Work with the Head of People Strategy to prioritise staff wellbeing and workload management, ensuring development opportunities are balanced, purposeful and aligned with individual strengths and aspirations.
- Embed research-based approaches to teaching, learning and leadership, ensuring CPD is impactful, evaluated and linked to measurable outcomes.
- Establish a culture where ambition, inclusion and excellence are expected for every pupil, with clear systems to monitor and sustain high standards.

GENERAL

The duties and responsibilities in this job description are not restrictive and may evolve in line with the needs of the role.