



## **Job Description: Head of Centre**

<b>Position:</b>	<b>Head of Centre</b>
<b>Location:</b>	North Herts Education Support Centre (NHESC)
<b>Centres:</b>	Across both our KS3 & KS4 Centres in Letchworth & Hitchin
<b>Salary:</b>	L16-L20 (depending on experience) – Full Time
<b>Start Date:</b>	1 September 2026

### **Position Overview**

The Head of Centre is responsible for the strategic leadership and operational management of the educational Centre, ensuring high-quality teaching and learning, fostering a positive learning environment, and promoting the Centre's vision and values. This role involves overseeing curriculum delivery, staff management, and student outcomes, while also engaging with the wider community to enhance educational opportunities.

### **Reporting Structure**

- Reports directly to: Executive Head
- Department: SLT

### **Key Responsibilities**

#### **Leadership and Management**

- Provide strategic direction and leadership for the Centre.
- Manage and support staff, including performance management and professional development.
- Foster a culture of collaboration and innovation among staff members.
- Ensure effective communication and dissemination of information within the Centre.

#### **Curriculum Development and Implementation**

- Oversee the design and delivery of the curriculum to meet the needs of all learners.
- Ensure compliance with educational standards and regulations.
- Collaborate with teachers to develop engaging and inclusive learning experiences.
- Monitor curriculum effectiveness and implement necessary adjustments.

#### **Student Support and Welfare**

- Promote a safe and inclusive environment for all students.
- Implement strategies to support student wellbeing and engagement.

- Develop and oversee interventions for students requiring additional support.
- Encourage student voice and participation in decision-making processes.

### **Community and Stakeholder Engagement**

- Foster relationships with parents, local organisations, and the wider community.
- Represent the Centre at meetings and events to promote its interests and achievements.
- Organise community events to enhance parental involvement and support.
- Collaborate with external agencies to provide additional resources and support for students.

### **Monitoring and Evaluation**

- Analyse data to assess student progress and inform improvement strategies.
- Lead self-evaluation processes to enhance the quality of education provided.
- Develop and implement action plans based on evaluation findings.
- Report on performance metrics to the Senior Leadership Team and stakeholders.

### **Primary Objectives**

- Achieve and maintain high standards of teaching and learning across the Centre.
- Enhance student achievement and progress through targeted interventions and support.
- Develop and implement a robust professional development programme for staff.
- Strengthening partnerships with parents and the community to support student learning.
- Ensure compliance with all relevant educational policies and statutory requirements.
- Foster a culture of continuous improvement and innovation within the Centre.

### **Key Stakeholder Relationships**

- Teachers: Collaborate on curriculum delivery and professional development.
- Students: Engage with students to support their learning and wellbeing.
- Parents: Communicate regularly to involve them in their children's education.
- Senior Leadership Team: Work closely to align Centre objectives with school-wide goals.
- Support Staff: Coordinate with support staff to ensure effective service delivery for students.
- Local Authority (LA): Building positive relationships with the LA and working closely with other professionals.