



Edgware, London Borough of Barnet

## Job Description

### Headteacher

<b>Post title</b>	Headteacher
<b>School</b>	Northgate School (local authority-maintained pupil referral unit)
<b>Location</b>	Edgware Community Hospital, Burnt Oak Broadway, Edgware HA8 0AD
<b>Reporting to</b>	The Management Committee (Governing Board)
<b>Responsible for</b>	All staff and pupils, and the day-to-day leadership and management of the school
<b>Salary</b>	Leadership Pay Range (Outer London) L21-L25
<b>Contract</b>	Permanent, full-time
<b>Start date</b>	1 September 2026 or sooner

### About Northgate School

Northgate School is a local authority-maintained pupil referral unit (PRU) for young people with mental health challenges who are unable to access their mainstream provision. We specialise in supporting young people aged 13 to 19 who are accessing CAMHS (or an equivalent mental health service), helping them to engage with education and, wherever possible, to return successfully to mainstream school.

The school is based at Edgware Community Hospital and also provides the educational service to the Beacon Centre, a Tier 4 Adolescent CAMHS inpatient and day service unit situated adjacent to the school. Every young person follows a personalised curriculum developed to meet their complex needs and to create capacity for a successful future.

Northgate School is judged Outstanding by Ofsted. We work in close partnership with health, social care and mainstream education colleagues, and we are proud of the warm, therapeutic and aspirational culture we have built around each pupil.

### Purpose of the role

The Headteacher provides professional leadership and management of the school to secure its continued success and improvement, ensuring high-quality education, the highest standards of safeguarding and wellbeing, and the best possible outcomes for every young person.

The Headteacher is accountable to the Management Committee for the educational performance, safeguarding culture, financial health and overall conduct of the school, and represents the school within the local authority, the NHS/CAMHS partnership and the wider community.

*The post carries all the duties of a Headteacher set out in the latest School Teachers' Pay and Conditions Document (STPCD) and reflects the standards set out in the Headteachers' Standards.*

## **Key responsibilities and accountabilities**

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### **1. Strategic leadership and direction**

- Establish and sustain the school's ethos, vision and strategic direction in partnership with the Management Committee, staff and partners, keeping each young person's wellbeing and progress at the centre.
- Lead self-evaluation and school improvement planning, setting ambitious priorities and translating them into clear, achievable actions.
- Promote a culture of high expectations, inclusion and aspiration for pupils with significant mental health needs.
- Ensure the school meets its statutory duties and complies with all relevant legislation and local authority requirements.

### **2. Teaching, learning and the curriculum**

- Lead the design and delivery of a personalised, broad and ambitious curriculum that meets the complex needs of each young person and supports reintegration to mainstream education or successful transition to post-16 destinations.
- Secure consistently high-quality teaching, learning and assessment, monitoring impact and acting decisively to improve provision.
- Ensure accreditation, qualifications and progress pathways are appropriate, ambitious and well matched to pupils' starting points and aspirations.
- Oversee effective coordination with CAMHS, the Beacon Centre and mainstream schools so that education is integrated with each young person's care and recovery.

### **3. Safeguarding and pupil wellbeing**

- Promote and safeguard the welfare of all pupils, acting at all times in accordance with Keeping Children Safe in Education and statutory safeguarding requirements.
- Ensure a strong, vigilant safeguarding culture and robust systems for identifying and responding to risk, including risk associated with mental ill-health, self-harm and complex need.
- Work in close partnership with health, social care, CAMHS and other agencies to ensure coordinated, child-centred support.
- Promote positive behaviour, attendance and engagement through trauma-informed and therapeutic approaches.

### **4. Leading and managing staff**

- Lead, motivate and develop a skilled, multi-disciplinary staff team, fostering a collaborative and supportive professional culture.
- Ensure effective recruitment, induction, deployment, performance management and professional development of all staff.
- Promote staff wellbeing and manage workload sensibly, recognising the demands of working in a specialist mental health setting.
- Implement effective performance management and, where necessary, capability and disciplinary procedures in line with policy.

### **5. Organisational management, finance and resources**

- Ensure the efficient and effective deployment of staff, financial and physical resources to achieve the school's priorities and secure value for money.
- Lead the management of the school's budget in line with local authority requirements and maintain sound financial governance.

- Ensure the school site, systems and policies support a safe, healthy and effective learning environment.
- Manage the school's data, reporting and statutory returns accurately and in a timely way.

## 6. Working in partnership and accountability

- Provide the Management Committee with the information, advice and support it needs to fulfil its responsibilities and hold the school to account.
- Build and sustain strong relationships with the local authority, NHS/CAMHS, mainstream schools, families and the wider community.
- Represent the school positively and act as an ambassador for its pupils and its specialist work.
- Ensure effective communication and engagement with parents, carers and pupils.

## General requirements

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- Uphold the professional standards and conduct expected of a Headteacher at all times, including the Teachers' Standards and Headteachers' Standards.
- Comply with the school's policies, including those for safeguarding, equality and diversity, health and safety, and data protection.
- Undertake any other reasonable duties commensurate with the role as required by the Management Committee.

**Safeguarding statement:** Northgate School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974 and is subject to an enhanced Disclosure and Barring Service (DBS) check and satisfactory pre-employment safeguarding checks.

*This job description is subject to review and may be amended by the Management Committee, in consultation with the postholder, to reflect the changing needs of the school.*