



Edgware, London Borough of Barnet

Job Description

Deputy Headteacher

Post title	Deputy Headteacher
School	Northgate School (local authority-maintained pupil referral unit)
Location	Edgware Community Hospital, Burnt Oak Broadway, Edgware HA8 0AD
Reporting to	The Headteacher
Key roles	Deputy Headteacher, including the roles of Special Educational Needs Coordinator (SENCO), Designated Safeguarding Lead (DSL), Designated Teacher for Looked-After and Previously Looked-After Children, and Examinations Officer
Responsible for	Staff and areas of provision as delegated by the Headteacher
Salary	Leadership Pay Range (Outer London) L16-L20
Contract	Permanent, full-time
Start date	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. Northgate School is judged Outstanding by Ofsted, with a warm, therapeutic and aspirational culture built around each young person.

Purpose of the role

The Deputy Headteacher will play a leading role in the strategic leadership and day-to-day management of the school, working in close partnership with the Headteacher to secure high-quality education, the highest standards of safeguarding and wellbeing, and the best possible outcomes for every young person.

This is a wide-ranging senior post. In addition to the core leadership duties of a Deputy Headteacher, the postholder fulfils four key designated roles: Special Educational Needs

Coordinator (SENCO), Designated Safeguarding Lead (DSL), Designated Teacher for Looked-After and Previously Looked-After Children, and Examinations Officer. The Deputy Headteacher will also deputise fully for the Headteacher in their absence. The post carries the professional duties of a Deputy Headteacher set out in the latest School Teachers' Pay and Conditions Document (STPCD).

Key responsibilities and accountabilities

1. Leadership and strategic direction

- Work with the Headteacher and Management Committee to shape and deliver the school's vision, ethos and strategic priorities.
- Contribute to school self-evaluation and improvement planning, leading delegated priorities through to impact.
- Deputise fully for the Headteacher during periods of absence.
- Model the highest professional standards and promote a culture of high expectations and aspiration.

2. Teaching, learning and curriculum

- Lead and quality-assure teaching, learning and assessment across the school, supporting colleagues to deliver consistently high-quality provision.
- Support the design and delivery of personalised curriculum pathways that meet pupils' complex needs and support reintegration or post-16 transition.
- Maintain an exemplary personal teaching commitment as agreed with the Headteacher.
- Coordinate assessment, tracking and reporting of pupil progress.

3. Special Educational Needs Coordinator (SENCO)

- Lead the strategic development and day-to-day operation of SEN provision across the school.
- Coordinate the identification, assessment and review of pupils with special educational needs and disabilities, ensuring provision is matched to need.
- Oversee the management of Education, Health and Care Plans (EHCPs), including reviews, paperwork and statutory timescales, in partnership with the local authority.
- Advise and support colleagues on effective SEN practice and the graduated approach, and liaise with parents, carers and external specialists.
- Ensure the school meets its duties under the SEND Code of Practice and maintains accurate SEN records and reporting.

4. Designated Safeguarding Lead (DSL)

- Take lead professional responsibility for safeguarding and child protection across the school, in line with Keeping Children Safe in Education and local safeguarding partnership arrangements.
- Manage safeguarding referrals and concerns, working closely with children's social care, CAMHS, the police and other agencies.
- Maintain accurate, secure safeguarding records and oversee the school's safeguarding systems, policies and procedures.
- Lead safeguarding training, induction and a culture of vigilance among all staff, with particular attention to risks associated with mental ill-health and self-harm.
- Coordinate support for individual pupils, including those with child protection plans, child in need plans and early help arrangements.

5. Designated Teacher for Looked-After and Previously Looked-After Children

- Promote the educational achievement and wellbeing of looked-after and previously looked-after children on roll.

- Lead on the development, implementation and review of Personal Education Plans (PEPs) in partnership with social workers, virtual schools and carers.
- Champion the use of Pupil Premium Plus and other resources to support the progress of these pupils.
- Act as a source of advice and advocacy, ensuring these young people receive the support and priority they are entitled to.

6. Examinations Officer

- Manage the administration of public examinations and accreditation in line with Joint Council for Qualifications (JCQ) regulations and awarding body requirements.
- Coordinate entries, timetabling, invigilation, access arrangements and the secure handling of examination materials.
- Liaise with awarding bodies, the local authority and partner providers, and manage results, certification and any appeals.
- Ensure appropriate access arrangements are in place for pupils with SEN or specific needs, working with the SENCO function.

7. Safeguarding and pupil wellbeing

- Promote a vigilant, child-centred safeguarding culture across the school at all times.
- Lead on positive behaviour, attendance and engagement using trauma-informed and therapeutic approaches.
- Work closely with CAMHS, the Beacon Centre, families and partner agencies to coordinate support.

8. Leading staff, organisation and partnership

- Line-manage and support designated staff, promoting collaborative and reflective professional practice.
- Contribute to recruitment, induction, performance management and professional development.
- Support the efficient organisation of the school day and the effective use of staff and resources.
- Build strong relationships with pupils, families, the local authority, health partners and mainstream schools, and represent the school as a senior leader and ambassador.

General requirements

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

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 DBS check and satisfactory pre-employment safeguarding checks.

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