

Full job description

Job title: Head

Location: In Toto Ed Cambridge

Job type: Full-time | Permanent | 52 week contract

Reports to: Directors and Board of Directors In Toto Ed Group

Salary: £66,368-£90,255

Role Description

We are looking for a new Head of School at our Cambridge Provision. This is an exciting opportunity to provide strategic, visionary leadership, ensure the highest standards of teaching and learning, and make a real difference to our students' lives.

Role purpose:

- Lead the day-to-day running of the school with energy and integrity.
- Ensure the highest standards of teaching, learning, and pastoral care.
- Nurture a positive culture that celebrates individuality and fosters community.
- Think creatively and “left-field” — adapting our offer so that every student can access education in a way that meets their needs and aspirations.
- Support our students to make the impossible become possible by going above and beyond to meet their needs and helping them realise their potential.
- You'll be a visible, approachable, and inspirational leader, working collaboratively with colleagues, families and external professionals to ensure every young person thrives.

Strategic Leadership

- Provide visionary leadership that reflects In Toto Ed's mission and values.
- Contribute to the School Leadership Team and deliver the School Improvement Plan.
- Lead on the strategic growth of the provision — developing new curriculum pathways and capacity as the school expands.
- Oversee budgets, timetabling, and resource management to ensure efficiency and impact.
- Drive collaboration across the In Toto Ed Group, sharing expertise, aligning best practice, and contributing to group-wide strategic initiatives.
- Build and sustain a strong local reputation for excellence and inclusion.
- Lead the school's quality-assurance, self-evaluation and compliance processes to maintain readiness for inspection and continuous improvement.
- Define school aims and objectives; develop and implement strategic and improvement plans.
- Recruit and manage senior leaders, teaching and support staff, ensuring effective performance management.
- Set and monitor targets (KPIs), budgets, and priorities with sound self-evaluation and commercial awareness.
- Oversee safeguarding, compliance, and risk management.
- Promote In Toto Ed SEN expertise and brand identity.

Management and operations

- Establish effective administrative systems and software.
- Lead staff recruitment, development, appraisal, and discipline in line with HR policies.
- Ensure compliance with legislation, inspections, safeguarding, and health and safety.

- Manage value for money, resources and financial reporting with the Director of Finance
- Maintain strong staff relationships, and clear communication, managing grievances and complaints with the Director of Safeguarding, HR and Compliance

Curriculum and teaching

- Encourage innovation, creativity and the use of digital technology to enhance learning experiences.
- Analyse data effectively to set ambitious targets and track progress.
- Support and develop staff through mentoring, coaching, and professional development.
- Oversee curriculum policy, planning, delivery and assessment in line with In Toto Ed Group standards
- Monitor and improve teaching, learning, and student outcomes through regular assessment and review.
- Encourage cross-curricular innovation, educational technology, and co-curricular programmes.
- Liaise with examining bodies and other agencies to ensure high standards and compliance.
- Manage timetable planning and equitable staff workloads.

Pastoral care and well-being

- Ensure outstanding therapeutic and pastoral care for students and staff.
- Promote a mentoring, inclusive environment that supports personal, emotional, and academic growth.
- Oversee staff training in safeguarding, therapy, wellbeing, and performance development.
- Ensure implementation of positive behavioural support procedures are reflective, fair, consistent, and in line with policy.

Admissions relationships and marketing

- Build strong relationships with parents/carers, LAs, and community partners.
- Develop Admissions initiatives and marketing support utilising marketing team where required.
- Oversee website, digital presence, and external promotion of the school.
- Deliver parent/carer workshops, community events, and maintain a visible presence at school functions.
- Promote a culture of inclusion, collaboration and open communication.
- Represent In Toto Ed at key events, open days, and across the community.
- Actively engage with other Heads across the group to promote consistency, shared learning, and a collective culture of excellence.

Safeguarding & Wellbeing

- Act as Designated Safeguarding Lead (DSL) or Deputy DSL.
- Maintain the highest standards of safeguarding, welfare and child protection.
- Lead a culture of care, compassion and high expectations.
- Ensure effective pastoral systems and wellbeing support for all students and staff.

The postholder will be required to:

- Submit an Enhanced Disclosure and Barring Check (DBS).
- Complete Child Protection Training. Promote and safeguard the welfare of all children and young person's they are responsible for or come into contact with.

Essential qualities and skills:

- **Proven Leadership:** Senior leadership experience as a Head or Deputy Head, with NPQH (or working towards).
- **School Development:** Passion and drive to establish and grow a new school, with the charisma, enthusiasm, and authority to inspire and earn respect.

- **Strategic Vision:** Ability to analyse, think, and plan strategically to ensure the successful opening and growth of the school.
- **Execution and Delivery:** Confidence and conviction to implement strategy, achieve school aims, and realise the wider group's vision.
- **Change Leadership:** Commitment to lead with initiative, imagination, and ambition, effectively managing change.
- **Financial Acumen:** Strong understanding of financial planning and budgeting.
- **Interpersonal Excellence:** Outstanding people skills, with the ability to motivate, build relationships, and resolve conflict sensitively.
- **Organisational Strength:** First-class organisational skills, with resilience under pressure, and the ability to meet deadlines while managing competing priorities.
- **Sound Judgement:** Strong problem-solving and decision-making capabilities.
- **Commitment to Standards:** Determination to achieve the highest standards across all areas of school life.
- **Personal Integrity:** Integrity, trustworthiness, approachability, discretion, and a commitment to personal development.
- **Academic and Teaching Excellence:** High academic standards in the SEN context; outstanding teaching ability, with a reflective and informed approach to learning.
- **Innovation:** Commitment to keeping the school at the forefront of education, including effective use of technology.
- **Pastoral Care:** Belief in the value of exceptional pastoral care, with the knowledge and commitment to nurture and support every student.
- **Collaborative Leadership:** Ability to delegate effectively, value contributions, listen, and work collaboratively while making clear decisions.
- **Communication Skills:** Excellent written, verbal, and public-speaking skills, with the confidence to represent the school to parents and the wider community.

This job description indicates the expectations of staff. Job descriptions are not exhaustive, and you may be required to undertake other duties when required.