



## Site Lead

**Start date:** September 2025

**Role type:** Leadership

**Pay scale:** £40,000-£55,000

## About the role

Redbourn Park is a school for children with complex SEN needs. Primarily this is autism but a typical child will have a range of other complex and additional needs that impact on their ability to engage, flourish or at times, even attend.

We opened in 2021 with 3 students and now have 20 with a 40+ waiting list. Our aspirations are to grow quickly, helping as many families as we can, but also ensuring we maintain quality and our values as we do.

We have grown quickly, and with a third site on the horizon, we have realised the need for these responsibilities to form a full time to enable best practice.

## Job description (summary)

The Site Lead at Redbourn Park is a multifaceted role combining operational, teaching, and leadership responsibilities to ensure a safe and supportive environment for students with complex needs, including autism. This position involves supporting the day-to-day running of the school site, managing resources and personnel, contributing to teaching and learning, providing student care, handling administrative tasks, and assisting the Senior Leadership Team with strategic initiatives, all while maintaining a focus on fostering positive relationships and promoting the school's vision of exceptional care and education.

## Person specification

Proven leadership experience in special education, particularly with students who have complex needs like autism.

They must possess strong communication and interpersonal skills to build positive relationships with students, parents, and staff.

Excellent organisational and problem-solving abilities are essential, along with proficiency in technology and data management.

The ideal candidate will be capable of balancing operational, teaching, and leadership duties, contributing to both the daily running of the school and its strategic development.

# Key Responsibilities

## 1. Operational Site Management

This individual is responsible for the comprehensive management of the school site, encompassing daily operational tasks, resource coordination, and safety compliance. Their duties include overseeing routines, conducting health and safety checks, managing maintenance requests, ensuring effective classroom environments, and organizing site activities and events, all of which contribute to the smooth and safe functioning of the school.

## 2. Leadership and Supervision

The daily management of school operations and the implementation of school policies, while also involving significant leadership and strategic contributions. Duties include line managing teaching assistants, leading site planning meetings, and supporting behavior management systems. The individual participates in Senior Leadership Team meetings, contributes to school development and quality assurance, and assists with recruitment and placements, demonstrating a broad range of responsibilities that impact both the immediate functioning and long-term improvement of the school.

## 3. Teaching and Learning support

Combining teaching responsibilities with a focus on improving educational quality and supporting staff development. They maintain a teaching role while also contributing to curriculum delivery, conduct informal learning walks to monitor teaching practices, support assessment processes, and provide mentorship to junior staff and teaching assistants. Additionally, they actively participate in staff development sessions, demonstrating a commitment to enhancing both their own skills and the overall effectiveness of the educational team.

## 4. Student Welfare and Support:

This role focuses on the immediate welfare and behavioral management of students, encompassing daily monitoring, intervention in behavioral situations, and support for students with specific needs. Responsibilities include implementing EHCPs, coordinating supervision during breaks and lunch, assisting with attendance monitoring, and collaborating with the therapy team to provide comprehensive student support, all aimed at ensuring a safe and supportive learning environment.

## 5. Administrative Duties

This multifaceted role involves a blend of administrative and supportive functions, encompassing the management of timetabling, meticulous record-keeping of student behavior and progress, and active participation in staff communication. The individual contributes to staff briefings, facilitates communication with parents, and ensures the accuracy and maintenance of essential site documentation, all of which are crucial for the efficient and organised operation of the school environment.

## 6. Professional Development

Actively engage in professional development and career advancement within the school, demonstrating a clear ambition for senior leadership. Participate in the school's leadership development program, attend relevant external training, collaborate closely with the Senior Leadership Team.

## 7. Safeguarding Responsibilities

The Site Lead is responsible for ensuring student safety by following school safeguarding policies, fostering a vigilant environment, staying up-to-date with training, enforcing safe behaviour practices, and collaborating with external agencies to protect vulnerable students.