

Job Description: Headteacher

Baskerville School

Post Title: Headteacher

Salary: Leadership Scale L

Contract: Permanent, Full-time

Start Date: September 2025 / January 2026

Responsible to: Governing Body

Line Management: Senior Leadership Team, All Teaching and Support Staff

School Context

Baskerville School is a thriving secondary school serving approximately 190 pupils aged 11-19 in Birmingham. We are committed to providing an outstanding education that enables every child to achieve their full potential in a supportive, inclusive environment. Our school values of respect, responsibility, and resilience underpin everything we do.

As a specialist provision for students with Autism Spectrum Disorder (ASD), we pride ourselves on creating an environment where neurodivergent learners can flourish. Our tailored approach recognizes that students with ASD have unique strengths, interests, and learning styles that, when properly supported, can lead to exceptional outcomes. We believe in celebrating difference and ensuring every student develops the skills, confidence, and independence they need for a successful future.

The school has a strong reputation in the local community and benefits from dedicated staff, supportive parents, and engaged pupils. We are looking for an inspirational leader to build on our successes and drive us forward to even greater achievements.

Purpose of the Role

The Headteacher will provide strategic leadership and day-to-day management of Baskerville School, ensuring the highest standards of education and care for all pupils with ASD. You will be responsible for creating a shared vision for the school's continued development as a center of excellence for autism education, implementing evidence-based strategies to achieve outstanding outcomes for all learners while supporting their transition to adult life and independence.

Key Responsibilities

Strategic Leadership and Vision

- Develop and communicate a clear, ambitious vision for the school's future
- Lead the creation and implementation of the School Development Plan
- Establish and maintain the school's ethos, values, and culture
- Ensure the school meets all statutory requirements and government initiatives
- Work collaboratively with the Governing Body to set strategic direction

Teaching, Learning and Assessment

- Ensure the delivery of a broad, balanced, and engaging curriculum adapted for students with ASD
- Monitor and evaluate the quality of specialist teaching and learning approaches across the school
- Implement effective assessment systems that recognize diverse learning profiles and track meaningful progress
- Lead initiatives to develop autism-specific pedagogical practices and interventions
- Promote innovative teaching practices including visual supports, structured teaching, and sensory considerations
- Ensure smooth transition planning for post-16 and adult services

Leading and Managing Staff

- Recruit, develop, and retain high-quality teaching and support staff with autism expertise
- Create a positive working environment that promotes collaboration and specialist knowledge sharing
- Implement effective performance management systems focused on autism education outcomes
- Provide specialised professional development in autism understanding and evidence-based practices
- Build leadership capacity across the school with deep understanding of ASD needs

Pupil Welfare and Inclusion

- Ensure the safeguarding and welfare of all pupils, recognizing vulnerability factors associated with ASD

- Promote practices that support pupils' sensory, communication, and social needs
- Develop effective behaviour support strategies based on understanding of autism
- Foster positive relationships while respecting individual social communication preferences
- Ensure pupils' development of life skills, independence, and preparation for adulthood
- Implement robust anti-bullying policies that protect vulnerable students

Financial and Resource Management

- Manage the school budget effectively and efficiently
- Ensure resources are allocated to support educational priorities
- Oversee premises management and health and safety compliance
- Lead on procurement and value-for-money decisions
- Plan for future resource needs and sustainability

Community Engagement and Partnerships

- Build strong relationships with parents, carers, and families, understanding the unique challenges they face
- Develop partnerships with autism organizations, specialist services, and community groups
- Represent the school at autism education forums and special educational needs networks
- Promote autism awareness and the school's achievements in specialist education
- Engage with external agencies including social services, health professionals, and transition services
- Build links with mainstream schools and colleges to support inclusive opportunities where appropriate

Governance and Accountability

- Work effectively with the Governing Body as a critical friend
- Prepare reports and presentations for governors and other stakeholders

- Ensure compliance with all statutory requirements and policies
 - Lead on school self-evaluation and improvement planning
 - Prepare for and manage external inspections
-

Professional Standards

The Headteacher will be expected to meet the National Standards of Excellence for Headteachers, demonstrating:

- Highly effective leadership and management skills in specialist education settings
 - Deep understanding of autism spectrum disorders and evidence-based interventions
 - Knowledge of current research in autism education and best practices
 - Strong strategic thinking and planning abilities for complex additional needs
 - Excellent communication and interpersonal skills, including with vulnerable families
 - Commitment to continuous improvement and innovation in autism education
 - Understanding of legal frameworks including SEND Code of Practice and Equality Act requirements
-

Working Conditions

This is a demanding but rewarding role requiring flexibility, resilience, and dedication. The successful candidate will be expected to work beyond normal school hours as required, including attendance at evening events, governing body meetings, and occasional weekend activities.

The Headteacher will have access to:

- Comprehensive induction and mentoring support including autism-specific training
- Ongoing professional development opportunities in specialist education
- Administrative support and a strong senior leadership team with SEND expertise
- Competitive salary and pension scheme
- Access to specialist resources and assessment tools

- Professional networks in autism education and research communities
-

Safeguarding

Baskerville School is committed to safeguarding and promoting the welfare of children and young people. All staff are expected to share this commitment. The successful candidate will be subject to enhanced DBS clearance and satisfactory employment references.

This job description reflects the current requirements of the post and may be amended in consultation with the post holder as the school's needs evolve.