



**BLENHEIM
SCHOOLS**

OMIS | **OXFORD
MILLWOOD
SCHOOL**

Job Description Headteacher

About Us

At Oxford Millwood School, we believe that every student has the potential to flourish when they are understood, supported and challenged to achieve their very best. Set within a beautiful rural Oxfordshire environment, our school provides a unique educational experience that combines academic ambition with a deeply personalised approach to learning. We are committed to nurturing confident, resilient and capable young people who are equipped for success in education and beyond.

Our school provides a highly personalised education within an inclusive setting. A significant proportion of students have SEND, including students with Education, Health and Care Plans whose placements are funded by local authorities, while others benefit from small class sizes, individual support and flexible, responsive teaching. Through highly personalised pathways, strong pastoral support and a commitment to understanding each child as an individual, we create opportunities for every learner to reconnect with education and achieve their full potential.

Learning extends beyond the classroom. Our woodland setting supports outdoor learning, creativity, exploration and personal development alongside a broad and ambitious curriculum. We believe education should inspire curiosity, develop confidence and prepare young people to make a positive contribution to the world around them.

As Headteacher, you will lead a school with clear values, a distinctive educational philosophy and a committed staff team who are passionate about helping every student flourish.

Job Purpose

The Headteacher will provide strategic, operational and educational leadership for Oxford Millwood School, ensuring high standards of teaching, learning, safeguarding and student wellbeing.

The Headteacher will be responsible for creating an environment where students thrive academically, socially and emotionally, as well as driving continuous improvement and maintaining full compliance with all regulatory requirements.

The Headteacher will champion the school's vision and values, leading a culture of ambition, inclusion, curiosity and excellence across all areas of the provision. They will bring a strong track record of inclusive leadership and ensure that students with a broad range of SEND and additional needs receive the personalised support, teaching and opportunities they need to flourish.



Key Responsibilities

Strategic Leadership

- Develop and communicate a compelling vision for the school that aligns with its values and educational philosophy.
- Lead the strategic direction and continuous improvement of the school.
- Ensure all decisions place the needs and outcomes of students at the centre.
- Maintain a culture of high expectations, personal accountability and excellence.
- Contribute to the long-term sustainability and growth of the school.
- Promote innovation and continuous improvement across all aspects of the provision.

Educational Leadership

- Lead and secure consistently high standards of teaching, learning and assessment.
- Ensure the curriculum is broad, balanced, ambitious and responsive to individual needs.
- Monitor student achievement, progress and destinations, implementing interventions where necessary.
- Develop a culture where students are engaged, motivated and inspired to succeed.
- Ensure effective quality assurance processes are in place to evaluate educational performance.
- Use data intelligently to drive improvement and raise standards.

Inclusion

- Ensure all students receive a personalised educational experience that enables them to achieve their potential.
- Lead and continually develop high-quality provision for students with a broad range of SEND and additional needs, ensuring that Education, Health and Care Plans and individually agreed outcomes are translated into effective teaching, support and review.
- Promote inclusive practices and high aspirations for every learner.
- Foster an environment where diversity is celebrated and individuality is valued.
- Oversee high-quality pastoral and therapeutic support where required.

Safeguarding and Student Welfare

- Take overall responsibility for safeguarding and promoting the welfare of children and young people.
- Ensure safeguarding remains embedded within the culture of the school.
- Maintain full compliance with Keeping Children Safe in Education and all relevant safeguarding legislation.
- Ensure robust safer recruitment practices are followed.
- Promote a culture where students feel safe, supported and respected.
- Monitor attendance, behaviour and wellbeing, ensuring appropriate support and intervention.

Leadership and Management of Staff

- Recruit, develop and retain high-quality staff.
 - Lead performance management and professional development programmes.
 - Create a culture of collaboration, accountability and continuous learning.
 - Support employee wellbeing and engagement.
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- Identify future leaders and succession planning opportunities.
- Promote professional standards and positive role modelling throughout the organisation.

Operational and Financial Leadership

- Ensure effective and efficient management of resources.
- Maintain oversight of budgets and financial performance.
- Ensure full compliance with Independent School Standards and relevant statutory requirements.
- Lead inspection readiness and self-evaluation processes.
- Oversee health and safety, risk management and business continuity planning.
- Ensure robust policies, procedures and governance arrangements are in place.

Stakeholder Engagement and School Promotion

- Build strong relationships with parents, carers and families.
- Act as an ambassador for the school and its values.
- Develop effective partnerships with local authorities, external agencies and educational partners.
- Support student recruitment and retention activities.
- Promote the reputation of the school locally and nationally.

Key Accountabilities

The Headteacher will be accountable for:

- Educational standards and student outcomes.
- Quality of education and curriculum delivery.
- Safeguarding effectiveness.
- Attendance, behaviour and wellbeing.
- Compliance with statutory and regulatory requirements.
- Staff performance, engagement and retention.
- Financial performance and resource management.
- School growth, reputation and stakeholder satisfaction.

Qualifications

- Qualified Teacher Status or equivalent recognised teaching qualification (Essential).
- Evidence of ongoing professional development relevant to school leadership (Desirable).

Experience

- Current or previous Headteacher, or an experienced Deputy Headteacher with extensive whole-school leadership responsibility and clear evidence of readiness for Headship.
 - Proven track record of leading school improvement and securing positive outcomes for students.
 - Experience of leading and developing staff and building a high-performing culture.
 - Experience of strategic leadership across teaching and learning, curriculum, safeguarding and pastoral provision.
 - Experience of using data, self-evaluation and quality assurance processes to drive improvement.
 - Experience of working effectively with parents, governors/proprietors and external
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stakeholders.

- Experience of managing budgets, resources and operational priorities.

Desirable

- Proven Headship experience within an independent, specialist, SEND or inclusive school setting.
 - Experience of leading a school through inspection, including ISI or Ofsted.
 - Experience of working within a specialist, SEND, inclusive or therapeutic educational environment.
 - Experience of leading curriculum innovation and personalised learning approaches.
 - Experience of school growth, student recruitment and marketing activities.
 - Experience of managing significant school budgets and contributing to long-term financial sustainability.
 - Experience of building effective partnerships with local authorities, external agencies and community organisations.
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