



## Head of Centre JD and PS

**Location:** Croydon, UK

**Salary:** Competitive, dependent on experience

**Contract Type:** Full-time, Permanent

**Start Date:** 1<sup>st</sup> September 2025

Solid Foundations Education Group is recruiting a **Head of Centre** to lead one of our specialist education settings. This role is ideal for a hands-on, leader who thrives in a fast-paced environment and is passionate about providing high-quality, inclusive education for young people with additional needs.

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### About the Role

As Head of Centre, you will have full responsibility for the day-to-day running of the site. This includes:

- Overseeing timetables, staffing, attendance tracking, and resource planning
- Ensuring smooth daily routines—from student arrivals and meals to lesson transitions and end-of-day safeguarding checks
- Managing and supporting teaching and support staff to deliver purposeful, well-structured learning
- Leading morning briefings, daily debriefs, and weekly staff meetings
- Coordinating transport arrangements, behaviour management systems, and on-call procedures
- Liaising with external professionals (e.g., therapists, social workers, EPs) to ensure integrated support

You will act as the central point of leadership and accountability within the centre, ensuring every system runs effectively and every learner receives consistent, structured support.

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### Student Admissions and Placement Oversight

You will lead on the admissions process for new students, including:

- Reviewing referral documents and EHCPs to assess suitability and risks
- Coordinating taster sessions and transition visits for prospective pupils
- Communicating with local authority SEND teams and parent carers
- Making final decisions on admissions in collaboration with the Executive Team
- Overseeing induction processes to ensure a safe, well-supported start for each learner

You'll monitor pupil numbers, capacity, and cohort composition to ensure provision is balanced, appropriate, and sustainable.

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## Supporting Learners with SEND

Our students often present with a wide range of needs including ASD, ADHD, SEMH, speech and language needs, and learning difficulties. You will:

- Oversee the delivery of individualised learning pathways in line with EHCPs
- Work closely with teaching staff to differentiate provision and personalise support
- Ensure access to external services including SALT, OT, and therapeutic support
- Monitor progress, engagement, and wellbeing through regular reviews and assessments
- Lead or support EHCP annual reviews and ensure documentation is up to date and high quality

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## Safeguarding Responsibilities

As the Designated Safeguarding Lead (or a deputy DSL), you will:

- Take lead responsibility for safeguarding and child protection across the centre
- Manage disclosures, referrals to social care, and multi-agency meetings
- Ensure all staff are up to date with safeguarding training and policy compliance
- Maintain accurate and secure records of all safeguarding concerns
- Conduct regular audits of safeguarding practice and contribute to whole-school safer recruitment, supervision, and risk assessments

You will champion a culture of vigilance, safety, and care throughout the setting.

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## About You

We're looking for a leader who:

- Has leadership experience in a SEND, AP or specialist school setting
- Is confident with day-to-day management and thrives in hands-on leadership
- Understands the complexity of supporting vulnerable learners
- Can coach and motivate a multidisciplinary team
- Has strong safeguarding knowledge and ideally DSL training
- Is able to work flexibly, think clearly under pressure, and prioritise effectively

You will be visible, approachable, and ready to lead from the front each day.

## How to Apply

To apply, please send complete an application form and a covering letter explaining why you are the right person for this role to [info@solidfoundations.co.uk](mailto:info@solidfoundations.co.uk).

**Deadline to apply:** Friday 23<sup>rd</sup> May 2025