



## Head of Centre

### Job Description and Person Specification

<b>Job title:</b>	<i>Head of Centre</i>
<b>Place of work:</b>	<i>Orchard Therapeutic Farm</i>
<b>Hours of work:</b>	<i>Monday to Friday 8.30-4.30 on site. Term time plus inset days+ 3 weeks</i>
<b>Salary/Grade:</b>	<i>£35,000 - £42,000 actual Salary</i>
<b>Reports to:</b>	<i>CEO</i>
<b>Level of screening:</b>	Enhanced DBS

## Who we are

Orchard Therapeutic Farm is a therapeutic, vocational, and practical alternative provision set on a working farm in Oxfordshire. We support children and young people most of whom have EHCPs and face challenges related to SEMH, neurodivergence, anxiety, trauma, and school avoidance (EBSA).

Our provision is rooted in nurture, built on trust, and driven by a farm-based, hands-on curriculum that is practical, personalized and purposeful. At Orchard Therapeutic Farm every child is seen, heard and supported — and we are proud to be described as 'a provision without walls.'

The Head of Centre is a key leadership role at the heart of our provision, responsible for safeguarding, SEND coordination, and day-to-day leadership of our staff and students. This person works closely with the Curriculum Lead, Therapeutic Lead, Business Manager, and reports directly to the CEO.

## Our Values

Our practice is built around three core values:

- Explore – Learning through curiosity, creativity and nature.
- Engage – Building connections, skills and purpose through activity.
- Empower – Helping children gain confidence, make choices and find their path.

## Core Purpose

- Lead the daily operations and strategic direction of engagement and serve as Designated Safeguarding Lead (DSL) and ensure a culture of safety.



- Act as Special Educational Needs Coordinator (SENCo) and ensure compliance and high-quality SEN support.
- Deliver high standards of pastoral care, therapeutic engagement and curriculum implementation.
- Collaborate closely with the Curriculum Lead, Therapeutic Lead, Business Manager and CEO to uphold Orchard's mission and vision.

## Key Responsibilities

### Leadership and Culture

- Promote and model the Orchard values of Explore, Engage and Empower.
- Provide operational and strategic leadership, maintaining high expectations for staff and students.
- Drive the ongoing development of the center in partnership with the wider SLT.
- Ensure policies and procedures are embedded in daily practice, including safeguarding, SEND and health and safety.

### Safeguarding (DSL Duties)

- Serve as the DSL and oversee all safeguarding arrangements.
- Manage concerns, liaise with external agencies and lead on all child protection matters.
- Maintain and update accurate safeguarding records.
- Deliver safeguarding training and updates for all staff.
- Champion a culture of vigilance, compassion, and restorative practice.

### SEND Coordination (SENCo Duties)

- Lead on the identification, assessment, and provision for students with SEND.
- Ensure compliance with the SEND Code of Practice and statutory duties.
- Coordinate Annual Reviews and EHCP processes.
- Support curriculum staff in adapting planning and delivery to meet diverse needs.
- Monitor interventions and support packages for impact.

### Curriculum & Learning

- Work with the Curriculum Lead to implement Orchard's practical, vocational curriculum.
- Monitor curriculum impact and student progress, supporting reflective practice and quality assurance.

### Therapeutic Practice

- Collaborate with the Therapeutic Lead to embed trauma-informed practice.
- Support regular pastoral check-ins, therapeutic activities, and animal-assisted learning.
- Model de-escalation, attunement, and behaviour-as-communication strategies.



### **Outreach & Transitions**

- Oversee and quality assure Orchard's outreach and integration pathway.
- Support referrals, transitions and exit strategies with compassion and clarity.

### **Communication & Partnerships**

- Work closely with families, carers, local authorities and referring schools.
- Ensure regular communication and transparent reporting.
- Celebrate progress through tailored feedback and evidence sharing.

### **Quality Assurance**

- Lead self-evaluation activities, learning walks, deep dives and data reviews.
- Track key outcomes: academic progress, EHCP targets, personal development, work experience and future readiness.
- Prepare and present evidence for external audits and commissioner visits.

## **Person Specification**

Essential	Desirable
Significant experience in SEMH/SEND/AP leadership	National Award for SEN Coordination
Deep understanding of safeguarding and trauma-informed practice	DSL experience or advanced safeguarding training
Excellent communication, organisation and problem-solving skills	Experience with EHCP coordination and liaison
Proven ability to lead multidisciplinary teams	Familiarity with Functional Skills, ASDAN or vocational learning
Strong grasp of statutory frameworks (KCSIE, SEND CoP)	Experience in outdoor, therapeutic, or farm-based settings

### **Safeguarding**

Hitchcox group is committed to the safeguarding and promotion of the welfare of all children and young people in our care. All staff have a key role and responsibility in this area.

This post is subject to an Enhanced Disclosure check (DBS) under the Rehabilitation of Offenders Act 1974. Further details regarding this check are available from [www.disclosures.co.uk](http://www.disclosures.co.uk).

### **Other Information**



This job description is intended as a guide to the main responsibilities and duties of the post. It is in no way intended to restrict any individual in the performance of other duties within the general nature of the post as required by the company.


This job description will be reviewed at least once per year and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the establishment in relation to the post holder's professional responsibilities, duties and grading.

### **Additional Details**

- Location: Orchard Therapeutic Farm, Warpsgrove Lane, Chalgrove, OX44 7RW
- Reports to: CEO
- Line management: Centre-based staff
- Safeguarding: Enhanced DBS + Children's Barred List Check
- Working hours: Term-time=3 weeks full-time (flexibility required for trips or events)

### **How to Apply**

For more information or to request an application pack, please contact:

 01865 890047

 Jayne@hitchcoxgroup.co.uk

 [www.orchardtf.co.uk](http://www.orchardtf.co.uk)