



## Head of the Resource Base for Deaf Learners

**Responsible to:** Assistant Head Teacher in Charge of Inclusion

**Pay scale:** ILPS + TLR2b

**Work pattern:** Full-time

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### JOB DESCRIPTION

The purpose of this role is to provide professional leadership and management for the Resource Base for Deaf Learners, ensuring high quality teaching and learning, achievement and engagement of students in line with our vision and ethos. To promote a positive image of deafness in the school, raising awareness and understanding of the impact of deafness.

### KEY RESPONSIBILITIES

Strategic Direction and Planning of the Resource Base for Deaf Learners

- To provide professional leadership for the Resource Base
- Develop and implement policies and practices for Hearing Support which reflect the school's commitment to high achievement and effective teaching and learning
- Develop supportive relationships with staff, families and the deaf community, providing advice and support
- Lead the development of appropriate syllabuses, assessment and teaching and learning strategies for the development and resourcing of Hearing Support
- Promote teamwork, creating a climate which enables other staff to develop
- Establish a clear, shared understanding of the importance and role of Hearing Support in preparing students for the opportunities and responsibilities of adult life
- Use data effectively in Hearing Support and implement effective strategies to monitor and support student progress
- Monitor the progress made in achieving Hearing Support plans and targets, evaluate the effects on teaching and learning, and use this analysis to guide further improvement
- Lead curriculum development for the department in line with national initiatives and supporting the aims of the school.

- Establish and maintain efficient communication systems with external agencies
- Provide support to the Head of Inclusion in replying to requests for admission
- Undertake annual reviews of EHCP's in line with statutory guidelines
- Liaise with Local Authorities regarding funding and consultations
- Be the key link for Hearing Support, promoting the resource base and creating effective links with the feeder primary schools

### Teaching and Learning

- Be responsible for admission and induction of students into the Hearing Support Department
- To secure and sustain effective teaching for students, with hearing loss, evaluate the quality of teaching and standards of students' achievements and set targets for improvement.
- Ensure curriculum coverage, continuity and progression for all students of all abilities
- Provide guidance on the choice of appropriate teaching and learning methods to meet the needs of individual students including opportunities for independent learning in the classroom
- Advise staff on appropriate classroom organisation, teaching strategies, differentiation and language modification
- Ensure effective development of students literacy, numeracy, and information technology skills
- Establish and implement clear policies and practices for assessing, recording and reporting on student achievement, using this information to recognise achievement and to assist students in setting targets for further improvement
- Ensure that information about students' achievements in previous classes and school is used effectively to secure good progress
- Evaluate the impact of Hearing Support in the school, use this analysis to identify effective practice and areas for improvement, and take action to improve further the quality of teaching
- Ensure effective development of students individual and collaborative study skills necessary for them to become increasingly independent in their work and able to complete tasks independently when out of school
- Ensure that deaf students develop an understanding of the duties, opportunities, responsibilities and rights of citizens
- Establish opportunities for collaboration with other departments in the school
- Ensure there is an extensive extra-curricular offer for deaf students
- Ensure a partnership with parents to involve them in their child's learning Support, as well as providing information about curriculum, attainment, progress and targets
- Develop effective links with the local community, including business and industry, in order to, enhance teaching and develop students wider understanding

## **Leading and Managing Staff**

- To provide the support, challenge, information and development necessary to sustain motivation and secure improvement in teaching.
- Develop and enhance the teaching practice of others
- Assist staff in achieving positive working relationships with students
- Play an active role in the recruitment of staff within the department
- Ensure staff development needs are identified, met and supported
- Establish clear expectations and effective working relationships among staff involved with Hearing Support, including through team working and mutual support, devolving responsibilities and delegating tasks, as appropriate
- Evaluate practice and develop an acceptance of accountability
- Undertake Performance Management Reviews, staff induction and appraisal as required, enhancing personal effectiveness, addressing professional needs and ensuring staff well-being
- Lead professional. development of Hearing Support staff through example and support
- Ensure that EHCP's are used to set Hearing Support - specific targets and appropriately match work to students needs
- Ensure that the Headteacher, senior leaders and governors are well informed about Hearing Support policies, plans and priorities, the success in meeting objectives and targets, and subject-related professional development plans
- Ensure that classrooms are maintained and organised to provide the best possible learning environment
- Ensure all staff are meeting requirements of SEN Code of Practice
- Play a leading role in maintaining good order in the school, reflecting on our Code of Conduct and reinforcing high expectations of behaviour and AtL, particularly in departmental teaching areas and corridors.

## **Efficient and Effective Deployment of Staff and Resources**

- To identify appropriate resources for Hearing Support and ensure that they are used efficiently, effectively and safely.
- Effectively manage and ensure best use of the Hearing Support Teaching Assistants
- Establish staff and resource needs for Hearing Support and advise the Headteacher and senior leaders of likely priorities for expenditure, and allocate available subject resources with maximum efficiency to meet the objectives of the school and subject plans, to achieve value for money
- Maintain a range of amplification equipment and resources associated with the Hearing Support Department
- Deploy, or advise the Headteacher on the deployment of, staff involved in Hearing Support across the age and ability range
- Ensure the effective and efficient management and organisation of learning resources, including information and communications technology
- Maintain existing resources and explore opportunities to develop or incorporate new resources from a wide range of sources .inside and outside the school
- Use accommodation to create an effective and stimulating environment for the

teaching and learning of Hearing Support

- Ensure that there is a safe working and learning environment in which risks are properly assessed

### **Other**

- To unequivocally support and promote the values and ethos of The Elmgreen School
  - Be aware of the responsibilities under Data Protection Legislation for the security, accuracy and significance of the personal data held in the schools systems.
  - Take responsibility, appropriate to the post for tackling racism and other forms of discrimination and promoting good race, ethnic and community relations.
  - Have due regard for safeguarding and promoting the welfare of children and young people and to follow all associated child protection and safeguarding policies as adopted by the school and Trust.
  - Work in accordance with the Schools Health and Safety Policies and Procedure.
  - To undertake such other duties as laid down in the School Teachers Pay and Conditions Document.
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## **PERSON SPECIFICATION**

### **Experience**

- Evidence of leadership and management qualities showing the ability to be a successful team leader and member
- Proven excellence in teaching and supporting deaf students in a specialist resource
- Experience of developing and sustaining positive relationships with families, staff and students
- Experience of selecting and deploying high quality staff
- Evidence of contribution to management of performance issues and creating opportunities to develop others
- Experience of planning and leading staff training

### **Qualifications and Training**

- Good honours degree
- Qualified Teacher of the Deaf, or willing to work towards the qualification
- Level 3 BSL, or willing to work towards the qualification
- Evidence of recent and relevant Continuing Professional Development

## **Skills/ Abilities / Knowledge**

- Clear understanding of the issues to be considered in the education of deaf students
- Current and relevant knowledge of best practice
- Familiarity with recent technological developments and initiatives related to hearing impairment
- Good understanding of current SEND legislation relating to deaf students
- Statutory requirements relating to DDA and assessment, recording and reporting of hearing impaired students attainment and progress
- The characteristics of high quality teaching and learning and the strategies for improving and maintaining high standards for hearing impaired students
- Commitment to quality and professionalism
- Ability to think and act strategically
- Ability to gather information, create systems , rigorously monitor, review and analyse data
- Appropriate ICT skills
- Able to convey information clearly and succinctly both verbally and in writing
- Excellent interpersonal skills

## **Personal Skills**

- Innovative and forward thinking
- Commitment to equal opportunities
- Ability to work with and motivate all members of the school community
- Sensitivity and empathy with the needs of others
- Reliability, integrity and ability to foster an efficient, positive environment
- Adaptability to lead and operate effectively in a team

This job description will be reviewed annually 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 School in relation to the post holder's professional responsibilities and duties.

Compiled by: MBU	Created:22/04/2009
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