

Badshot Lea Village Infant School



Job Description - Head of Special Needs Support Centre

Purpose: To lead a 13 place Special Needs Support Centre for infant age children at Badshot Lea Village Infant School.

Conditions of Employment

As **Head of SNSC** the postholder will be entitled to the equivalent of one day a week release from classroom duties, this to be in addition to the existing arrangements for PPA.

The **Head of SNSC** will be remunerated on the Upper Pay Range, subject to experience and qualifications.

Responsible to - Headteacher

Job Purpose:

The **Head of SNSC** is required to carry out the duties of a school teacher as set out in the School Teachers' Pay and Conditions Document taking responsibility for the teaching and learning of children within the Specialist Centre.

The **Head of SNSC** is expected:

- to lead and co-ordinate the provision of a high quality educational experience for pupils with an Education, Health and Care Plan (EHCP) with a range of complex needs e.g. ASD, learning difficulties, Hearing impairment;
- to ensure high quality advice and guidance to parents;
- to ensure high quality advice and guidance to staff working at Badshot Lea Village Infant School.
- to be a member of the school's leadership team and to assist in providing professional leadership for the school, that secures its success and improvement, ensuring a high quality education for all its pupils and improving standards of learning and achievement;
- to be fully supportive of the aims and ethos of the school.
- to liaise with external agencies as necessary.



Specific duties and responsibilities include:

1. Strategic Direction and Development

- 1.1 Strategic development, management and implementation of whole - school policies for the academic, social and pastoral support of pupils with SEND within the Special Needs Support Centre (SNSC).
- 1.2 Use national, local and school management data effectively to monitor standards of achievement of pupils with SEND within the SNSC.
- 1.3 Produce short, medium and long term plans to develop provision for pupils with SEND within the SNSC.
- 1.4 Ensure that high expectations are consistently communicated to all staff
- 1.5 Work with the Local Authority's SEN team and other external bodies as required.
- 1.6 Liaise with next providers of education, parents and pupils to ensure a smooth transition to the next phase of education.

2. Teaching and Learning

- 2.1 Develop, manage and deliver an appropriate, differentiated and engaging curriculum for pupils in the SNSC.
- 2.2 Ensure that the social, emotional and developmental needs of pupils are addressed through appropriate curriculum and other support programmes, managing where necessary interventions from external agencies
- 2.3 Provide leadership across the school to ensure that pupils with SEND are given appropriate levels of support in mainstream lessons, and that the nature of pupils' conditions and related strategies are communicated to staff
- 2.4 Ensure that teachers and support staff are fully aware about teaching and other developmental targets for all SEND pupils in their care
- 2.5 Establish and implement clear policies and strategies for assessing, recording and reporting on pupils' academic and other progress
- 2.6 Evaluate the teaching and support offered in the Specialist Centre and across the school to ensure best practice is embedded in teacher and TA practice, for the benefit of the pupils
- 2.7 Ensure excellent and supportive relationships with parents and carers through the management of an agreed communications and reporting policy



3. Leading and managing staff

- 3.1 Provide day-to-day and strategic leadership of the Specialist Centre teaching and TA staff
- 3.2 Institute and manage a rigorous performance management of all Specialist Centre staff including a skills analysis of staff as required
- 3.3 Propose and implement plans for the development of the Centre TA's as full partners in the education of SNSC pupils (identification of CDP/training opportunities, performance management, deployment, etc.)
- 3.4 Draw up and oversee the timetabling of lessons for SNSC pupils and manage the provision of TA support for pupils in the Centre and mainstream lessons
- 3.5 Ensure that newly-qualified staff and staff new to the school receive appropriate support to develop their practice with SEND pupils
- 3.6 Ensure that provision maps / Support plans are matched to student need and updated regularly to reflect this.
- 3.7 Manage the Annual Review process and ensure systems are in place to ensure that all statutory requirements are fulfilled and links with external agencies are maintained.
- 3.8 Ensure that the SLT, Governors, the Local Authority team and other stakeholders are well informed about the work, policies and plans for SEND provision in the school, and the progress being made towards medium and long term targets
- 3.9 Provide INSET, training and individual support to staff across the school

4. Efficient and Effective deployment of staff and resources

- 4.1 Ensure appropriate staffing, resourcing and other requirements for the Specialist Centre. Draw up and manage budgets to support this activity in liaison with the School Business Manager.
 - 4.2 Distribute and manage resources to meet the objectives of SNSC plans to ensure value for money and appropriate, individual support for pupils
 - 4.3 Ensure the effective and efficient management of learning resources in the Specialist Centre and across the school where required
 - 4.4 Develop and ensure that a stimulating, welcoming and safe working environment is established, and that any risks are regularly assessed and managed
- These duties may be varied to meet the changing demands of the school and for the continued professional development of the teacher concerned. Any amendments will be subject to consultation between the Headteacher, the Governing Body and the teacher concerned.