

## **JOB DESCRIPTION**

### **HEAD OF STUDENT SUPPORT SERVICES**

Reporting through\ the Head Primary and Early Years and Head of Secondary to the Head of School, the Head of Student Support Services is responsible for the oversight of the school's Special Education Needs (SEN), English as an Additional Language (EAL) and Counselling programmes.

This is a teaching position and the Head of Student Support Services will be required to teach either SEN or EAL in addition to providing professional leadership of the entire service area.

In this capacity he / she is responsible for:

#### **1. In relation to Special Education Needs**

The effective oversight of the school's SEN provision including but not limited to:

- Liaising with the Director of Admissions & Communication in relation to the admission of students with diagnosed learning needs;
- Liaising with teachers in relation to students with specific learning needs and, in the process, actively supporting both the student and teacher;
- Developing formal Individual Learning Plans for students with learning needs and discussing the plan with the teacher, students where possible and parent/s and actively monitoring their implementation.
- Liaising with external agencies in cases where students require outside referrals and / or diagnostics;
- Facilitating the provision of relevant professional development in the area of Special Educational Needs;
- Inputting into faculty appointments where applicable;
- Participating in meetings of the Extended Leadership Team where applicable.
- Any other duties as determined by the Head of School after appropriate consultation.

#### **2. In relation to EAL**

The effective oversight of the school's EAL provision including but not limited to:

- Liaising with the respective School Divisional Head and the Director of Admissions & Communication in relation to the admission of students with EAL learning needs;
- Liaising with teachers in relation to students with EAL needs and, in the process actively supporting both the student and teacher;
- Facilitating the provision of relevant professional development in the area of English as an Additional Language;
- Inputting into faculty appointments where applicable;
- Participating in meetings of the Extended Leadership Team where applicable.
- Any other duties as determined by the Head of School after appropriate consultation.

#### **3. In relation to Counselling**

The effective oversight of the school's counselling provision including but not limited to:

- Working with the Head of Secondary Pastoral to ensure that the school's PHSE related programmes are being effectively implemented.
- Working with the Counsellor to ensure that the counselling needs of the students – guidance, academic and emotional and social are being effectively met.

#### **4. As a Head of Department**

- Developing and maintaining high expectations of pupils and staff and monitoring and evaluating teaching and learning in each curriculum area.
- Ensuring that the work of the Department is collaborative, based on a strong sense of team and that communication with colleagues about student progress and the overall Student Support programme is timely and informative.
- Overseeing assessment in the Department, ensuring that assessment practice is aligned to the school's assessment policy and philosophy and is both realistic and moderated where appropriate.
- Planning and developing professional development activities for all subjects within the Department.
- Attending Extended Academic Leadership Team meetings where applicable and actively supporting the school ethos and policies inputting into their development if and where appropriate.
- Liaising with parents, students and the PTA in support of the Department and wider school aims.
- Managing, ordering, deploying and evaluating subject resources and monitoring the use of new resources and their contribution to raising standards of teaching and learning.
- Any other duties as determined by the Head of School after due consultation with the Head of Student Support Services.