The Grey Coat Hospital

CHURCH OF ENGLAND COMPREHENSIVE SCHOOL FOR GIRLS

Head of Learning Support (Inclusion)

**Brief**

The aim of The Grey Coat Hospital is to ‘enable students to take charge of their learning, make decisions based on Christian values, live in the world as independent women, and meet the challenges of the twenty-first century’.

The Learning Support department brings together work for students with special educational needs, disabilities and those with English as an additional language. The successful candidate will continue to ensure those students with learning difficulties and/or disabilities reach standards at least similar to all students nationally, making outstanding progress. They will also be in charge of the EAL support across the school.

**Skills**

* **GCH LOGO small**Creative, showing imagination
* Highly organised having the ability to work in a self-directed manner.
* Articulate, persuasive and commanding in a public setting
* Effective at managing support and develop the inclusion team with a clear vision for success
* planning strategically in order to target, address and manage underperformance
* have excellent leadership skills and a proven track record of improvement
* An outstanding classroom teacher across all Key Stages and abilities

**Line manager:**

Deputy Head teacher

**Person Specification:**

* be able to create, share and implement a vision for a split site department
* have the ability to create a strong department identity as one of the key departments of the school
* be able to train and develop staff at different levels of their career
* be able to evaluate the success of students, staff and the department with view to further improvement
* have excellent subject knowledge and be an outstanding classroom practitioner
* be able to lead a committed department through excellent leadership skills
* be approachable and calm under pressure
* have interpersonal skills to be able to liaise with a large number of teaching and non-teaching staff and community partners
* have excellent behaviour management skills

**Specific Responsibilities:**

* to ensure that children with learning, behaviour and disability needs are cared for according to the school’s SEND policy
* to assist staff in the implementation of the school policy on SEND, and to lead delivery of the special needs section of the SDP and policy reviews
* to be aware of current DFE policies regarding Special Needs and promote their implementation
* to keep the Deputy Head teacher and Head teacher informed on all matters relating to SEND
* to represent the school at all relevant SEND meetings and report back to staff
* to be aware of and oversee the process of formal EHCPs and Annual Reviews
* to carry out or organise the special arrangements for SEND students, liaising with the examination officer
* to ensure the correct identification of pupils with learning needs and disabilities using appropriate tools, and monitor progress through the school, including maintenance of an up to date SEND register including liaison with parents of children with on SEND register as appropriate
* to take part in the appointment of staff to the department, the drawing up of their job descriptions and induction
* to promote development and training opportunities within the department
* to take part in the school’s performance management programme, both as appraiser and appraise
* to line manage members of the inclusion department
* to liaise with the governor responsible for SEND
* to work with staff on drawing up IEPs
* to liaise with colleagues on the differentiated curriculum offered to students in class
* to liaise with outside agencies involved in supporting children with special needs
* to use Assessment Manager to monitor students’ progress and devise strategies within departments to raise achievement
* to develop, manage and update an effective Provision Map

**Communication and Meetings:**

* to attend middle management and other meetings as appropriate
* to conduct team meetings, ensuring the provision of agendas and minutes
* to ensure the discussion and transmission of departmental issues and policies to all relevant parties
* to support effective communication by forwarding minutes and conclusions of meetings and any other documentation or memos to the relevant members of the department, to senior leaders and to other members of middle management

**Curriculum:**

* to lead the department through effective teaching, professional vision and knowledge
* to plan with the team for the development of the department and to write the departmental development plan in consultation with the team and within the framework of the school’s development plan
* to maintain and develop schemes of work within the framework of the National Curriculum and the requirements of examination boards,working collaboratively with the whole team
* to ensure the provision of an appropriately broad, balanced relevant and differentiated curriculum for students in accordance with the aims of the school
* to arrange, in consultation with members of the department and the person in charge of the timetable, the deployment of these members in the timetable
* to organise the arrangement of classes within the school's agreed policies
* to lead the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching strategies in the faculty
* to support members of the department in maintaining sound discipline within the school's agreed procedures
* to monitor the quality of teaching and learning within the department
* to ensure that curricular records are kept and reports written
* to ensure that Health and Safety issues are properly understood and procedures followed effectively and consistently
* to keep up to date with National developments and teaching practice and methodology
* to actively monitor and respond to curriculum development and initiatives at national, regional and local levels
* to liaise with the Examinations Officer to maintain accreditation with the relevant examination and validating bodies
* to manage and promote enrichment activities in the department

**Finance:**

* to make the department's annual budget, to monitor expenditure and keep an inventory of equipment, textbooks and all other resources
* to oversee the provision and maintenance of effective resources for learning textbooks, students’ materials, equipment, rooms

**Pastoral:**

* to be a Form Tutor

# Education and Qualifications

# Degree or equivalent

# Qualified teacher status

# Recent and relevant leadership and management development