# Head of Learning Support and Head of PSHCE

Leading specific and additional teaching and learning throughout the school – SENCO, Inclusion, G&T, Social and Emotional Aspects of Learning; oversee the implementation and delivery of a whole-school approach to PSHCE.

**Responsible to:** Senior Management Team

**Responsible for:** Learning Support Assistants, one-to-one tutors and other staff as appropriate.

## Job purpose

* To be responsible for the education and pastoral needs of pupils identified as having additional learning needs in partnership with all relevant staff.
* Lead and develop teaching and learning ensuring equal access for all groups of pupils.
* Develop and enhance teaching practices of others with regard to provision for pupils with additional learning needs.
* Lead, develop and manage inclusive practice throughout the school.
* Ensure all students with Special Educational Needs make good progress.
* Be responsible for the planning and delivery of one-to-one and small group interventions and lessons.

## General Duties

* To have due regard to the requirements of the National Curriculum and the National Standards for Teachers and SENCO.
* Manage and evaluate the outcomes of intervention programmes and support for children with Special Educational Needs.
* To proactively promote a professional, caring and supportive atmosphere within the school.
* To take responsibility for leadership of Inclusion: SEN, G&T, Social and Emotional Aspects of Learning and PSHE.
* Convey a positive “can do” attitude, motivate and inspire staff to secure successful outcomes of school initiatives
* To undertake any professional duties which may be delegated from time to time by the Head Master.

## Strategic Development

* To contribute to the discussion of the school’s aims and policies and participate in the implementation of policies, plans, targets and practices.
* Ensure the effective and proficient use of pupil data from a variety of sources, both internal and external, in the process of target setting. This is to be undertaken in conjunction with the Director of Studies and Head of Pre-Pre.
* Set up systems for identifying, assessing and reviewing special educational needs and maintain an up to date provision map.
* In partnership with the senior management team, monitor and evaluate the quality of teaching and learning throughout the Key Stages with regard to children with additional learning needs.
* Help others to evaluate the impact of their teaching on the progress of children with additional learning needs.
* Alongside the Director of Studies, ensure continuity and progression in the Key Stage through the analysis of pupil performance data, the assessment of progress and support for teachers in the Key Stage with target setting.
* Ensure that the Head Master and SMT are informed about policies, plans, priorities and targets for the Key Stage and that these are included in the school development plan.
* Support the evaluation of the effectiveness of the School's policies and developments and analyse their impact on pupils who have special educational needs.
* Update the Head Master and governing body on the effectiveness of provision for pupils with additional learning needs.
* Ensure that relevant parents are well informed about the curriculum, targets, individual pupils' progress and achievement;
* Liaise with other schools to ensure continuity of support and learning when transferring pupils with additional learning needs.
* Identify resources needed to meet the needs of pupils with special educational needs and advise the head teacher of priorities for expenditure.

## Teaching and Learning

* Undertake the teaching of PSHE from years 6 to 8 and co-ordinating the course across the whole school.
* To secure and sustain effective teaching for individuals, groups and classes.
* To be an outstanding practitioner who knows and understands how pupils learn.
* To be an exemplar of high quality teaching and learning so that others are inspired and motivated.
* To offer support and guidance to assist collaborative planning linked with a programme of monitoring and evaluation.
* Identify, adopt and monitor the most effective teaching approaches for those pupils with special educational needs, including intervention programmes where necessary.

# Head of Learning Support and PSHCE Person Specification

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|  |  | Essential | Desirable |
| **Qualifications** | Formal Teaching Qualification recognised by the DfES or other appropriate qualification. | ✓ |  |
| Evidence of ongoing professional development; attendance on courses, INSET, action research, personal study etc. | ✓ |  |
| Commitment to continuing professional development, working towards standards and role expectations described in the Teacher Standards Framework for SENCO. | ✓ |  |
| SpLD qualification in dyslexia. |  | ✓ |
|  | EAL teaching qualification |  | ✓ |
|  | Postgraduate qualification specialising in an area of educational special needs |  | ✓ |
| **Experience / Skills** | Experience of successful leadership and management within a school or other educational setting. | ✓ |  |
| Ability to provide professional leadership and management of a staff team and contribute to the work of other teams to secure high quality teaching, effective use of resources and improved standards of learning and achievement for all pupils across the school. | ✓ |  |
| Knowledge of relevant legislation - in particular of the SEN Code of Practice, equal opportunities and disability discrimination legislation and how these apply to pupils with Statements as well as those without. | ✓ |  |
| Knowledge of the range and type of interventions available and be able to apply these appropriately in the context of the school's resources and the individual child. | ✓ |  |
| Knowledge of current educational issues and their relationship to the inclusion, behaviour support and Education Welfare Services. | ✓ |  |
| Experience of inter-agency work. | ✓ |  |
| Excellent written and oral communication skills. | ✓ |  |
| Excellent presentation and inter-personal skills. | ✓ |  |
| Excellent time and task management skills. | ✓ |  |
| Ability to work under pressure and to deadlines. | ✓ |  |
| Ability to use data effectively in setting targets. |  | ✓ |
|  | Experience of handling a budget |  | ✓ |