



We are looking for an inspirational Director of Student Support Services who will have an impact on the outcomes for our children through securing outstanding teaching across the phase. This person should be a Christian professional in good standing, who is expected to use initiative, insight and wisdom in dealing with the day to day activities of educating children.

Supervises: ESL Lead Teacher, Family Liaison, School Counsellor, Learning Support Teachers and Assistants.

Key responsibilities:

- Implementing and Coordinating entry exams for students applying to Heritage.
- To Monitor and Supervise all Student Support Team members in their specific tasks, as written in their job descriptions
- Creating a team environment that is highly respectful, professional and has a focus to work and learn together to best assist the students and their teachers
- Keeping job descriptions, policies and procedures up to date. Supervising to ensure all tasks are executed accordingly
- Monitoring scheduling of student support, ensuring schedules are balanced between each Student Support Team member and each student is receiving the amount of support needed
- Ensuring all Student Support members have a place to work with students and have access to necessary materials
- Observing all Student Support members regularly, ensuring the assistance of each student is of high quality and assisting or training the Student Support Member when needed. Following the appraisal cycle as stated in the handbook
- Keeping well organized and accurate records of meetings and observations
- Identifying training needs of student support team
- Managing Student Support budget and ordering materials needed
- Acting as a consultant to staff in the development of strategies and techniques for supporting students with educational needs, both in general and with reference to individual students
- Liaising with principals to create the best environment possible to execute Individual Educational Plans in all classrooms and assist where needed with implementing the scope and sequence of curriculum for teaching and addressing the specific needs of each child in order to ensure effectiveness of the curriculum, using instructional strategies that fully support both the curriculum and mission of the school
- Encouraging specialists and teachers to motivate students with specific needs with enthusiastic, imaginative lessons using differentiated instruction and brain friendly teaching to ensure a physical and emotional classroom environment that is conducive to learning and maximizes the performance and wellbeing of students is created
- Sharing a variety of instructional aids, methods, and materials that will provide for creative teaching to reach the whole child: spiritual, mental, physical, social, and emotional
- Working closely alongside the counsellor to ensure the social emotional well-being of students
- Reporting to the Head of Schools and Principals any significant problems or difficulties
- Annually submit in writing his/her professional goals to the Head of School
- Giving attention to continuing professional development; keeping abreast of developments in optimal learning support and special education pedagogy
- Participate in weekly Leadership Team meetings
- Participate in Admission team meetings
- Following the appraisal cycle for each Student Support Team member. Observe and meet on a regular basis
- To comply with the policies and procedures of Heritage International School.

Person Specification

Essential:

- A committed Christian and a member of a church in good standing
- Demonstrating respect for diversity of culture, religion and different Christian traditions
- Possessing (a minimum of) a Bachelor's Degree in relevant subject area
- Teaching diploma or certificate
- Evidence of Continuing Professional Development e.g. an MA, PGDip or PGCert in an area related to Special Needs
- Recent relevant experience of working with children with special needs, either in a mainstream or Special school setting
- Experience of chairing meetings, liaising with professionals and other service providers
- A strong ability to produce paperwork that is meaningful and supports the child effectively
- Experience of taking the lead on staff training and development
- The ability to forge strong relationships with parents/carers
- Management experience, either at Middle or Senior level
- A reflective practitioner with a growth mindset who is able to take challenges and forge a pathway to a solution
- The ability to create and maintain a culture of safeguarding and a strong commitment to child protection.

Desirable

- Proven track record of raising special needs student outcomes
- Ability and experience of administering appropriate tests (dyslexia screening, cognitive ability tests. etc.)
- Experience with and knowledge of a broad range of SEN such as ADHD, ASD, PDA, dyslexia, visual and hearing impairments, sensory dysfunction, cerebral palsy, Down's syndrome etc, global developmental delay etc.
- Experience of working with more than one phase (e.g. primary and secondary)
- Experience of students with social, emotional and mental health issues
- Experience of counselling, or listening in a counselling way.