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- To work with the O&E Officers, supporting with reintegration of students who have been taught and supported at the HEALS Hub and are returning to their Home School or a new setting
 - To provide professional supervision and line management to all staff they line manage
 - To oversee the use of engaging and accessible interventions for all children referred to the HEALS Hub, that will support with improvement of children's social, emotional and mental health, alongside focusing on support with cognition and communication skills
 - To oversee the family liaison officer workload, making sure that families are sign posted to appropriate support services, and that there is an engaging programme of events for families to attend
 - To undertake Elective Home Education (EHE) assessments and annual check-ins for children who are EHE

Increase service quality and performance

- To support HEALS SLT to continually plan, change, review to ensure HEALS develops appropriately and in line with wider Hackney Education priorities and relevant and up to date thinking around best practice in teaching for children with barriers to education
- To be up to date on legal and compliance matters relating to s.19 duties and work with HEALS SLT to make sure we are covering our legal responsibilities as a service
- To support the Head and Deputy Head of HEALS in all aspects of strategic service development
- To support in defining team objectives and implementing, monitoring and evaluating team plans, making sure that BSOs are inputting and sharing accurate data into systems databases such as Synergy and Mosaic
- To make sure that all HEALS Staff are trained in using relevant IT systems, and that these are accessible to all
- To assure the quality of individual and team delivery of service through support, coaching, monitoring, observation and feedback

Identify opportunities for personal and professional development

- To ensure that the team contains the expertise required to meet the needs of the children and families referred
- To promote the continuous professional development of all support staff in accordance with their needs and the service's needs

Identify opportunities for innovation/new business development

- To work with the Lead O&E Officers in order to provide professional advice around interventions that schools and settings can use in order to include children with barriers to education
- Support to lead projects that will generate additional revenue via venue hire and participation
- To work with council's finance teams in order to make sure relevant funding streams such as EHCPs and FSM are following the child appropriately whilst they are at the HEALS Hub
- To work closely with HR in the council in order to support people related issues and questions, making sure we are compliant and following correct HR procedures
- To undertake additional or other duties as may be appropriate to achieve the objectives of the post and as directed and deemed appropriate by the Line Manager.

Develop strong relationships across teams and with partners

- To ensure that the team contains the expertise required to meet the needs of the children and young people referred.
- Oversee all administrative tasks regarding the HEALS inclusion panel, in order to make sure information is being effectively shared prior to and post panel
- To evaluate the quality of delivery of the service with service users, including children and young people, families, schools and partner agencies.
- To make sure the voices of all those working within or being supported by HEALS are included via different participation routes.

Reflect best practice and ensure compliance

- To monitor and support staff wellbeing and attendance
- To quality assure the report writing process of staff you line manage
- To support HEALS' staff understanding of compliance along with processes and procedures around section 19 duties

General requirements:

- The post holder must at all times carry out his/her responsibilities with due regard to our policy, organisation and arrangements for Health and Safety at Work.
- It is your responsibility to carry out your duties in line with our policy on Equality and Cohesion and be sensitive and caring to the needs of others, promoting a positive approach to a harmonious working environment.
- You must promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or come into contact with.
- All Hackney Education Staff are expected to demonstrate and work towards developing the Hackney Education Leadership Qualities which are:
 - A strong sense of direction and purpose
 - Creativity
 - Resilience
 - Credibility
 - Presence
 - Connecting
 - Self-Awareness

Job title: HEALS Lead Teacher		
	Essential	Desirable
Person Specification		
Qualifications	✓	✓

Job Description and Person Specification

1. Qualified Teacher Status (QTS)	✓	
2. Evidence of relevant continuing professional development	✓	
3. Relevant degree		✓
Experience	✓	✓
4. Relevant experience of teaching young people with a range of special educational needs	✓	
5. Extensive experience of teaching children across phases, in mainstream and/or specialist settings	✓	
6. Experience of assessing risk and need for children and young people to complement planning of their curriculum	✓	
7. Experience of working within and contributing to multi-agency teams	✓	
Knowledge/Skills	✓	✓
8. Broad curriculum knowledge including Numeracy and Literacy, including ability to address individual pupil needs	✓	
9. Knowledge of strategies to improve access to the curriculum	✓	
10. Knowledge of Assessment for Learning, with particular reference to individual pupil support and development		✓
11. Knowledge of curriculum pathways	✓	
12. Knowledge of the requirements of, and the LA's statutory duties towards, children and young people with health needs	✓	
13. Understanding of the legislation and guidance relating to education and how that impacts on safeguarding and promoting the wellbeing of children and young people. In particular an excellent knowledge of Working Together to Safeguarding Children and Keeping Children Safe in Education.	✓	
14. Good general computer literacy and the ability to use database systems to find key information.	✓	
Ability to develop and use a structured approach to gather and record information about the child's, young person's and family's contact with services and interpret that in the context of possible safeguarding need	✓	
Ability to analyse complex information where information is drawn from multiple sources and may be conflicting or incomplete.	✓	

Job Description and Person Specification

Ability to work under pressure and to use English to produce an accurate precis of proportionate and relevant information	✓	
Ability to work effectively under pressure and to prioritise own work in line with areas of highest risk, coordinate own activity with others in HEALS	✓	
Ability to work with and influence managers and senior leaders.	✓	
Ability to contribute the educational perspective to multi agency meetings	✓	
Ability to recognise patterns of concern at both individual and population levels	✓	
Ability to influence and contribute to an organisational climate that promotes open dialogue and supports reflection, critical thinking and constructive challenge	✓	

Re-evaluation - approval (for re-evaluations, get approval to proceed from an SLT member)

I confirm approval to proceed:

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