



## Job Description

<b>JOB TITLE</b>	<b>Head of Additional Learning (Maternity Cover)</b>
<b>DEPARTMENT</b>	<b>Whole School</b>
<b>REPORTS TO</b>	<b>Deputy Head (Academic)</b>
<b>LINE MANAGES</b>	<b>Teaching Assistants</b>
<p><b>THE SCHOOL</b></p> <p>St Aubyn's is a co-educational independent prep day school with 530 pupils from the ages of 3 to 13. Though in a suburban area, it is pleasantly situated in eight acres of grounds, including sports and recreational space. Part of Epping Forest is literally just across the road. The Headmaster is a member of IAPS. The School is a charitable trust, and the Governors are the trustees.</p> <p><b>JOB SUMMARY</b></p> <p>To monitor the progress of More Able, EAL and SEND pupils, oversee the provision of intervention and assessment and liaise closely with teachers and parents.</p> <p><b>Job Outline</b></p> <p><b>Specific areas of responsibility and duties</b></p> <ul style="list-style-type: none"> <li>• Responsibility for the management of the Educational Health Care plans</li> <li>• To arrange and chair where necessary Additional Learning meetings with HoDs, Subject Leaders and Subject Coordinators and to support and develop the role of subject leaders/coordinators</li> <li>• To formally meet HoDs on a regular basis to monitor SEN children within departments</li> <li>• To review and update the School's SEN policy</li> <li>• Collect and interpret specialist assessment data gathered on pupils and share with relevant staff</li> <li>• Regularly meet with parents to discuss specific issues related to disabilities with parents</li> <li>• To participate in one activity per week</li> <li>• Complete termly Additional Learning Reviews and report feedback to the parents.</li> </ul> <p><b>Strategic Development of the Curriculum Area</b></p> <ul style="list-style-type: none"> <li>• Develop and maintain effective systems of communication, including feedback about pupils' learning which may inform future planning</li> <li>• Oversee systems and links developed with outside agencies to improve SEND and EAL provision.</li> <li>• Monitor the quality of Learning Support and Extension activities by establishing effective systems to identify and meet the needs of pupils which are reviewed and evaluated regularly</li> <li>• Produce a strategic plan to deliver the vision which is supported by departmental review as part of the SIP</li> </ul> <p><b>Leading and Managing Staff</b></p> <ul style="list-style-type: none"> <li>• Maintain effective communication across the School</li> </ul>	



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- Attend Staff meetings
- Review and update the relevant policies

### **Budget and Planning**

- Plan and prepare budgets to resource curriculum responsibilities
- Keep to the agreed budget: inform the Bursar about any concerns about the subject budget

### **Wider Professional Effectiveness**

- Maintain an up-to-date knowledge of the subject and curriculum taught and of wider and national strategies, policies and curriculum developments to inform planning and practice.
- Establish positive relationships with parents and carers through formal and informal meetings and other contacts, such as emails and notes in planners, always with the best interests of the child at heart; actively support the St Aubyn's School Society (SASS).
- Plan and communicate effectively with colleagues and the wider school community, making full use of emails, the Week Ahead Sheet, the termly calendar, the School's website, ICT network and Show My Homework.
- Display high levels of integrity, personal organisation and interpersonal skills in fulfilling all professional commitments; be in School during the 'school day' (ie when the School is in session) and other such times as are necessary to meet all commitments; be appropriately and professionally dressed at all times; actively follow the School's Management Capabilities Programme, in all contact, with all staff and stakeholders.

### **SAFEGUARDING:**

- Be aware and proactive with regard to the identification of child abuse and neglect, and School and local child protection procedures; be aware and proactive with regard to all health and safety guidance and issues, following all School procedures, such as risk assessments for the workplace, visiting speakers and School outings.
- The post holder will be required to submit a Disclosure and Barring Check (DBS).
- The post holder is responsible for promoting and safeguarding the welfare of all children and young people they are responsible for or come into contact with.

### **ST AUBYN'S POLICY AND PROCEDURE**

- The post holder is required to actively follow and abide by all St Aubyn's policies and procedures including Equal Opportunities, Safer Recruitment and Child Protection, and will maintain an awareness and observation of Fire and Health & Safety Regulations.

If during the course of time, the duties and responsibilities should change, the job description will be reviewed and amended in consultation with the post holder.



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The post holder will carry out any other duties as are within the scope, spirit and purpose of this job description as requested by the Headmaster.

**LB March 2019**