

Job Description

Job Title:	Head of Nick Hornby Centre
Responsible to:	Assistant Headteacher for SENCO
Line Manager to:	Teachers and Support staff within Nick Hornby Centre

Purpose of the Job:

- To lead the team of Teaching Assistants and Centre Teacher in directing and guiding them to support Nick Hornby Centre students within a mainstream environment
- To work closely with outside agencies and KCC to ensure pupils are fully supported within the Centre, including preparation of necessary documentation

Main duties and responsibilities (Accountabilities):

- Review placement requests from KCC and review paperwork, visit schools and respond in writing within timescale given
- Review of timetabling to support needs of students.
- Write individualised plans as appropriate and refer to other agencies in school and externally
- To review EHC reports annually
- Prepare reports as requested by external agencies e.g. CAMHS, Social Services
- Attend CP, CHiN, EH and PS and with parents, as required
- Meet with parents as necessary to review student progress
- Attend LIFT each term
- Complete LIFT referrals as required including Core Standards Audit Tools
- Small group or 1-1 teaching with the Centre
- Implement transition programmes for students moving into KS3, KS4, KS5 and post 16 studies.
- To implement individual students' needs as detailed in their Education Health Care Plan.
- Daily management of student issues and concerns, including reporting matters concerning CP to DCPC
- To observe teaching and support staff within the Centre for quality assurance
- To carry out and complete Performance Management appraisals annually for support staff within the Centre
- To prepare and run CPD sessions for Centre staff as required
- Oversee budget and report to Finance accordingly

This job description sets out the key outcomes required. It does not specifically detail the activities required to achieve these outcomes. In consultation with you, the job description may be changed by the Trust Principal to reflect or anticipate changes in the job commensurate with the grade and job title.

Person Specification

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Responsible to: Assistant Headteacher for SENCO

Technical Skill Requirements:

- Strong literacy skills and communication skills of a high order
- Strong ICT skills and ability to analyse data
- Good knowledge of best practice in SEN/ASD
- Ability to support the academic, social and emotional needs of students
- An awareness of ASD and how this impacts on the student's academic progress and social development
- Strong interpersonal skills

Personal Skill requirements:

- Excellent leadership and management skills
- Ability to motivate staff and students
- A flexible and adaptable approach to working
- Vision, energy and drive
- Understanding of the issues surrounding the safeguarding of children and commitment to child welfare and safety