

Job Description
Head of Language and Communication Centre
(Inclusion Department)

Job Outline:

This is an exciting opportunity for a passionate graduate to develop their expertise of SEND; the successful candidate will lead and manage the Language and Communication Centre within Pimlico Academy. This role will include performance managing three intervention tutors; collaboratively working with our on-site speech therapist, observing lessons and giving feedback on strategies and top tips as well as staff training. This role requires a dynamic and forward thinking individual who has the skillset to enhance the SLCN profile across the Academy as well as plan, deliver and monitor interventions for students with SLCN.

Responsible to: SENDCo

Salary: Range 5

Job purpose: To raise levels of achievement for students with SLCN
To make a significant contribution to the school's inclusion agenda

Responsible for: LCC Intervention Tutors

Responsibilities:

Teaching and learning

1. Identify and adopt the most effective teaching approaches for pupils with SLCN
2. Monitor teaching and learning activities to meet the needs of pupils with SLCN
3. Identify and teach appropriate programmes of intervention that will develop pupils' Language and Communication skills and their ability to work independently
4. Liaise with other schools to ensure continuity of support and learning over the transition period in year 7
5. Contribute to curriculum developments, particularly in relation to meeting the needs of students with SLCN
6. Teach whole classes in agreed curriculum area, as appropriate.

Recording and assessment

1. Set targets for raising achievement among pupils with SLCN
2. Collect and interpret specialist assessment data
3. In partnership with the SENDCo and SaLT set up systems for identifying, assessing and reviewing SLCN
4. Monitor and evaluate the effectiveness of provision for key named students with SLCN
5. Develop an understanding of SLCN and the importance of raising the achievement of students with SLCN amongst staff
6. Attend consultation and parents evenings and keep parents informed about their child's progress

7. Develop and implement relevant policies for assessing, recording and reporting on student achievement.

Leadership and management

1. Provide training opportunities for a variety of staff to learn about SLCN
2. Disseminate good practice in teaching children with SLCN and champion differentiation across the school
3. Line manage the three intervention tutors within the centre
4. Draw up timetables for support and intervention for named students after consultation with the SENDCo
5. Organise regular reviews of pupil profiles and Annual Reviews of EHCPs for named students, and disseminate information to staff.

Standards and quality assurance

1. Support the aims and ethos of the school in particular in developing the Pimlico Curriculum, and ensuring its accessibility for named students
2. Set a good example in terms of dress, punctuality and attendance
3. Participate in staff training
4. Attend team and staff meetings
5. Develop links with other SLCN resource bases, LEAs and neighbouring schools.

Person Specification

Qualifications, skills and experience

- A good honours degree
- Experience of working in secondary education
- Qualifications in SEN in particular Speech and Language
- Good IT Skills
- The skills to communicate effectively, orally and in writing
- Experience of using assessment data in particular assessments of SLCN
- The ability to work well as part of a team

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