



Hatton School & Special Needs Centre

Roding Lane South, Woodford Green, Essex, IG8 8EU

Tel: 020 8551 4131, e-mail: admin@hattonspecialschool.co.uk, website: www.hattonspecialschool.co.uk

Headteacher: Mrs Adrienne Wright

‘PROUD of the HATTON WAY; LEARNING, GROWING, ACHIEVING TOGETHER’

JOB DESCRIPTION

Post held: Mini School Leader

Reports to: Mini Head / Headteacher

Salary scale: Spinal point + 1 SEN + TLR 1a

Main Professional Duties

To undertake the professional duties of a teacher as outlined in the School Teachers Pay & Conditions document September 2014.

Additional Responsibilities

Line management responsibility for teachers and support staff within the mini school

- Ensure that appraisal arrangements are effectively discharged within your Mini School.
- Monitor the effectiveness and impact of appraisal arrangements within your Mini School (subject to the performance management policy).
- Monitor and evaluate the contribution and impact of staff within your Mini School to school improvement.
- Provide quality assurance, monitoring and intervention as agreed and monitor the quality of teaching and learning across the Mini School.
- Identify staff development needs and co-ordinate these with those responsible for CPD in the school.
- Plan the deployment of staff expertise within the Mini School to achieve school improvement objectives.
- Take initial responsibility for the pastoral care and welfare of teachers and support staff in the Mini School including buddy allocation, support and probation reports for new support staff.
- Provide challenge and support to staff who trigger sickness absence procedures through stage one meetings and reviews.

Specific Responsibilities

- Ensuring effective day to day organisation within the min school.
- Accountability for leading, managing and developing the curriculum within a Mini School in conjunction with the Senior Deputy Head and alongside Curriculum Leaders.
- Accountability for monitoring pupil progress in conjunction with the Mini Head for classes in the mini school.
- Accountability for monitoring the implementation of the Hatton Givens across the mini school and ensuring whole school approaches such as 'Communication Across the Day' and TEACCH are embedded.
- Co-ordinate strategies to achieve relevant school improvement plan priorities that have been identified.
- Support professional development across the school through example and support, and co-ordinate the provision of high quality professional development for staff.
- Build effective links with the local community, including business and industry, in order to develop the school.
- Use financial and resource management innovatively and effectively.

Impact on educational progress beyond assigned pupils

- Support Senior Leaders in monitoring and evaluating pupil outcomes to identify trends in pupil performance and areas for development.
- Define intervention strategies to address identified development needs.
- Evaluate and report on the effectiveness of intervention strategies used to address identified issues.
- Identify quantifiable and challenging pupil progress objectives with teachers within their appraisal objectives.
- Support teachers in planning appropriate strategies to achieve pupil progress and excellent outcomes.
- Encourage pupils' motivation and enthusiasm in the school, developing positive responses to challenge and high expectations.

Leading, developing and enhancing the teaching practice of others

- Support effective planning by teachers within the Mini school and Curriculum Planning Group, providing constructive and developmental feedback as necessary.
- Disseminate examples of effective planning practice.
- Support teachers and quality assure annual review reports within the Mini School
- Ensure that teachers are aware of the needs of inclusion of all pupils and groups and make provision for this in their planning and practice.
- Ensure that feedback from lesson observation, learning walks, work scrutiny and analysis of assessment information is appropriately reflected in teachers' practice.
- Ensure teachers are clear about the teaching of objectives in lessons, understand the sequence of teaching and learning in the school, and communicate this to pupils.
- Observe colleagues teaching and provide evaluative feedback on the effectiveness of their teaching strategies to bring about further improvement in their practice and pupil progress.
- Identify and promote innovative and effective teaching strategies in the school to meet the needs of all pupils.
- Co-ordinate/monitor the deployment of teachers, support staff and other adults to ensure their effective contribution to pupils' learning and safe operations throughout the day in conjunction with the Mini Heads.
- To have additional responsibility for the development of a whole school strategy supported by a member of the strategic management team.

General Responsibilities

- To form and maintain appropriate relationships with personal boundaries with children, parents and colleagues.
- To understand and comply with the school's Equal Opportunities Policy.
- To be aware of and comply with all policies and procedures including child protection, health and safety and security, confidentiality and data protection.
- To be aware of and support difference and ensure equal opportunities for all.
- To contribute to the overall ethos/work/aims of the school.
- To appreciate and support the role of other professionals/agencies through establishing constructive relationships and communication.
- To attend and participate in relevant meetings as required.
- To participate in training and other learning activities and performance development as required.
- The above duties and responsibilities are not exclusive and you may be required to undertake further duties as may reasonably be expected within the grade and skills of the post holder.