

Hendon School



Job Description

Post: Head of PDS (Provision for Deaf Students)

Responsible to: Assistant Headteacher

Salary: MPS/UPS (Outer London) plus TRL 2C

Job Purpose: To nurture and develop the whole learner, provide qualitative assurance of the teaching and learning in the Faculty and provide leadership and direction towards the ideals of the school mission statement

Duties

The duties outlined in this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document. It may be modified by the Headteacher, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.

Summary of major duties and responsibilities which will be carefully considered in line with the skills and experience of the successful candidate:

Leadership:

- Create a vision, sense of purpose and pride in the faculty team and in the learners.
- Advocate for deaf students within the school and beyond.
- Inspire faculty members by personal example and presence.
- Produce the Hendon 12 for the faculty and monitor Intent, Implementation and Impact. Or change to:
 - To monitor and review the provision on an on-going basis.
 - Act as coach and mentor to those line managed.
- Acknowledge the responsibility for raising student achievement within the Faculty.
- Be a role model in all aspects of teaching and learning promoting “deaf friendly” teaching throughout the school.
- Promote the introduction and development of whole school policies within the Faculty.
- Provide the link between the Headteacher, Leadership team, Governors, other staff and external agencies where appropriate.
- Identify and applaud areas of success for individual teachers and LSAs within the Faculty.
- Have a presence around the school, encouraging students to demonstrate positive behaviour and attitudes, both in lessons and during movements to and from lessons.
- Promote the behaviour for learning policy within the Faculty area and liaise with parents.
- Keep abreast of local and national changes within deaf education.
- Promote and developing the “keeping children safe in education” agenda across the Faculty.
- Promote global citizenship and British values.

2. Management of Staff:

- Lead and support line managed staff to ensure that the CPD needs of all Faculty staff are addressed.
- Oversee and monitor the process of PMR within the Faculty.
- Participate in the procedures for the appointment of new members of staff and in the case of NQTs/GTPs/OTTs/BTs, QTODs and trainee TODs ensure suitable support mechanisms within the area are provided.
- Organise the Faculty structure.
- Act as line manager for 2 i/c.

3. Teaching and Learning: -

- Ensure that the NDCS Quality Standards for resourced provisions are fulfilled.
- Monitor all aspects of teaching and learning including lesson observation and work review.
- Ensure the PDS marking and assessment policy is followed and evaluate its use and effectiveness across the Faculty.
- Monitor and evaluate tracking systems and the use of data within the Faculty for highlighting success and identifying underachievement.
- Ensure the provision within mainstream school for students with a hearing loss is appropriate.
- Promote opportunities for extra-curricular activities and visits related to the Faculty area.
- Oversee Faculty/department finances and deploy the Faculty's resources to maximise students' achievement.
- Chair and produce the agenda for effective and developmental Faculty area meetings.
- Ensure high standards of student performance across the ability range.
- Oversee and monitor Faculty use of rewards and sanctions.
- Ensure a stimulating learning environment is maintained within the Faculty.
- Promote a healthy and safe learning environment.
- Encourage staff and students to make a positive contribution to learning and to the whole school community.
- Promote enjoyment and achievement in learning and extracurricular activities.
- Promote a culture of the importance of learning throughout life and of the importance of economic well-being.
- All teachers are expected to abide by the Professional Standards for Qualified Teacher Status.

4. Curriculum Timetabling: -

- Post review meetings with staff and students to confirm disapplication of subjects to provide necessary PDS lessons where appropriate.
- Liaise with HOY and SLT re option choices at GCSE, HS6 etc.
- Collect information from HOF re teaching sets, option blocks etc.
- Manage allocation of staffing hours.
- Allocate Key PDS tutors – students and year teams.
- Set timetables – prioritise PDS lessons, staff strengths etc.
- Manage BSL clubs / classes and liaise with SLT curriculum co-ordinator.
- Invite groups with deaf specialism to contribute to PDS curriculum.

- Ensure staff teaching lessons in the PDS keep records for individual students.

5. Communication:-

- Organise cover internally every am.
- Write up PDS notice board every am.
- Update information for mainstream staff on S Drive and SIMS, ensuring all teachers know who the PDS students are and key enabling strategies.
- Give key PDS events to school office for inclusion in school bulletin by Friday break.
- Announce key PDS events during school staff briefing
- PDS Faculty meeting: Set agenda, chair, delegate minute writing, oversee filing.
- Attend HOF meetings.
- Attend briefing meetings.
- Attend inclusion faculty meetings.
- Attend appropriate year team meeting
- Attend BATOD meetings.
- Attend TOD Borough meetings.
- Ensure representation at CHSWG meetings.
- Ensure staff attend their respective year team meeting and attached Faculty meeting, or that part time staff who don't work on Mondays collect agendas and minutes etc.
- Ensure items re PDS are added to the school newsletter.
- Organise PDS trips and visits.
- Delegate every day communication to parents to key PDS tutors (e.g. phoning, notes, letters).
- Check that they record all important communications in student file and SIMS.
- Liaise with partners, e.g. NDCS, CHSWG, TOD peripatetic team, JDA.
- Keep staff informed of new initiatives in deaf education.

6. Applying for Special Arrangements for External Exams: -

- Oversee management of Special Arrangements. Delegated PDS staff liaise with Exams Officer and SENCO to ensure PDS students' details are available in order to complete online application for the appropriate arrangements. Manage the invigilation process and ensure training and updates for PDS staff.

7. Monitoring Student Progress: -

- Co-ordinate shared responsibility within the team for maintaining and distributing Student Information, ILPs and Annual Review documentation.
- Devise Annual Review schedule
- Co-ordinate distribution of documentation post meeting.
- Ensure Key PDS tutor or substitute attends each parents evening.
- Manage BPVS, Reading, PARROT and Test Box assessments.

8. Prospective Students: -

- Update PDS brochure, exam results and information about the application procedure.
- Liaise with feeder primary units (Summerside & Laycock) and others (of date).
- Book interpreter for the evening and liaise with school about payment.
- Co-ordinate PDS input for evening. Staff and pupils.
- Liaise with BELS-regarding consultations for placement
- Arrange primary school visits.
- Attend Year 6 Annual Reviews.
- Meet prospective students throughout the year.
- Delegate the organisation of the PDS induction day and CATs tests.
- Inform parents and primary school about PDS and school transition days (summer term).
- Organise support for the latter.
- Ensure all records and files are sent up from primary schools, and transferred to PDS format late summer term or early September.

9. Other:

- Co-ordinate with HOY re Deaf Awareness sessions to all Year 7 tutor groups during their PSHE lessons.
- Organise / delegate induction and appropriate training to new PDS staff.
- Co-ordinate deaf awareness week.
- Delegate responsibility for upkeep of all PDS notice boards amongst the staff.
- Ensure knowledge of new initiatives in deaf education and introduce and embed in curriculum.
- Maintain links with neighbouring Boroughs with secondary resourced provision for deaf students.
- Contribute to the main school by offering to run clubs and get involved in extracurricular activities etc.

10. Engage and collaborate to further the development of Hendon School (all employees of all levels)

- Actively engage in understanding and supporting the delivery of important 'all school' policies, as amended from time-to-time, including (but not limited to) Safeguarding policies, Health and Safety policies, Data Protection and the employee Code of Conduct.
- Demonstrate flexibility to support agreed school objectives in a rapidly changing environment.
- Role-model 'Hendon School Values' 'Believe, Achieve, Lead, Belong' and demonstrate a supportive and collaborative approach to building effective and harmonious relationships within school and our wider community.
- Any other duties as reasonably requested, commensurate to the level and salary of the position.