



SSC LEADER – Teacher in Charge

JOB DESCRIPTION – Maternity Cover for 1 Year January 2025-26

As this role is to cover maternity absence we recognise that the successful candidate will be expected to maintain the good practice already in place and adapt where appropriate.

Job Purpose:

As the SSC leader, to share in and support the leadership of the school in developing and implementing the policies and practices of continuous school improvement and staff development in relation to the SSC

To constantly and proactively seek strategies which will bring about improvement in the SSC

To lead on quality provision and monitoring of performance and progress of all children in the SSC resulting in good outcomes for all children

Strategic direction and development of the SSC

To work in partnership with the Headteacher, Inclusion Leader and Senior Leadership Team in the cycle of planning, implementation, review and evaluation of the School Improvement Plan in respect of the SSC.

To monitor and evaluate the impact of the policies, practices, targets and priorities in SSC, identifying development needs and working with the Leadership Team to achieve them.

To help formulate the aims and objectives of SSC policies for their implementation.

To keep up to date with current issues in teaching and learning, school improvement and research into social communication and interaction needs/autism and to share this with all staff.

Teaching & Learning

1. To be an outstanding classroom practitioner and role model to all staff.
2. To have a good understanding of the strengths and needs of pupils who are neuro-diverse, **especially pupils with communication and interaction needs**, their learning styles and how to adapt classroom practice to enable them to reach their potential.
3. To lead the team in the delivery of a curriculum that is exciting, engaging and stimulating and is in line with the NC objectives but adapted for individual needs
4. To ensure that planning is of a high quality, adapted where necessary, to meet the needs of pupils
5. To play a major role in the development of high-quality teaching and learning in the SSC and for all staff to have high expectations of all children
6. To ensure that the assessment system is accurate and effective in informing staff with regards children's progress

7. To report to parents both verbally and formally keeping in line with the school's reporting procedures
8. To maintain good behaviour in the unit, in line with the agreed behaviour policy
9. To liaise with staff and organise the inclusion of pupils into the main part of the school where appropriate

Leadership and Management

1. To work in partnership and fully support the Headteacher and Inclusion Leader in the implementation of school policies and practices.
2. To manage the Special Support Centre including staffing, administration, curriculum development and record keeping.
3. To act as a mentor and appraiser to staff where appropriate and organise induction for new staff.
4. To ensure own continuing professional development.
5. To organise the day to day running of the SSC, ensuring efficient management of SSC school resources.
6. To organise and lead INSET where appropriate, ensuring that the whole school staff are kept up to date on their knowledge and understanding of social communication and interaction/autism and appropriate strategies and adaptations to the environment, curriculum and teaching styles.
7. To work with the Leadership Team to present an accurate and coherent account of school's performance to a range of audiences, enabling them to play their part effectively.
8. To support and line manage all other SSC staff including, teachers, LSAs, HLTAs and complete all performance management paperwork where appropriate
9. To liaise with parents where appropriate to ensure good communication between home and school including parents' evenings and Open Days
10. To have regard to the SEN Code of practice and oversee the writing of Individual Learning Plans
11. To organise and chair Annual Reviews for pupils in the SSC
12. Be responsible for inviting prospective families, meeting with them and showing them around the SSC
13. To plan and run SSC staff meetings as required
14. To liaise with WSCC together with the SLT member responsible for the SSC re placement, transport and any other necessary correspondence that may arise
15. To complete and update all general paperwork for the SSC including care plans, behaviour plans and risk assessments
16. To organise staffing and absence cover for the SSC
17. To work with visiting professionals eg Speech and Language Therapists, Ed Psych, School nurse and/or doctors
18. Organise and provide training for all staff both internally and finding suitable training where appropriate
19. Attend staff meetings and share expertise and knowledge with staff throughout the school
20. To ensure that the SSC is integral to the school and build healthy relationships to integrate children in all school activities

Pastoral Care

1. To foster an environment that **enables pupils with social communication and interaction needs/autism needs** to feel included in their school community, in which neurodiversity is accepted, understood and valued and in which emotional wellbeing is supported and prioritised.
2. To promote self-discipline, high standards of behaviour and positive attitudes on the part of all children and to implement policies and procedures to foster them.
3. To further develop and maintain communication and community links.
4. To fully support the life and work and ethos of the school.
5. To develop and maintain positive and effective professional relationships with colleagues, parents and the local community and governors.
6. To provide information to the governors to enable it to meet its responsibilities.
7. To ensure that parents and pupils are well informed about the SSC curriculum, attainment and progress and can understand and contribute to targets for improvement.
8. To undertake any additional reasonable requests from the Headteacher.

This job description will be reviewed annually as part of the Performance Management programme, keeping in line with the National Teaching Standards. The Headteacher may modify it after consultation at any time to reflect or anticipate changes in the job, commensurate with the salary or job title.

The post-holder will be expected to operate under the current Teachers' Pay and Conditions of Service Document.