

**WANDSWORTH  
HEARING SUPPORT SERVICE**  
**Job Description – Teacher in Charge – The Willow  
Hearing Support Centre**



**STATUS**

**Job Title: Teacher in Charge of the Willow Hearing Support Centre (HSC) (Early Years and Primary)**

**Accountable to: Head of Service & Head Teacher**

**Grade: Teachers Pay Scale + 2 SEN + TLR2B**

**CONTEXT**

Wandsworth Sensory Support Service provides support to deaf children from birth to 25 years. The Service supports children with a sensory impairment, and their families, in a range of settings. The Service also includes two Hearing Support Centres one in Sellincourt School and one in Southfields Academy.

**ROLE**

- to ensure effective delivery of individual programmes for the pupils within the Centre to enable them to make outstanding progress
- to build effective partnerships with families
- line manage the staff within Hearing Support Centre
- work in partnership with staff in the host school

**Teaching and Learning**

- To prepare and deliver programmes of learning for Hearing Support Centre pupils to enable them to achieve their potential.
- To oversee the teaching and learning of pupils in the HSC ensuring that individual programmes and progress reflect the objectives on their Statement of Special Educational Needs / Education Health and Care Plan (EHCP).
- To advise and train professionals on deafness, including teaching strategies and language modifications, to enable deaf pupils to access the curriculum.
- To provide advice to host school on how they can adapt resources, environments and teaching to improve access for deaf children.

- To keep up-to-date records of pupils' progress and make this information available to parents, host school and other professionals.
- To ensure that pupils' self-esteem and self-image are considered when setting learning goals.
- To prepare and distribute individual student reports in line with Service guidelines.
- To advise host school on modifications and disapplications from the curriculum.
- To regularly liaise with families to ensure partnership working.
- Ensure that families have full access to the information provided to them either through interpreting and translation services or other modes.

### **Pastoral**

- To develop and maintain positive relationships between parents of deaf pupils and host school staff.
- To oversee the induction of new pupils and their parents to the HSC.
- To be responsible for the information gathering on new pupils, for example through liaison with peripatetic teachers of the deaf, current education setting and home.
- To have pastoral responsibility for the pupils in the HSC and work towards their social and educational welfare.
- To facilitate pupils' attendance at short breaks activities and extracurricular activities
- To write in support of parental application for additional sources of support, such Disability Living Allowance and where appropriate.
- To co-ordinate the attendance of the HSC team at host school meetings / assemblies, where possible.
- To deliver deaf awareness training and run activities during deaf awareness week and throughout the year as needed.
- To support HSC pupils, their parents, with transition, for example, to secondary school.

## **Assessment, Reporting and Recording**

- To organise an Annual Review for every pupil according to the SEND Code of Practice.
- To ensure that Education Health and Care Plans/ Statements of Educational Needs are effectively implemented and reviewed.
- To ensure that each pupil has an Individual Programme which is devised and reviewed in partnership with pupils, parents, teaching and support staff (HSC and host school).
- To ensure that parents of HSC pupils are informed of their child's progress.
- To monitor the quality of HSC teachers' reports to parents.
- To ensure that access arrangements are in place for HSC pupils for both internal and public examinations and to complete the relevant documentation.
- To ensure that mainstream teachers are aware of pupils' needs in assessment procedures.
- To oversee pupils' entries for public examinations, ensuring that staff are informed of administrative procedures and deadline dates, disseminate information and materials.
- To ensure that relevant documentation and policies are in place and updated regularly.
- To co-ordinate the specialist assessments carried out with HSC pupils.
- To contribute to the writing of transition plans.

## **Curriculum**

- To ensure that each HSC student receives a broad and balanced curriculum in accordance with the recommendations of the Education Health and Care Plan / Statement of Special Educational Needs.
- To deploy HSC staff effectively so that individual pupils receive appropriate levels of support.
- To plan individual support timetables for HSC pupils
- To attend school meetings and ensure a member of the HSC staff is present where possible.

## **Safeguarding**

- Oversee HSC pupils' feelings of safety and wellbeing.
- Act as a Designated Member of staff for safeguarding within the HSC.
- Be aware of the duties and responsibilities of safeguarding legislation.
- Ensure that the Head of Service, is made aware and kept fully informed of any concerns in relation to safeguarding and / or child protection.
- Ensure staff have the knowledge and expertise to deal with safeguarding issues and are aware of safeguarding procedures.
- Ensure that staff are committed to the welfare and social and emotional wellbeing of children and young people and this is at the heart of their work.
- Make a commitment to the pupil voice and other strategies which contribute to a child's sense of self-worth, well-being, independence and achievement.
- Be fully aware of the principle of safeguarding as they apply to vulnerable adults in relation to your work role.
- Act as the point of referral for the Social Care Department, including attendance at or co-ordination of reports for case conferences.
- Co-ordinate, and lead Team Around the Child / Team around the Family meetings, where appropriate.
- Carry out risk assessments for HSC pupils taking part internal and external activities.
- Ensure health and safety guidelines are understood and followed in relation to HSC pupils' needs for example in relation to cochlear implants.

## **Liaison**

- Oversee formal and informal arrangements for liaison with mainstream staff in the host school.
- Liaise with other agencies including: the School and Community Psychology Service, National Deaf CAMHS, the Health Authority and Social Care.
- Oversee the placement of HSC pupils in appropriate work experience settings.
- Be responsible for the co-ordination of transport arrangements involving HSC pupils.
- Apply the principals of the Family Partnership Model

## **Management Responsibilities**

### Service Development

- Be responsible for the development of the HSC in policy and curriculum matters.
- Be an active member of the Service Management Team within the Service.
- Devise and implement an HSC Development Plan reflected in the Service Development Plan and linked to the host school development plan and local and national priorities.
- Review and develop the HSC provision in-line with agreed Quality Standards for Resource Provision.
- Provide regular information to the Head of Service and Governing Body on the evaluation of the effectiveness of provision for HSC pupils, to inform decision making and policy review.
- Ensure that the Head of Service, senior managers and governors are well informed about subject policies, plans and priorities, the success in meeting objectives and targets, and professional development plans.
- Communicate effectively with parents, governors, external agencies and the wider community, including business and industry.
- Follow Service guidelines in relation to information governance.

### Line Management

- Have line management responsibility for the HSC staff and facilitate high quality performance of all duties of those staff.
- Monitor the HSC staffs' needs for training and development and communicate these to the Head of Service.
- Appraise staff as required by the Service policy on Performance Management and use the process to develop the personal and professional effectiveness of the teacher.
- Advise the Head of Service on the deployment of HSC staff, resources and timetables.
- Lead and advise HSC staff in devising individual education programmes for deaf pupils and ensure that these programmes are compatible with the policies and practices of the host school.

- Co-ordinate the allocation of teaching duties and timetables to staff.
- Organise and chair productive and regular HSC meetings and be responsible for the circulation of minutes to the Head of Service.
- Oversee staff attendance and absences and arrange appropriate cover.
- Participate in the appointment of new staff to the HSC.
- Inspire and generate enthusiasm in the team.
- Judge when to make decisions, and when to consult with others including external agencies.
- Work with individuals in the team to develop their teaching and learning to improve and sustain their practice and the performance of their pupils.
- Set expectations and targets for staff and pupils in relation to standards of pupil achievement and the quality of teaching.
- Lead and develop effective liaison between schools, and other settings, to ensure there is good continuity in terms of support and progression when HSC pupils.
- Oversee the dissemination of information by teachers in the HSC to parents.

#### Budget

- Carry out annual stock-taking of equipment and resources.
- Establish staff resource needs and advise the Head of Service and senior managers of likely priorities for expenditure, and allocate available resources with maximum efficiency to meet the objectives of the Service and subject plans and achieve value for money.

#### Analysis of data

- Collect and interpret specialist assessment data gathered on HSC pupils and use it to inform practice.
- Monitor the progress made in setting objectives and targets for HSC pupils, assist in the evaluation of and the effectiveness of teaching and learning and use the analysis to guide further improvement.
- Use data effectively to identify pupils who are underachieving and, where necessary, create and implement effective plans of action to support those pupils.
- Identify where children are exceeding expected progress effective practise and share with colleagues.
- Submit data to as part of local and national monitoring and benchmarking arrangements.

**Audiological**

- Oversee the audiological management of HSC pupils.

**Professional Development**

Contribute to the professional development of colleagues through coaching and mentoring, demonstrating effective practice, and providing advice and feedback.

**GENERAL DETAILS**

The postholder is required to carry out the duties of a schoolteacher as set out in the Schoolteachers' Pay and Conditions Document, 1994, with such particular duties as the Head of Service may reasonably direct from time to time. It is implicit that these duties are carried out in accordance with school / college and Council policies on equal opportunities.

**REVIEW**

This job description does NOT define all the duties and responsibilities commensurate with the post. As such, it will be reviewed at the end of the academic year or earlier if necessary and may be amended at any time after consultation with you.